



CANADIAN
UNITARIAN
COUNCIL

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CANADIAN UNITARIAN COUNCIL PARLIAMENTARIAN – Terms of Reference

Title: CUC Parliamentarian

Purpose of position:

- To assist CUC in applying democratic principles in its Annual General Meetings and throughout the year between Annual Meetings;
- To interpret parliamentary procedure accurately, fairly, and flexibly, with a view to facilitating the work of CUC while protecting both minority and majority views;
- To provide advice at Annual General Meetings to the Chair of the Meeting;
- To provide objective, sound advice to Board members, to the Executive Director, and on occasion to individuals and groups, on issues relating to the CUC, on parliamentary procedures and practices, on motions for the AGMs, and within that advice, to suggest means to accomplish desired purposes.

Duties:

1. Between Annual General Meetings:
 - a. Advises and assists the President, the Board, and the Executive Director, on matters of parliamentary practice, interpretation of the By Laws and relevant CUC policies, and generally on the facilitation of democratic process;
 - b. If requested by any CUC committee, task force, or member, advises on proper procedure and assists with the drafting of motions, while refraining from taking a position on matters;
 - c. In response to questions, issues interpretative Opinions concerning matters of parliamentary law and procedure, accompanying the Opinions with suitable explanations;
 - d. Periodically, suggests to the Board appropriate amendments to By Laws and to policies;
2. Immediately before, and during the Annual General Meetings:
 - a. Is available to assist the Board President on matters pertaining to the Annual Meeting;
 - b. As requested by the Executive Director, drafts explanatory instructions and interpretations of policy for members of the Credentials and Registration Committee, for Credentials Committee, for the Timer, and for other volunteers;



- c. Remains generally available to assist members of the Credentials and Registration committee to resolve questions they encounter in their registration work.
 - d. Ensures that the Credentials Committee and Timer are briefed.
3. During the Annual General Meeting:
- a. Advises the Timer if any question arises about timing;
 - b. Remains close to the Chair;
 - c. Follows proceedings closely and remains ready to advise the Chair, *sotto voce*, on any omissions or deviations in procedure;
 - d. Is prepared immediately to advise the Chair and the Secretary on any procedural matter or interpretation of parliamentary procedure, about which they inquire;
 - e. If there is an appeal of a ruling of the Chair, is prepared at the Chair's request to explain clearly to the assembly the implications of the appeal and the procedural steps to be taken.
4. After the Annual Meeting-
- Assists the Secretary, if requested, in formulating the wording of the Minutes to describe parliamentary and procedural actions.

Credentials and qualifications:

A. Essential:

- A working knowledge of the current Roberts' Rules of Order, and of the CUC General By Law;
- Experience in chairing formal meetings;
- Expertise in drafting formal parliamentary documents such as resolutions and bylaw amendments
- Ability to remain impartial;
- Good oral and written communication skills.

B. Desirable:

- Active membership in the National Association of Parliamentarians or of the American Institute of Parliamentarians;
- Experience as a parliamentarian, advising organizations similar in size and scope to the CUC;
- Active membership in a Unitarian Universalist organization;
- Past attendance at one or more Annual General Meeting and National



Conference of the CUC.

Probable time commitment:

- Between Annual General Meetings, some correspondence with those interested in proposing motions, advising on proper procedure and in some cases assisting with the drafting of resolutions. May include:
 - Communications with Board President, Executive Director and proposers of resolutions;
 - Drafting of motions and explanation to those seeking assistance.
- At the Annual General Meeting, be generally available to advise the Chair, the Board and various members about parliamentary procedures;
- The Parliamentarian is required to attend the Annual General Meeting and any plenary sessions pertaining to the business of the AGM.

Appointment term:

Preferably to start immediately after close of CUC Annual General Meeting, and continuing at least through to the next CUC Annual General Meeting. This position may be renewed on a year-by-year basis by mutual agreement between the CUC Board, the Executive Director and the individual appointed.

Remuneration:

This is a volunteer position. Travel, accommodation and meal expenses will be covered by the CUC, which will also waive the registration fee for the National Conference for the year(s) in which the individual serves as Parliamentarian.

Disqualification:

The Parliamentarian must not be concurrently a member, or have been a member within the past year, of the CUC Board.

*Please direct inquiries and applications together with a summary of qualifications and relevant experience by **October 31, 2019** to the CUC Board President at president@cuc.ca*

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