



2023 Officers' Training Week



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Robert's Rules of Order – "A Practical Application"

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Objectives

- What are Robert's Rules?
- Why do we use Robert's Rules?
- When do we use Robert's Rules?
- Who needs to use Robert's Rules?
- How to implement Robert's Rules in ASTM meetings?



What are Robert's Rules?

- A book containing rules of order intended to be adopted as a parliamentary authority for use by a deliberative assembly.
- Written in 1876 by then – Major, later General Henry M. Robert
- Provides common rules and procedures for deliberation and debate in order to place the **whole membership on the same footing** and speaking the same language.
- Provides for **constructive and democratic meetings**, to help, not hinder, the business of the assembly.



When Do We Use Robert's Rules?

Robert's Rules of Order are used at all ASTM Committee Meetings, supplementing the ASTM Regulations, in order to maintain democratic meetings.





Why Have Rules?

- The need to provide order and structure to meetings so that business can be conducted, and issues can be resolved in an orderly and expedient fashion.
 - Implemented by: Committee Chair; Agenda

ASTM Regulations:

- 1.2 The purpose of the Regulations Governing ASTM Technical Committees is to provide a set of rules that will ensure the development of consensus in accordance with rigorous democratic procedures.



Why Have Rules?

Section 7.4 of the Society Bylaws - Meeting Rules

- The current edition of Robert's Rules of Order shall govern the Committee and Subcommittee meetings in all cases, except where there are rules in conflict with the Regulations or the Committee or ASTM Bylaws.
- ASTM's Regulations are based on the principals of Robert's Rules. Regulations are specific to ASTM Committee work.
- Robert's Rules are the default rules; they govern only if there are no controlling provisions in the ASTM Regulations. **In any case where there is an ASTM Regulation, the ASTM Regulation takes precedence.**



Who Uses Robert's Rules?

Do I need to know about Robert's Rules?

- Meetings are led by a committee or subcommittee chair who will utilize Robert's Rules of Order.
- Vice Chair should also be familiar with Robert's Rules, as they are responsible for chairing meetings in the Chair's absence.



How to Implement Robert's Rules in ASTM Meetings

The Agenda is your primary tool:

- Is a component of the meeting notification
- Is approved at the beginning of the meeting. Any proposed changes to the agenda are made at this time. After that, stick to the agenda.
- Is enforced by the Chair
 - Members have the opportunity to raise additional items during unfinished business and new business sections of the agenda.

The Chair follows the agenda and ensures that the ASTM Regulations and Robert's Rules are followed:

- Recognizes speakers in the order that they requested the floor.
- "Out of Order/Point of Order". Meeting is "on hold" until "Out of Order/Point of Order" situation is resolved (ex. recording taking place; any interruption of the order of business).



Agenda



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Sample Meeting Agenda E07 Terminology Subcommittee

Date and Time: June 5, 2023, 1:00 PM – 2:00 PM (Mountain Daylight Time)

Place: Sheraton Denver Downtown, Denver, CO

1. Call to order and introduction of attendees
2. Announcements
 - a) No electronic recording is allowed at meetings
 - b) The meeting will be conducted in accordance with the ASTM Antitrust Statement (see statement at the end of the agenda).
 - c) Deadlines for ballot submissions

3. Approval of Agenda

4. Approval of Previous Meeting Minutes

5. Membership Review



Agenda

6. Ballot Results (since last meeting)
 - a) E07 (23-01) Item 004 WK85727 Revision of E1316
 - i) Revision to: Summary of Changes
 - ii) One negative, one comment
John Smith- motion required to find negative vote not persuasive
 - b) E07 (23-01) Item 039 WK77849 Revision of E1316
 - i) Revision to: Interpretation
 - ii) No negatives or comments
 - c) E07 (23-01) Item 040 WK77849 Revision of E1316
 - i) Revision to: nonrelevant indication
 - ii) Two negatives, two comments
7. Old Business
 - a) Interaction with ASNT for Terminology Development [Ruddy]
 - b) Updates to E1316 Section A [Washabaugh]
 - i) add the part of speech to the terms
 - ii) Inclusion of a "Summary of Changes" section to E1316.
8. New Business
 - a) **Proposal of new workitem/ submit ballot item**
9. Future Meetings
 - a) January 7-11, 2024, Sheraton Suites Cypress Creek, Ft. Lauderdale, FL
 - b) June 9-13, 2024, Philadelphia Marriott Downtown, Philadelphia, PA
10. **Meeting Adjournment**



The Motion for Not Persuasive

- Subcommittee Meeting - 11.4 *Subcommittee Handling of Negative Votes*
- Main Committee Meeting - 12.4 *Main Committee Handling of Negative Votes*
 - It is always a motion to find the negative not persuasive;
 - never a motion to find the negative persuasive.
- Must be seconded
- Discussion
- Only those with Official Voting status can vote.



What Do I Need to Know about Motions?

A motion is one whose introduction brings business before the meeting attendees.

- *Note: Only a member makes a motion*

How to make a motion:

- Motion made
- Motion seconded
- Chair calls for discussion of the motion. The chair recognizes the speakers in order.
- Following discussion, the chair “calls for the vote”; the motion is repeated, and the chair calls for a vote on the motion.
- Only one motion on the floor at one time



When are Motions Required in ASTM Meetings?

Motion	Requires a Second	Debatable	Vote Needed
Approve Agenda	Yes	Yes	Majority
Approve Minutes	Yes	Yes	Majority
Place an Item on Ballot	Yes	Yes	Majority
Establish a Task Group	Yes	Yes	Majority
Executive Administrative Decision	Yes	Yes	Majority
Adjourn a Meeting	Yes	No	Majority
Not Persuasive Action (must state rationale)	Yes	Yes	2/3 Affirmative
Not related Action (must state rationale) (New agenda item for next meeting)	Yes	Yes	2/3 Affirmative
Amend a motion	Yes	Yes	Majority



Order of Motions

Main Motions

- Subsidiary Motions – a motion which is raised during consideration of the main motion
 - *Note: The most common subsidiary motion is an Amendment.*
- Point of Order - To answer a member's question as to whether the rules are being followed



Amending a Motion

The suggestion to amend a main motion is itself a motion and is debated and voted upon by the members present at a meeting.

- A motion must be made to amend the motion under consideration
- Requires second and debate
- If a majority approves, the amendment is made to the main motion and debate of that main motion, as amended, continues.

Friendly Amendment??



Other Situations

- Call the Question - Often Referred to as “Previous Question”
- Table vs. Postpone
 - *Lay on the Table (More Urgent Situation)*
 - *Postpone (Certain Time/Event)*
 - *Postpone Indefinitely*
- Reconsider
 - *Prevailing side*



Additional Tips

- A motion is the item under discussion, never the person who introduced it; personal remarks are always out of order.
- All members have equal rights to speak in debate.
- An established minimum number of voting members must be present in order to transact business (quorum). Quorum is defined in each committee's bylaws.
- Unanimous consent: "Any Opposed? Hearing none the motion is approved"
 - Silence gives consent. Those who do not vote when the vote is taken agree, by their silence, to allow the decision to be made by those who do vote.



For Help with Robert's Rules

- Use common sense and apply consensus principles
- Contact your Staff Manager
- Resources:
 - www.robertsrules.com
 - [ASTM Regulations](#)
 - [Committee Officer's Handbook](#)
 - Committee Specific Staff Manager
 - Robert's Rules of Order Newly Revised In Brief



Questions?





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Thank you for your attention!
