

# Parliamentarian Quick Start Guide

## Job Description

The parliamentarian shall advise the President on parliamentary law, bylaws and procedural matters.

## Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Have a copy of Roberts Rules of Order Newly Revised
- Review and be familiar with parliamentary procedure
- Know the Eight Essential Steps to a Motion
- Confer with president on parliamentary procedure
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA
- Become familiar with the National and Texas PTA resources

## Important Dates

June	National PTA Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
October 15	Fall Membership Reporting
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting

## Resources

Texas PTA Parliamentarian Resource Guide [Available for purchase or free download at www.txpta.org](http://www.txpta.org)  
Texas PTA website [www.txpta.org](http://www.txpta.org)  
National PTA website [www.pta.org](http://www.pta.org)

## Contacts

Texas PTA 1-800-TALK-PTA  
Texas PTA Member Services Department [membership@txpta.org](mailto:membership@txpta.org)

