
AUGUST 2015

SPEAKER

Powers and Duties of Speaker:

(As defined by LAFP Bylaws, Chapter X, Section 7)

1. The Speaker of the General Assembly is the official representative of the Assembly, is a member of the Board of Directors and Committee on Operations. He/she shall attend all Board Meetings.
2. The Speaker shall, with the assistance of the Vice-Speaker and Executive Vice President, prepare an agenda for the General Assembly. The Speaker shall preside over the General Assembly as well as any special meeting of the membership.
3. The Speaker will address the General Assembly at the opening session of all meetings, limiting his/her address to matters of conduct and procedure in the Assembly.

Major Responsibilities and Duties:

1. Works together with other members of the Board of Directors to ensure that LAFP activities are focused appropriately to achieve its mission and strategic plan
2. Organizes and conducts the annual General Assembly business session with input from the LAFP staff and Executive Committee
Specific responsibilities include:
 - Plans General Assembly agenda
 - Selects the person who delivers the invocation at the General Assembly
 - Determines, in conjunction with the President and staff, the invitation to an AAFP official representative
 - Reviews all resolutions, working with authors to resolve any issues prior to the resolution being posted on the LAFP web site
3. Represents the General Assembly at the meetings of the Board of Directors
4. Monitors the actions of the Board of Directors with regard to decisions of the previous General Assembly
5. Prepares a written report on the actions of the Board of Directors with regard to decisions of the previous General Assembly for distribution at the current year's General Assembly
6. Delivers a verbal report (opening address) on the actions of the Board of Directors with regard to decisions of the previous General Assembly during the current year's General Assembly
7. The Speaker should be well versed in parliamentary rules of order. Meetings of LAFP follow the guidelines of the most current edition of the American Institute of Parliamentarians Sturgis Standard Code of Parliamentary Procedure.
8. The Speaker should be knowledgeable of the Bylaws of the LAFP and AAFP.
9. The Speaker shall insure that all members voting at the General Assembly are qualified to vote (see General Assembly).
10. The Speaker shall be entitled to vote in the Assembly in the event of a tie vote.
11. Delivers a report at each Board of Directors meeting on implementation of General Assembly directives and on the planning process for the next General Assembly meeting
12. Works with the President-elect to suggest to the Board where enacted resolutions should be assigned for follow up in the coming year; to be done at Board of Directors meeting held immediately following conclusion of the General Assembly
13. Proofs, in conjunction with the Executive Vice President, the transcripts of the General Assembly proceedings over which he/she presided

Travel Responsibilities:

- Attendance at the General Assembly is required as well as attendance at all Board of Directors meetings.

Reimbursement:

- The travel of speaker will be reimbursed in accordance with the current LAFP travel reimbursement policy.

VICE-SPEAKER**Powers and Duties of Vice-Speaker:**

(As defined by LAFP Bylaws, Chapter X, Section 8)

1. The Vice-Speaker shall be a member of the Board of Directors and the Committee on Operations. He/she shall attend all Board of Directors meetings.
2. The Vice-Speaker shall assist the Speaker in preparing the agenda for the General Assembly.
3. In the absence of the Speaker or when designated by the Speaker, the Vice-Speaker shall preside over the General Assembly.

Major Responsibilities and Duties:

1. The Vice Speaker represents the General Assembly at the meetings of the Board of Directors
2. The Vice Speaker monitors the actions of the Board of Directors with regard to decisions of the previous General Assembly
3. The Vice Speaker should be well versed in parliamentary rules of order. Meetings of LAFP follow the guidelines of the most current edition of the American Institute of Parliamentarians Sturgis Standard Code of Parliamentary Procedure.
4. The Vice Speaker should be knowledgeable of the Bylaws of the LAFP and AAFP.

Travel Responsibilities:

- Attendance at the General Assembly is required as well as attendance at all Board of Directors meetings.

Reimbursement:

- The travel of the vice-speaker will be reimbursed in accordance with the current LAFP travel reimbursement policy.