

PRESIDING EFFECTIVELY: ROBERT’S RULE OF ORDER

Participating in an ASTRA Club business meeting allows members an opportunity to plan, evaluate, discuss and decide on goals of the club. However, the ASTRA Club President needs to foster an inclusive environment where all members have a voice in their club.

Parliamentary Procedure provides a framework that allows a meeting to be run efficiently with all members having an equal voice in their club’s decisions. Robert’s Rule of Order is the oldest and most commonly used guide to parliamentary procedure, providing common rules and procedures for deliberation and debate during a meeting. It is a meeting protocol that is almost universally accepted for conducting business meetings and making group decisions in an orderly fashion. Written by Henry M. Robert, the first edition of Robert’s Rule of Order appeared in 1876 and has been revised and used by organizations since then.

ASTRA Club officers are encouraged to become familiar with Robert’s Rule of Order and to learn to use it effectively during their club meeting discussions and votes. Learning the basics of parliamentary procedure provides a life skill that enhances critical thinking, problem solving, communication and collaboration skills. However, under no circumstances should “undue strictness” or lack of knowledge of proper parliamentary procedure be allowed to limit full participation of ASTRA members.

CALL TO ORDER	
President	Two taps of the gavel. <i>“The meeting of the ASTRA Club of _____ will please come to order.”</i> Waits for perfect order (quiet). Ascertains if a quorum is present.
INTRODUCTION OF GUESTS AND NEW MEMBERS	
President	<i>“We are pleased to welcome _____ as a guest to our meeting. Thank you for joining us today”</i>
President	<i>“The Membership Chair will welcome new members.”</i>
Membership Chair	<i>“We are pleased to introduce the following new ASTRA members: _____ Our club now has _____ members.”</i> Clubs may announce and celebrate birthdays of ASTRA members.
SECRETARY’S REPORT & MINUTES	
President	<i>“The Secretary will read any correspondence to the club.”</i>
Secretary	Secretary reads any correspondence to club members.

	Any action that may arise from the reading is deferred until unfinished or new business is taken up.
President	<p><i>"The Secretary has distributed the minutes of the preceding meeting."</i></p> <p><i>"Are there any corrections or additions?"</i></p> <p>If no corrections:</p> <p><i>"There being none, the minutes stand approved as presented." (No vote is necessary)</i></p> <p>If any corrections have been made:</p> <p><i>"The Secretary will please make the correction. If there are no further corrections or additions, the minutes stand approved as corrected."</i></p>
TREASURER'S REPORT	
Treasurer	The Treasurer gives the treasurer's report with account balances and summary of income and expenditures since the last meeting.
President	<p><i>"Are there any questions?"</i> Treasurer answers questions.</p> <p><i><u>This report was read for your information and will be placed on file.</u></i></p> <p>No action is taken on the unaudited report of the treasurer.</p>
COMMITTEE REPORTS	
	<p>Standing Committees: Membership, Service, Fundraising, Publicity, Programs, Bylaws, Nominations.</p> <p>Committee Co-Chairs should report back to the club to inform them of what their committee has been working on and their suggestions for the club. The club may have to vote on something that the committee suggests.</p> <p>1) Reports which contain only facts, opinions, or a report of work done require no action.</p> <p>2) If a report contains recommendations or resolutions, action must be taken. They should be put at the end of the report, and the reporting member should move that they be adopted. If there is more than one, action should be taken on each recommendation separately.</p>
President	<i>"The _____ Committee will present its committee report."</i>
Committee Chairs	Committee Chairs give reports
President	<i>"Thank you. The next committee report is"</i>

UNFINISHED BUSINESS	
	<p>The President has a record of the unfinished business on the agenda (after referring to the minutes of the last meeting to review business that was discussed and still has decisions to be made) and presents it for consideration and action. It includes:</p> <p>A. Business postponed from the previous meeting to this.</p> <p>B. Business on which action was not completed at the previous meeting.</p>
President	<p><i>“Our first item of unfinished business is”</i></p> <p>The President or Committee Chair helps lead the discussion.</p> <p>Continue with other items of old business</p>
NEW BUSINESS	
President	<p><i>“Our first item of new business is.....”</i></p> <p>The President or Committee Chair helps lead the discussion about each business item. If a decision needs to be made, the president will accept a motion from the floor and a vote will be held.</p> <p style="padding-left: 40px;">New business is introduced by a motion or by a resolution. A motion is an idea or a suggestion that a member or committee wants the group to consider and have the group vote on.</p>
President	<p>The procedure in dealing with a motion is as follows:</p> <p>A. Obtain the floor—Member stands and addresses the President.</p> <p>B. Member makes the motion— “I move that”</p> <p>C. Second the motion—Any other member, without rising, says “<i>I second the motion.</i>” (If the motion is not seconded, the presiding officer may say “<i>There being no second, the motion is not before the club.</i>”)</p> <p>D. The motion is stated by the President— <u><i>“The motion has been moved and seconded to _____ . Is there any discussion?”</i></u></p> <p>E. Discussion—Rules for discussion: Speakers must 1) be entitled to the floor, 2) address their remarks to the chair; be courteous; avoid all personalities, 3) confine discussion to the question pending, and 4) observe the rules as to the number of times and number of minutes they may speak to a question. Any member may raise their hand and share their views about the issue when the president calls on them.</p>

	<p>F. Put the question—</p> <p><i>"If there is no further discussion, then we will vote. The motion before us is _____."</i></p> <p><i>"All those in favor of the motion, say "Aye," "</i></p> <p><i>"All those opposed, say 'No'."</i></p> <p>G. Announce the outcome of the vote—</p> <p><i>"The motions carries (or fails, depending on the vote)"</i></p> <p>(If the result is close or doubtful, the President calls for raising hands vote first for the affirmative and then for the negative).</p> <p style="text-align: center;">When the vote is a tie, the motion is lost (unless the presiding officer votes in the affirmative in order to break the tie and carry the motion.)</p> <p>One tap of the gavel to announce results of the vote.</p> <p>Continue with other items of new business.</p>
PROGRAM	
President	<i>"The Programs Chair will introduce our speaker."</i>
Program Chair	<p><i>"We are pleased to welcome _____ as our speaker at this meeting. _____ is the _____ (provide brief intro). Thank you for joining us today"</i></p> <p style="text-align: center;">Speaker makes presentation. Allow time for questions.</p> <p style="text-align: center;">The President thanks speaker.</p>
ANNOUNCEMENTS	
President (and any other member)	<p>The President makes any announcements such as the next meeting date and other important information or activities.</p> <p><i>"Are there any other announcements?"</i></p>
Any Member	The President may recognize a Committee Chair or other member to make additional announcements, such as upcoming service project dates, or the Secretary to ask for members to sign a thank you card.
ADJOURNMENT OF MEETING	
President	<p>Meeting can be adjourned either way—</p> <p>A. By motion from a member or</p> <p>B. By general consent:</p>

	<p><i>"If there is no further business, this meeting is adjourned."</i></p>
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One tap of the gavel.