GENERAL INFORMATION

Last Reviewed and Approved: May 1997, September 2013, January 2017, reviewed with no change January 2020

Elected/Appointed by: Selected by President-Elect

Term of Office: Not Applicable
POLICIES

The purpose of this special appointment is to serve as advisor to the National Cancer Registrars Association (NCRA) Board of Directors and committees as needed but to specifically be present at the NCRA Annual Business Meeting.

Note: Article XI of the NCRA Bylaws state:
"The Rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern NCRA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, special rules of order, and any Standing Rules NCRA may adopt."

It is the responsibility of the President-Elect to assure that a Parliamentarian for the NCRA business meeting has been selected. The Executive Office can identify a registered Parliamentarian from a listing for the city hosting the meeting.

NCRA staff will ensure that the costs for the Parliamentarian are included in the budget. Any registered Parliamentarian may be selected as long as the total expenses are within the same range.

NCRA staff will make arrangements to supply the Parliamentarian with a copy of NCRA's Bylaws prior to the next year's business meeting.
PROCEDURES
The Parliamentarian will:

Offer advice to NCRA Board of Directors and Committees in either verbal or written communication as needed.

Review Bylaws and recommend changes or clarification of the NCRA Bylaws. Determine points of order.

Attend NCRA meetings as requested by the President.