

Section 10. The Parliamentarian shall:

- a. Act as President in the absence of the President.
- b. Attend all meetings of the organization and the PTO Board.
- c. Give necessary advice in parliamentary procedure.
- d. Call the first meeting of the Nominating Committee to give instruction in procedure. The Nominating Committee shall consist of the President, Parliamentarian, Principal (or designated staff member) and two other persons, appointed by the President.
- e. Ensure all Board members have a copy of the bylaws of the organization.
- f. Enforce the bylaws of Olinda PTO.
- g. Confer with the PTO President(s) when amending PTO bylaws, which are to be approved by the Board, posted for one week, and then presented at a general meeting for final vote.
- h. Coordinate an annual PTO Meet & Greet no later than March, prior to presenting the PTO slate for the spring elections.
- i. Track years of service of position holders in the PTO through review of rosters; to keep record of positions that should become open during the election process.
- j. Ensure that the PTO slate for the spring elections is posted at least one week prior to the Spring General Meeting.