



Subcommittee Chairman Checklist

Effective Meeting Preparation

Every ASTM technical committee has nuances for their meetings about report outs and degree of Robert Rules of Order which are enacted. This check list provides high-level guidance and expectations for your role. Contact your Main committee chairman, Staff Manager or Administrative Assistant for any committee specific needs.

PRE-MEETING

Schedule Confirmation

- Task Group (TG) timing is correct
- Subcommittee Meeting timing is correct
- Audio visual needs confirmed with ASTM staff

(Best confirmed 8 weeks before, but checked 1 week before)

Prepare TG Chairman

- Request TG report outs: decision highlights, meeting plans & project management (drafting schedule, ballot anticipations)

**If meeting, report is due after TG meeting. If not, ask for in advance to sub-meeting*

- Touching base to confirm attendance, to guide & pull in staff for process-related questions

**If TG Chair cancels right before meeting, Subchairs cover non-canceled sessions or appoint coverage.*

(Best completed 6 weeks, open ballot actions may leave this uncertain)

- Confirm anticipated voting on negatives at subcommittee meeting

Agenda Development

- Generate agenda with My Agenda tool
- Check last meeting Minutes for active Old & New Business items to carry over (Alert ASTM if past minutes are missing online, submit for posting if not online)
- Ensure all TGs are listed (non-WK items)
- Add additional discussion items
- Save & Submit online / Email to Staff
- Share word doc of agenda with individual taking your minutes

(Best completed 6 weeks prior but edits can be made leading up to the meeting)

Roster Maintenance

- Conduct Roster Maintenance to ensure balance prior to meeting
- Print Attendance list after Rosters Maintenance is complete

(Best done 2-3 days before meeting so notifications are sent to members)

Report-Out for Exec & Main

- Prepare Key items for Exec & send to Chairman & Recording Secretary

AT-MEETINGS

Task Group Follow up:

- Check with TG Chairs for subcommittee report out & final actions for subcommittee meeting.

During Your Subcommittee Meeting:

- Ensure someone is taking minutes
- Circulate attendance list
- Remind about ballot deadline dates
- Determine who needs meeting time at next meeting
- Summarize action items before closing

Action Items for Main Committee:

- Prepare action items and other highlights for main committee meeting. Send to Chairman & Recording Secretary.

POST-MEETING

- Submit meeting minutes within 30 days
- Send Staff Manager & AA anticipated ballot actions – specifying subcommittee or main committee ballots
- Stay in touch with your TG Chairman and Main Committee Chairman (monthly may be sufficient)



Key Issues & Questions at Meetings

Cliffs Notes

Membership

- Only Subcommittee Members show up on attendance lists - applications received after you download it would not appear.
- Membership on main committee does not mean they are a member of a subcommittee.
- Voting assignment is done on each committee & subcommittee independently. Just because they hold a vote at main doesn't mean they hold a vote at all levels of a committee.
- Only individual members can edit a member's membership or contact information. Members do this under My Account after logging in.

Form and Style Manual

www.astm.org/FormStyle_for_ASTM_STDS.html

Voting

- Official Voting Rights impact quorum & voting on negatives at your meeting. It is also used to calculate the statistical requirements on ballots.
- Quorum requirements are defined in your Bylaws (posted on the Committee Documents online).
- All members & non-members can make motions
- Members can vote, visitors cannot.
- Non-official voting members of the subcommittee can vote on the agenda, minutes, formation/ discharge of task groups & ballot action motions.
- No official voting is done at the task group level – they are unofficial & not binding.

Regulations Governing Technical Committees

www.astm.org/Regulations.html

USE OF MOTIONS AT ASTM MEETINGS

A motion is a proposal that the committee take a stand or take action on an issue. It is in order to make a motion to:

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.

It is not in order to make a motion to vote an item persuasive. An item is only persuasive if a not persuasive motion fails (2/3 affirmative is not obtained) or no one from the floor offers the not persuasive motion.