



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARLIAMENTARIAN GUIDELINES

Participation Limits per Delegation:

Each school may nominate **one (1) delegate** to serve as a Parliamentarian. Students who are nominated by their schools will be assigned to a role as a doorkeeper or clerk by the Kentucky YMCA staff.

Doorkeeper Responsibilities/Privileges:

- A. Arrive 15 minutes early in proper attire.
- B. Report to the chair of your Summit session.
- C. Assist the chairperson in maintaining order and decorum in the chamber. You should have a working knowledge of procedure for this task.
- D. Make sure only Y-Staff, officers, candidates, Media Corps delegates, Executive Council members, and advisors come in and out.
- E. Check nametags as delegates enter -- only people in your Summit are allowed. (For example: If you are in the African Summit, make sure all name tags say African.)
- F. Allow people to enter or leave only between speeches.
- G. Post and maintain the docket. Circle the proposal number on the docket that is currently being debated. Mark out the proposal number once debate on that proposal is completed.
- H. If your room has two doors, appoint another doorkeeper and explain duties.
- I. You may debate.

Clerk Responsibilities/Privileges:

- A. Arrive 15 minutes early in proper attire.
- B. Report to the chair of your Summit session.
- C. It will be your responsibility to time each speech and the time spent on each proposal. BRING YOUR OWN TIMEKEEPING DEVICE.
- C. Read proposal titles as instructed by the Summit Chair.
- D. Assist the chairperson in maintaining order and decorum in the chamber. You should have a working knowledge of procedure for this task.
- E. You may debate.