**Title**: Convention Parliamentarian

**General Purpose of Position**:

# To assist the chair of OPA’s national convention in ensuring the business meetings adhere to Roberts Rules of Order and the approved Rules of the Day.

**Classification**: Appointed

**Level**: National

**Relationships to Other Jobs**:

Appointed by: National President

Accountable to: National President

Support from: National Executive Board

Works with: National President, VP Administration

**Term of Service**: 1 year(s) from August to July. May be reappointed subject to yearly evaluation and other considerations.

## Time Commitment: intense time commitment during convention; light time commitment in the weeks immediately prior to convention; light time commitment when convention minutes are published

**Required Qualifications**:

* All national, district, and appointed officers must be members in good standing of Omega Phi Alpha.
* Able to attend all business meetings held during the national convention.
* Discretion. Must keep confidential information completely private.
* Familiar with Robert’s Rules of Order

**Preferred Knowledge/Abilities/Experiences**:

* Skilled with numbers, especially in calculating voting pluralities.
* Organized. Able to track at a very detailed level all aspects of a convention discussion.
* Active prior participation in at least one OPA national convention business meeting.
* Maintain neutrality about any discussion topic on the floor.

**Duties and Responsibilities**:

* Track all aspects of ongoing convention discussion including:
	1. Amount of time remaining in discussion on each topic;
	2. Which level of discussion (proposal, amendment to the proposal, objection to question, etc) is currently on the floor;
* Calculate and post the plurality required to pass each type of motion (ex: constitutional amendment, by-laws amendment, substantive proposal, motion to extend, objection to question, etc). Monitor the total votes in the room at any given time, adjusting the plurality required appropriately.
* Assist in facilitating breakout meetings at the request of the chair. (Ex: a parallel Candidates Forum session)
* Count votes during the meeting, either by show of hands or by roll-call tally, and advise the chair whether a motion met the required plurality to pass.
* With a member of the Nominating Committee, count election ballots and inform the chair about the results.
* Advise the chair when a meeting participant is out of order.
* Review business meeting minutes after they are published and provide feedback.

**Convention/ Midyear Attendance required?** Yes / No