

Parliamentarian Training Worksheet

Use the checklist and worksheet provided to make the transition of the Parliamentarian position from the outgoing to the incoming Officer smooth. Take notes as needed during the process.

- Review:
 - [Parliamentarian Training Guide](#)
This is an outline of the position's responsibilities and tools
 - [National](#) & Chapter Policies
 - Parliamentary Procedure during Chapter Meetings
 - [Chapter Meeting Kit](#)
 - [How to Make a Motion](#)
 - Parliamentary Procedure Motions:
 - [How to make a General Motion](#)
 - [How to make a Special Motion](#)
 - [Parliamentary Procedure Cheat Sheet](#)
- Share resources:
 - [Chapter Bylaws Template](#)
 - [Chapter Operating Policies Template](#)
 - Helpful Contact Information
 - Faculty Advisor, University Support
 - Operations Advisor, Phi Sigma Pi Chapter Excellence Board
 - Leadership Development Coordinator, Phi Sigma Pi National Staff
- Additional talking points related to the position