

NPMA Executive Board

VICE PRESIDENT - PARLIAMENTARY PROCEDURES

The Vice President-Parliamentary Procedures is elected by the National Board in accordance with the National Constitution and Bylaws and is responsible to the National President and the Executive Board as the Association's parliamentarian. In this capacity, he/she will guide meetings of the National and Executive Boards. The following specific duties and responsibilities are delegated to the Vice President Parliamentary Procedures. This list is not intended to be inclusive.

Position Duties

- Resolves procedural problems consistent with Robert's Rules of Order Newly Revised and the provisions of the National Constitution and Bylaws.
- Prepares proposed changes and revisions to National Bylaws, and submits them to the Executive Board for review and concurrence. The VP-Parliamentary Procedures then submits proposed national bylaws changes for dissemination to the chapters through the Delegates Notebook.
- Reviews and submits proposed changes to the Constitution and Articles of Incorporation.
- Advises the Executive Board and National Office on situations that may arise that require similar parliamentary action
- Receives copies of all chapter bylaws and approval letters and then assures that copies of all are at the National Office. Contacts chapter that does not submit bylaws as requested for review in compliance to National Bylaws. The National Office contacts the VP-Parliamentary Procedures to announce any new chapter application so that bylaws may be sought.

Appointments

- Appoints the immediate past VP-Parliamentary Procedures as Director of Bylaws Committee; obtains National President's concurrence if a different appointee is named for whatever reason.

Committees/Associations

- Chairs the Bylaws Committee.

Administrative Responsibilities

VP's Responsibilities	National Office's Responsibilities
Provide list of chapters or regions whose bylaws are not in compliance with the national bylaws	Withhold dues payments from the chapters/regions on this list
Provide updated national Bylaws on an annual bases	Publish and distribute updated national bylaws via NPMA website
Provide updated Region/Chapter bylaws as approved	Maintain copies of all current chapter, region, and national bylaws