



### **DWC Parliamentarian**

The Parliamentarian shall counsel the Club members and the Governing Board concerning proper parliamentary procedure; receive and present all changes or additions to the Bylaws and Standing Rules; preside over voting and installation of new Officers.

The Parliamentarian shall install newly elected Officers at the general luncheon business meeting, which is usually held in December. In the event the Parliamentarian is unavailable the Chaplain will conduct the installation. She can also act as Advisor, as deemed necessary by the President and/or Executive Board.

It is customary for the Parliamentarian position to be based on the recommendation of the President and approval of the Executive Board.