

DETROIT CHARTER COMMISSION EMPLOYMENT OPENINGS

PARLIAMENTARIAN

COMPENSATION RANGE

Hourly rate of \$50/hour, plus expenses as per approval of the Committee of the Whole.

SUMMARY DESCRIPTION

The Parliamentarian for Detroit Charter Revision Commission provides expert parliamentary advice on all aspects of procedural issues related to the operation, conduct and function of the Committee of the Whole meetings, by appropriately advising and counseling the Chairperson of the Charter Revision Commission. The duty of the parliamentarian is to serve in the best interest of the public, as consistent with the Roberts Rules of Order. He or she will be required to advise the chair on parliamentary issues in consultation with the Elected Parliamentarian who will advise the Chair, and to meet with and advise committee chairs as needed. The Parliamentarian will also provide periodic training to Commissioners on Robert's Rule of Order and parliamentary procedure generally.

This role requires considerable and demonstrable knowledge of meeting protocol, parliamentary authority, Robert's Rules of Order and the Charter Revision Commission's operational rules and bylaws. The Parliamentarian will be conversant in all aspects of Robert's Rules of Order for purposes of providing answers and solutions to routine and complex questions and concerns about conducting meetings and making group decision, within the context of a public body. This role will require, where necessary, the preparation of written opinions on parliamentary procedures and questions of meeting protocol as dictated by the Robert's Rules of Order.

MAJOR RESPONSIBILITIES

- Shall attend all Committee of the Whole Commission Meetings, and any other meetings as requested by the Chair of the Commission.
- Shall be assigned a seat at Committee of the Whole Meetings behind the Chairperson and Elected Parliamentarian, in a place convenient for consultation.
- Provide impartial counsel, assistance and advice to the Chairperson on issues of parliamentary procedure and Robert's Rules of Order, in consultation with the Elected Parliamentarian who will advise the Chair.
- Meet with and provide impartial advice and counsel to Committee Chairs, where appropriate.
- Provide impartial written opinions on parliamentary procedural issues as requested by the Chairperson.

- Provide periodic training and consultation to Commissioners regarding Robert’s Rules of Order and parliamentary procedures. Develops and conducts staff training sessions and workshops.
- Provide assistance and advice in the development and preparation of meeting agendas for the Committee of the Whole and Subcommittees, with the Chair and Elected Parliamentarian.

MINIMUM QUALIFICATIONS:

- A Bachelor’s degree from an accredited college or university, and/or equivalent experience.
- Certification as a Professional Registered Parliamentarian, required.
- Minimum of 3-5 years’ experience serving a Parliamentarian for public and/or private bodies.
- Current member of National and/or State parliamentary associations/organizations, preferred.

POSITION TYPE

This position will be a contracted position and therefore not eligible for health care benefits, the incumbent will receive a 1099 for their compensation and will be responsible for their taxes. This position is not a City of Detroit Position.

APPLY TO:

Interested candidates must submit cover letter and resume addressed to the Personnel Committee of the Detroit Charter Revision Commission at Parldetroitcharter@gmail.com

Applications without cover letter and resumes will not be considered for the position.

A list of qualifications are outlined in the Parliamentarian position description posted on the City of Detroit Charter Commission website, www.detroitcharter2018.com, as well as on the city of Detroit website, <https://detroitmi.gov/government/commissions/charter-revision-commission>, at the Coleman A. Young Municipal Center, and broadly. Applicants must submit cover letters and resumes in hard copy form as well, to:

Detroit Charter Revision Commission, c/o Personnel Committee
 Butzel Family Center
 7737 Kercheval
 Detroit, Michigan 48214

Resumes will be accepted from Monday November 18, 2019 until Monday, November 25, 2019, and the review period will continue until Monday, December 2, 2019. Selected candidates will be invited to interviews, at a location to be announced.