

APPENDIX H

Parliamentarian of the UAB Faculty Senate Job Description

1. Serves as Parliamentarian of the UAB Faculty Senate from September 1 through August 31.
 - Ensures that meetings are conducted according to Robert's Rules of Order, newest edition.
 - Ensures adherence to the UAB Faculty Senate Constitution and Bylaws.
 - Responds to requests from Executive Committee for parliamentary procedure interpretation of Senate Constitution and Bylaws.
2. Participates in a series of fixed meetings
 - Attends the monthly Faculty Senate meeting
 - Attends the monthly Faculty Senate Executive Committee meeting
 - Attends the monthly Faculty Senate Executive Committee's meeting with the UAB President and Provost meeting
3. Serves as ex-officio member of the Faculty Senate Governance and Operations Committee (B.II.4.f), attending meetings of the Governance and Operations Committee throughout the year

Last revised July 2018. Last reviewed July 2019.