



Main Committee Chairman Responsibilities Overview

The committee chairman’s specific duties are as follows:

- Understanding the consensus process: ASTM Regulations, Officer Handbook, Committee Bylaws and general Parliamentary Procedure as outlined in ‘Robert’s Rules of Order’
- Chairing meetings of both the executive subcommittee and the main committee
- Overseeing the standards development activities of the committee, including five-year review, due process for negative voters, and actions on standards
- With executive subcommittee approval: appointing subcommittee chairmen, liaisons, and executive subcommittee task groups, such as the nominating committee and strategic planning committee
- Ensuring that the executive subcommittee performs all required duties: approving membership applications and affiliate members, classifying members of classified committees, assigning voting status, and any duties outlined in the committee bylaws
- Handling of ASTM circular letter ballots and other headquarters correspondence
- With approval from the executive subcommittee: handling general administrative duties, such as planning future meetings, managing committee funds, and approving proposals for symposia
- Providing guidance as needed to officers and committee members
- Conduct an efficient meeting
 - Prepare an agenda
 - Review correspondence
 - Review minutes & action items from previous meeting
 - Communicate with your Staff Manager
- Work with Executive Committee and Staff Manager to maintain committee’s profile in industry (for example: committee promotions, industry strategic partnerships, opportunities for committee representatives at industry events, student posters sessions and more)

Use of Motions

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
¹ Call the question – properly known as previous question	Yes	No	2/3 Affirmative
² Lay on the table	Yes	No	Majority
³ Postpone to a certain time	Yes	Yes (but only the motion itself is debatable)	Majority

¹“Call the question” does not immediately stop debate. A member can move to call the question/move the previous question which requires a second and then a 2/3 affirmative vote. If that motion is approved THEN the chairman or sub-chairman can lead the assembly through motions and voting on the underlying topic.

² To “lay on the table” or “table” something means you will set it aside temporarily; usually because something more urgent has come forth. (Not to be confused with the motion to postpone to a certain time; see below)

³ To “postpone to a certain time” means that you are postponing the vote/discussion to a decided time (a few hours, the next meeting etc.). It could be because you need more information or because you need to wait for a specific member etc.