

# **UNIT II**

## **Title: ASPIRA Clubs**

### **Course Description:**

Participants will learn about the ASPIRA Process, expectations of Aspirantes, ASPIRA's Leadership Development Clubs and the ASPIRA Club structure. They will learn about the roles and responsibilities of officers, and about the ASPIRA Club Federation. They will also review Robert's Rules of Order.

### **Goal:**



Participants will develop knowledge of ASPIRA, ASPIRA clubs and the responsibilities of club officers. The overall aim is that they will use ASPIRA's principles as a guide for their future actions and development.

### **Resources needed:**

- Sheet of paper - one per participant for each activity
- Pens/pencils
- Handouts
- Computer access

### **Objectives:**

- To provide participants with a review of the ASPIRA Process and Aspirante expectations.
- To introduce participants to the purpose of ASPIRA Clubs, Club Guidelines, the ASPIRA Club Federation and the role and responsibilities of Club Officers and Advisors.
- To acquaint participants with Robert's Rules of Order.
- To engage participants in activities that will assist them in leading clubs.

## **Activity #1: ASPIRA Process & Clubs (55 min)**

### **Context**



*Through ASPIRA Clubs, youth are challenged through opportunities for self-direction and self-determination so they may stretch to their full potential. As a result, Aspirantes learn to sustain their own motivation and direction helping to create order, meaning, and direction in their lives and to contribute their leadership skills to their communities.*

*ASPIRA Clubs provide youth with safe opportunities for self-direction and self-determination. As a result, youth learn to sustain their own motivation and direction. Youth also learn organization, meaning, and direction in their lives.*

### **Procedure:**

- Icebreaker
- Facilitator will break the participants into groups of five.
- Participants will review and discuss the documents on the ASPIRA Process and *Expectations of Aspirantes*.
- In small groups, participants will answer the question:
  - *What three things do you hope to gain from ASPIRA and one thing you can contribute?*
- Participants will also review and discuss handouts on ASPIRA Clubs and about the roles and responsibilities of the ASPIRA Clubs and ASPIRA Advisors, including the ASPIRA Club Federation.
- Debriefing

### **Handouts:**

- 1.1 *The ASPIRA Process*
- 1.2 *Expectation of Aspirantes*
- 1.2A *Homework Assignment-Interview*
- 1.3 *The ASPIRA Clubs*
- 1.4 *Aspira Clubs Federation*
- 1.5 *Leadership Club Guidelines*
- 1.6 *Responsibilities of Leadership Club Officers*
- 1.7 *Leadership Club Committee/Descriptions*
- 1.8 *Choosing a Faculty Advisor*

(Found at <http://www.aspira.org/about.html>)

Participants should be able to answer the following questions:

What is the ASPIRA Process?  
What are the expectations of Aspirantes?  
What is the role of the ASPIRA Leadership Clubs?  
What are the main ASPIRA Club committees?  
What are the responsibilities of the Club Officers?  
What is the ACF? And what is their role?

### **Homework assignment – Interview an Aspirante.**

As a homework assignment, facilitator will ask participants to interview an Aspirante who today is a working professional. Among the suggested questions are:

1. Tell me about yourself.
2. How did ASPIRA impact your life?
3. What role do you play within your work setting?
4. How are you giving back to your community?

Participants should be asked to report back to the larger group on their interviews with Aspirantes.

### **Activity #2: Parliamentary Procedure (55 min)**

#### **Context**



*Parliamentary procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is a tested method of conducting business at meetings and public gatherings, including youth clubs. This is why it is important that everyone know the basis rules.*

#### **Procedure:**

- Icebreaker
- Students report on who they interviewed from the homework assignment.
- Facilitator will break the participants into groups of five.
- Participants will review and discuss a condensed worksheet on *Roberts Rules of Order*.
- Participants will review and complete frequently Asked Questions and check their answers.
- Participants will review and discuss ASPIRA Club Federation Official Glossary of Parliamentary Terms.
- Debriefing

Handouts:

2.1 *Robert's Rules of Order Made Easy*

2.1A *Frequently Asked Questions*

2.1B *Answer Key to Frequently Asked Questions*

2.2 *ASPIRA Club Federation Official Glossary of Parliamentary Terms*

### **Activity #3: Nomination of Officers (55 min)**

#### **Context**



*The Club's Officers essentially provide leadership in the achievement of the Club's mission and goals. The Officers are regulated by the Club's Bylaws. More specifically the Club's Officers are responsible for holding regular meetings, generating minutes of meetings, holding elections, development of a long range strategy to achieve club goals, preliminary review of budget, and recommending policies and programs to membership.*

Officers include:

President

Vice President

Secretary

Treasurer

Committee Chairpersons

Procedure:

- Participants nominate other participants for ASPIRA Club Officer Positions. This should be done at a Club meeting and after they review the responsibilities for each position. (See Handout 1.6 Responsibilities of Leadership Club Officers.)
- Debriefing

Handout:

3.1 *Nomination of Officers*

### **Activity #4: Byaws (55 min)**

#### **Context**



**Bylaws** are structures or regulations established by a group and passed under its authority. These regulations specify what things may be controlled by the club. Bylaws generally contain information on the group's missions, purpose and objectives, committee structure, meetings, finances, and membership, among other policies.

*The main difference between bylaws and laws passed by a federal, state body is that a bylaw is regulation passed by a body which derives its authority from another governing body. ASPIRA clubs, for example, gets their power to pass regulations through the ASPIRA State Offices which specifies what things the club may regulate through bylaws.*

Procedure:

- Icebreaker
- Participants will review, revise or create bylaws for their club using the outline provided (Handout 4.1: ASPIRA Club Bylaws Outline).
- Once participants have presented their suggestions, members will vote on the suggested changes.
- Debriefing

Handout:

4.1 ASPIRA Club Bylaws *Outline*

### **Activity #5: Overcoming Fear of Leading a Club (55 min)**

#### **Context**



*Many young people have a great fear of speaking before a group or audience. The primary reason is that they are concerned about looking foolish in front of other people and what others will say. The way to overcome this fear is through being prepared and having a positive attitude. Public speaking is a skill that can be developed.*

Procedure:

- Icebreaker
- Participants will be asked to break into groups of four. In small groups participants should be asked to write a sentence on *“My specific fears about being a designated leader of a group are...”* They will share and discuss their answers with their group.
- Facilitator will ask participants to share their responses with the larger group
- Debriefing

Handout:

5.1 *Overcoming Fears*

## **Activity #6: ASPIRA Club Campaign (2 hours)**

### **Context**



*A campaign is an organized effort which seeks to influence the decision making process within a specific group. For ASPIRA Clubs campaigns often refer to the election of Officers within the Clubs or the ACF. These campaigns can include organized efforts to alter the direction or goals of the ASPIRA Clubs.*

### **Procedure:**

- Icebreaker
- Participants will break into teams of five.
- Each team will identify individuals that are interested in campaign for Club Officer Positions.
- Team members will assist in development of a campaign strategy, including making flyers, preparing speeches; using props and incentives; and recruiting supporters from the club who will help campaign.
- Participants taking part in the Club Officer Elections will give a brief campaign speech.
- Peers will provide positive feedback and/or questions.
- Students will review slogans from [schooelectionslogans.com](http://www.schooelectionslogans.com) and will develop their own slogans (<http://www.schooelectionslogans.com/>)
- Debriefing

### **Handout:**

*6.1 ASPIRA Club Campaign*

## **Activity #7: Developing Banners for the ASPIRA Club (55 min)**



*Developing a banner is a way of advertising your Club. It is a traditional marketing tool for promoting your Club. Also electronic banners can be utilized as a new marketing tool that occurs over the Internet. The objective behind utilizing traditional or electronic banners for ASPIRA Clubs is to increase the awareness of a particular club.*

### **Procedure:**

- Icebreaker
- Facilitator will break the participants into groups by ASPIRA Clubs.
- Participants will create an ASPIRA Club Banner following a set of guidelines provided by the Club Advisor (Handout 7.1A). It is suggested that the banners be created first on paper (Handout 7.1B).
- Following instructions provided by the Club facilitator, participants will also visit their local ASPIRA websites and create email accounts
- Debriefing

Handouts:

7.1A: ASPIRA Club Banner Guidelines

7.1B: My ASPIRA Club Banner

## **Activity #8: Consensus Building (55 min)**

### **Context**



*Consensus is when there is general agreement among members of a given group or community which exercises some discretion in decision-making and follow-up action. Building consensus involves collaborative planning as an interactive process.*

*Achieving consensus requires serious consideration of other's opinions. Once a decision is made it is important to trust in members' discretion in follow-up action. In the ideal case, those who wish to take up some action want to hear those who oppose it, as it will help to reach consensus. The following exercise is designed to help build an understanding of the complexities of arriving at a consensus on an issue when people hold strongly different views.*

### **Procedure:**

- Icebreaker
- Facilitator will break the participants into groups of five.
- The group leader explains what a consensus is and describes the group atmosphere necessary to reach a consensus.
- The class is given a controversial issue to discuss and to bring to consensus.
- After the exercise is over, the students discuss their feelings about the pressure to arrive at a consensus in the face of diverse views and why the class was, or was not, able to arrive at a consensus.

### **Examples of controversial issues:**

- Should there be a death penalty?
  - Should taxpayers pay for the war in Iraq?
  - Should a college education be free for all students?
  - Should bilingual education be available to all students?
  - Should undocumented students be eligible for Federal financial aid?
- 
- Debriefing

Handout:

*8.1 Building Consensus*

## **Activity #9: Dos and Don'ts of Leading a Club (30 min)**

Objective:

Peer Leaders will identify effective ways of leading a Club

Procedure

- Icebreaker
- Facilitator should ask participants to break into groups of 5.
- Facilitator should then ask participants to brainstorm on the DOs and DON'Ts of leading a group. What are the positive and negative things they need to be aware of to help a group run effectively?
- Remind them that how they act will set the tone for the group.
- Once they have identified the Dos and Don'ts have each group report to the larger group.
- Debriefing.

Handout:

*9.1 DOs and DON'Ts of leading a Club.*

## **Activity #10: Magic Lamp (55 min)**

**Context**



*Goal Setting involves establishing specific, measurable and time targeted objectives. Goal setting is an effective tool for making progress by ensuring that participants are clearly aware of what is expected of them if an objective is to be achieved. In prioritizing, you should look for things that will help you feel secure, and that they can accomplish. Once you have your list together, you need to rank the items in order of importance to you.*

Objective: To demonstrate the importance of goal setting and prioritizing.

Procedure:

- Icebreaker
- Participants are divided into groups of 3-5 people.
- Give the following instructions: "You and your group have just uncovered the genie's lamp. You rub it and surprise! A genie appears. The genie states that he will grant your group three wishes.
- Brainstorm a list of about 10 wishes your group would like to make.
- Narrow the list of 10 into a list of 3. Provide reasons why the group chose these wishes as their final choice.
- Share with the whole group.
- Participants are then asked to complete Handout 10.2 Being Involved.



- In the same small groups answer the following questions:
  1. How do we become more attentive of issues concerning our community and ourselves? (Awareness)
  2. How do we decide which issues we should address? (Analysis)
  3. How do we go about improving our community and ourselves? (Action)

Each Group should report back to the larger group.

- Debriefing

Handouts:

*10.1 Magic Lamp*

*10.1A Being Involved*

### **Activity #11: Monthly Club Business Meetings (55 min)**

- The purpose of this business meeting is to conduct the routine business of the ASPIRA Club or ACF. For a positive and productive meeting you need to define the purpose of the meeting. The Officers of the Club will need to develop an Agenda with clearly defined outcomes. Agendas keep each meeting flowing smoothly, helping club members to be more productive. Moreover, productive meetings allow for sharing the responsibility for the Club meeting by working with other officers.
- During the Business Meeting, the role of the Club President is to enable the team to work through the agenda and to agree on actions. The President should guide the discussion and make sure that the discussion is related to the agenda items and ensure that people know and understand the outcomes agreed upon before they are recorded.

Objectives

To guide participants in developing an Agenda for the Club Meeting.  
To engage Club members in an ASPIRA Club meeting conducted in parliamentary procedures.

Procedure:

- Icebreaker
- Club Officers develop agenda for meeting. Club meeting should be conducted in parliamentary procedures, with a set agenda, such as:
- Welcome by the club President

- Secretary's and Treasurer's report
- Committee reports
- Old business
- New business
- Other pertinent club reports
  
- Debriefing

Handout:

*11.1 Developing a Club Agenda*

### **Activity #12: Evaluation (20 min)**

Students should be asked to complete the evaluation for this unit.

Handouts:

*12.1 Evaluation Form-Student*

*12.1A Evaluation Form-Facilitator*

## Handout 1.1

### *The ASPIRA Process*

Over the years, ASPIRA has developed a highly successful intervention model called the ASPIRA Process. The model consciously accentuates the positive, putting the stress on developing the potential of *Aspirantes* rather than on trying to overcome their perceived deficits.

The ASPIRA Process of leadership development teaches youth to become aware of their current situation, to analyze its consequences, and to take action for change in their personal lives and the life of their community. ASPIRA brings together students, parents, school and community members to promote educational success and community service.

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What three things do you hope to gain from ASPIRA and one thing you can contribute?

What are the expectations of Aspirantes?

## Handout 1.2

### Expectations of Aspirantes

ASPIRA's believes that youth are key to the socio-economic development of their communities. We aim to prepare youth to become future leaders by focusing on positive youth development. We work to instill in youth the desire to achieve their goals, further their education, and use their skills and knowledge to make positive and lasting contributions to their communities. Youth that participate in ASPIRA's programs are called Aspirantes. ASPIRA wants all our youth to return to their communities as leaders and fulfill our motto: *Once an Aspirante, always an Aspirante.*

What is an ASPIRANTE?

ASPIRA is something more than just an after school club. ASPIRA is a family. An ASPIRANTE is someone who comes to ASPIRA not by force, but one who chooses to come. An ASPIRANTE is someone who chooses not to do drugs, and uses that motive in a way to help others make the same decision. An ASPIRANTE is someone who chooses to help their community, not for the community service hours, but instead for the joy of helping others. An ASPIRANTE is someone who comes to ASPIRA not to be with friends, but rather to be with family. An ASPIRANTE is someone who is not limited by the education he or she receives, but instead uses that knowledge he or she is given and seeks ways to gain more. An ASPIRANTE is someone who does not dwell in the past, but instead looks to the future, and sees how they will be a success in life. An ASPIRANTE is someone who appreciates their culture and knows that where they came from is just as important as where they are going. And last, an ASPIRANTE is someone who has once been an ASPIRANTE, because as the saying goes, "Once an ASPIRANTE, Always an ASPIRANTE."

## **Handout 1.2A**

### **Homework Assignment – Interview an Aspirante**

As a homework assignment, participants will interview an Aspirante, who today is a working professional. Here are some suggested questions.

1. Tell me about yourself.
2. How did ASPIRA impact your life?
3. What role do you play within your work setting?
4. How are you giving back to your community?

## Handout 1.3

### ***The ASPIRA Clubs***

The Youth Leadership Development Program (LPD) is the core program of ASPIRA. Through school-based [ASPIRA Clubs](#), students learn the '[ASPIRA Process](#)' of *awareness, analysis, and action*. The program provides leadership training, cultural enrichment activities, and community action projects that teach students how to develop their abilities to become effective leaders of their communities. Each club is represented at the ASPIRA Clubs Federation (ACF), an assembly that convenes twice every month to discuss action-oriented activities for all clubs in the state.

#### **Role of Leadership Clubs**

Throughout school-based and city-wide Leadership Clubs, students learn the ASPIRA "*process of awareness, analysis and action*". The purpose of the ASPIRA Leadership club is to provide a forum for students to become aware of their culture and community while developing their leadership skills and advancing academically. Through the Leadership Club, students will have an opportunity to express their views and appreciate the opinions of their peers. Additionally, each club plans and implements at least one community service project that allows them to give back to their community. Each club is led by a cabinet consisting of a President, Vice President, Treasurer, and Secretary. In addition, the clubs plan activities through work with three on-going club committees: Cultural Education, Community Action and Public Relations. All Leadership Clubs are represented at the ASPIRA Clubs Federation by their elected officers. In order to be considered an official ASPIRA Leadership Club, all clubs must follow the Leadership club guidelines established by ASPIRA.

## **Handout 1.4**

### **ASPIRA Clubs Federation (ACF)**

#### Role of the ACF

The ASPIRA Clubs Federation (ACF) is a student council consisting of Leadership Club Officers. The purpose of the ACF is to serve as a link between all ASPIRA State Leadership Clubs. The ACF normally meet twice a month, usually on Saturdays in the ASPIRA main office, to share ideas and concerns on youth-related issues and to plan and coordinate activities on a city or statewide level. Annual citywide activities which are structured, organized and implemented by students include Youth Conferences, fundraisers, community service projects, cultural activities and the ASPIRA Prom. The ACF is governed by a set of Bylaws based on parliamentary procedure.

## Handout 1.5

### Leadership Club Guidelines

1. The club must have a minimum of 10 members present at each meeting.
2. Members must be initiated via the Areyto Ceremony in order to become Aspirantes.
3. The club must have a faculty advisor present at each meeting.
4. Attendance must be taken at each meeting.
5. Each club must have the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Committee Chairpersons

1. Each club must have three permanent committees:
  - Cultural Awareness
  - Community Action
  - Public Relations
2. While it is up to the ACF, it is suggested that each club pay monthly dues of \$5.00 to the ACF out of club funds. Dues should be collected at the second ACF meeting of each month. A late fee of \$2.00 can be applied if dues are not paid on time.
3. Each school year, the club must do a community service project that focuses on social action.



## **Handout 1.6**

### **Responsibilities of Leadership Club Officers**

#### **President**

1. Presides at all meetings and is punctual.
2. Has a clear understanding of parliamentary procedures.
3. Has a clear understanding of Leadership Club Guidelines and ACF Bylaws.
4. Develops business-meeting agendas.
5. Votes only in case of a tie.
6. Authorizes spending of club funds with Treasurer and Facilitator (LDS).
7. Serves as ex-officio (non-voting) member of all committees.
8. Represents club when working with ASPIRA and school administration.
9. Attends club and ASPIRA agency-wide events.
10. Writes monthly and annual reports in conjunction with Vice President, Treasurer, and Secretary. Submits report to LDS and ACF Chairperson at the first club/ACF meeting of each month.
11. Meets weekly with club officers and Facilitator to review club progress and create agenda for next meeting.
12. Notifies the facilitator of changes in scheduling.
13. Serves as optional, ex-officio members of the ACF.
14. Consults the ACF Facilitator before any decision is made regarding fundraising events, spending of club money, and the use of the ASPIRA name.

#### **Vice President**

1. Presides at club meeting in the absence of the President.
2. Oversees all Leadership Club Committees.
3. Attends club and ASPIRA agency-wide events.
4. Writes monthly and annual reports in conjunction with President, Treasurer and Secretary. Submits reports to LDS and ACF Chairperson at the first club/ACF meeting of each month.
5. Meets weekly with club officers and Facilitator to review club progress and create agenda for next meeting.
6. Sits as a member of at least one club committee.
7. Serves as representative to the ACF. Votes at ACF meetings as a representative of the Leadership Club, not as an individual. Sits as a member on one ACF committee.

#### **Treasurer**

1. Collects monthly club dues. (If allowed by the school). Amount of dues are decided upon by the club.

2. Collects funds raised through any club fundraisers.
3. Keeps accurate records of deposits and expenses.
4. Prepares monthly financial statements to be presented and submitted to President and Vice President. This will be included in the cabinet's monthly report to be submitted to the ACF. Chairs the first club/ACF meeting of each month.
5. Meets weekly with club officers and Facilitator to review club progress and create agenda for next meeting.
6. Consults the President and Facilitator before any decision is made regarding fundraising events, spending or disbursing club funds, and the use of the ASPIRA name.
7. Collects receipts for all expenses from members before reimbursement.
8. Prepares annual financial statement to be presented to the club and submitted to the President and Facilitator.
9. Monitors club fundraising efforts.
10. Attends club and ASPIRA agency-wide events.
11. Sits as a member of at least one club committee.
12. Serves as a representative to the ACF. Votes at ACF meetings as a representative of the Leadership Club, not as an individual. Sits as a member on one ACF committee.

#### Secretary

1. Maintains accurate records of attendance (roll) for club meetings. Keeps a copy of attendance sheet and submits original to Facilitator.
2. Maintains accurate records of club proceedings in minute's book. Submits copy of minutes to President and Facilitator at the first meeting of each month.
3. Must always have a copy of minutes and Leadership Club/ACF Handbook.
4. Notifies all members and Facilitator of any changes in scheduling and special events.
5. Attends club and agency-wide events.

#### Minutes:

The minutes should contain a record of what is done, and not what is said.

#### Minutes contain:

- Date, place and time of meeting;
- Whether it is a regular or special meeting;
- Name of person presiding;
- Name of secretary;
- All main motions, whether adopted or rejected. A motion that was withdrawn should not be recorded;
- Names of persons making the motions—"seconded " not needed;
- Points of order and appeals, whether sustained or lost;

## Club Committee Chairpersons

1. Meets at least once a month with committee.
2. Assigns committee members to specific responsibilities.
3. Oversees work of the committee.
4. Writes monthly report and updates club at business meetings. Submits reports to President and Facilitator.
5. Takes attendance at every committee meeting. Attaches attendance sheet to monthly report.
6. Attends club and agency-wide events.
7. Consults President and Facilitator before any decision is made regarding fundraising events, spending of club money and the use of the ASPIRA name.

## Notes:

1. The Leadership Development Specialist is normally the club Facilitator.
2. All monthly reports are to be submitted to the Facilitator at the first club meeting of each month and to the ACF Chairperson at the first ACF meeting of the month.
3. Facilitator should be present at all club and cabinet meetings unless otherwise notified.
4. Club President should be notified if there is a change in Facilitator.
5. Although attending club and agency-wide activities is listed as a specific duty of club cabinet members, it is the responsibility of all club members to support events.

## Handout 1.7

### Leadership Club Committee Descriptions

All committees are responsible for the following:

- Electing a Chairperson during club elections at the end of each year.
- Meeting to develop a plan for a particular action/event.
- Researching all detail pertaining to an action/event.
- Establishing task forces whenever necessary to carry out specific duties of project.
- Considering financial requirements of action/event.
- Working in conjunction with other committees to carry out the work.

#### Cultural Education

1. Promote Puerto Rican/Latino culture and build pride in Puerto Rican/Latino heritage among the club members, the student body, and the community.
2. Promote knowledge of events and individuals related to the Puerto Rican/Latino experience.
3. Develop a plan of action to carry out at least one cultural awareness activity within the school or community.
4. Research and organize activities that involve the Puerto Rican/Latino culture and experiences (i.e.: plays, museums, concerts, movies, etc.).

#### Community Action

1. Identify and research a major issue that the Puerto Rican/Latino community faces. Issues should be selected by all club members.
2. Develop a plan of action to respond to the identified issue.
3. Carry out the plan through the club.

#### Public Relations

1. Create a positive image of ASPIRA and the Leadership Club within the school and surrounding area.
2. Conduct year-around recruitment drives.
3. Create and post flyers to advertise club meetings and all special events. (Remember that all flyers must be approved by the ASPIRA Development Office before distribution).
4. Maintain and update Leadership Club bulletin board.
5. Create a club banner.
6. Document participation in activities (i.e.: pictures, essays, awards, posters, etc.).
7. Each club member should recruit at least one other member.

## **Handout 1.8**

### **Choosing a Club Advisor**

Taking the time to choose a good faculty advisor is very important. An advisor who does not attend meetings and does not provide you with good information regarding school policies is not a valuable resource. An advisor should provide good advice regarding general club problems. His or her suggestions should be taken into consideration before making any final decisions.

- All clubs must have a faculty advisor who is a teacher, counselor or other faculty member from your school.
- Faculty advisors must be able to attend the club's weekly meetings and must remain for the entire meeting. Try to choose an advisor who is familiar with, and advocates on behalf of, the club's goals.
- The advisor should serve as a liaison between the school and the Leadership Clubs.
- The advisor should advise club members and the ASPIRA facilitator of school guidelines.
- The advisor should demonstrate good leadership skills.
- The advisor should allow the club cabinet members and general members to take responsibility for the club and activities planned by the club.
- The advisor should encourage club members to hold each other accountable.
- The advisor should keep in touch with ASPIRA's Leadership Development Program staff.

## Handout 2.1

### ROBERT'S RULES OF ORDER MADE EASY

#### Order of Business:

- The meeting's agenda should be drafted by the President, the Vice-president, and the Secretary.
- The President must check that a quorum is present to conduct business. Quorum is to be established by the Club or by-laws.
- Meetings are then called to order.
- The Secretary is to read or pass out the minutes from the previous meeting.
- Reports from officers and committees are to be read.
- Unfinished business from the previous meeting as read in the minutes is to be addressed.
- After unfinished business the President will go on to new business.
- Meeting is motioned to be adjourned.

#### Motions Simplified:

- Motions made by stating "Mr/Madam President I move to/that..."
- A motion must be seconded.
- President restates the motion before passing the motion to the Club. "It is moved and seconded that .....is there any discussion?" After this the membership may discuss and then vote on the motion.
- President then announces the results of the vote and restates the motion as it is approved or rejected. "The ayes have it and the motion is carried, state the motion."
- A motion is null and void if it conflicts with federal, state, or local law; with the rules of the club or the standard operating procedures of ASPIRA.
- A motion that proposes action outside the scope of the club's objectives is not in order unless 2/3 vote allows it to be considered.
- A motion is not in order if it conflicts with a motion that was previously adopted and still in force. However, if the member phrases it as a motion to amend something previously adopted, it is in order and requires a 2/3 vote.
- A motion is not in order when it presents substantially the same question as a motion that was rejected during the same meeting. However, a member can bring up the motion at another meeting; this is known as "renewing the motion".

#### Debating the Motion:

- A member must obtain the floor and the recognition of the presiding officer before beginning to speak.
- The member who has made the motion has the right to speak on it first.

- A member can speak twice on a motion only when everyone who wants to speak has already spoken.
- Debate must be relevant of the motion.
- Members should not use inflammatory statements such as “he’s a liar,” “it’s a lie.” Rather a member should say “I believe that there is strong evidence that the member is mistaken.” Profane language is NEVER used. Officers should always be referred to by their title or last name.
- When speaking to a motion, it is important for the member to first let the assembly know which side of the issue they are on. Ex: “I speak for the motion...(then the reasons)”.
- The member who makes the motion cannot speak against it. Although the person who seconds it can. Remember, seconding a motion simply means “let’s discuss it” not “I agree”. Sometimes a member seconds a motion to speak against it.
- During debate members should not disturb the assembly by talking.
- A member cannot talk on a previous action that is not pending.
- The presiding officer must remain impartial. As a member, the presiding officer has a right to debate. Thus, if the presiding officer wishes to speak to an issue, he/she must relinquish the chair to another officer. The presiding officer resumes the chair after the motion has been resolved.

#### Types of Motions:

- I. Main: Used to present new business.
- II. Subsidiary, privileged, and incidental: Can either help adopt the main motion or help business move forward.
- III. Motions that bring back a question before the assembly.

#### I. Main:

- Only used to present new motions.

#### II. Subsidiary, privileged, and incidental:

- Also known as secondary motions.
- While a main motion is pending a member can propose a secondary motion. Secondary motions must be taken up in the order in which they are made. The assembly discusses the most recently proposed secondary motion instead of the main motion or the previously pending secondary motion.
- Members can make motions of higher rank while a motion of lower rank is pending; but cannot make a lower ranking motion while a higher ranking motion is pending.

#### Privileged:

- Do not relate to the pending main motions. Instead, they relate to special matters of immediate importance that may come up in the meeting. Since these are usually important matters, they must be addressed immediately.

Thus, privileged motions are of higher ranking than secondary motions. They are not debatable or amendable. After they have been made and seconded, the chair votes without discussion.

Incidental:

- Deal with questions of procedure arising from pending business, but they do not affect the pending business.
- They have no rank because they are taken up immediately

Motions that bring a question again before the assembly:

- All the motions are made when no other business is pending.
- They need a second and are debatable except for “take it from the table.”
- Previous notice must be given to the entire membership if there are proposed amendments to the constitution or standard operating procedures in writing.
- Amendments can be amended as long as they are germane to the primary amendment.

Previous question: (motion)

- Stop debate and take a vote immediately.
- Not debatable.
- Needs 2/3 vote.
- The chair never has the authority to close a debate as long as one person wants to discuss the motion. The chair can close the debate when the members adopt the previous question.
- If a controversial issue is presented to the membership, it is unfair to close the debate before someone in the opposition has the right to speak.

Lay on the table: (motion)

- When a motion is laid on the table, and if the meeting adjourns before the motion is taken from the table, it is not put on the agenda for the next week.
- When a motion is laid on the table, all adhering subsidiary motions go with it. The motion is recorded but not put on the following agenda. A member must remember to make the motion “take it from the table.” If the motion is laid on the table and is not taken from the table by the next meeting, it dies, and then a member must present it as a new motion.

Call for the orders of the day:

- To make the assembly conform to the agenda.
- The chair must immediately go to the orders of the day or take a vote to set aside the orders of the day. A 2/3 vote in the negative must adopt it.
- If a member moves to set aside the orders of the day, it requires a 2/3 vote in the affirmative to adopt it.

Appealing from the decision of the Chair:



- Members make an appeal immediately after the ruling of the chair. This motion needs a second and is debatable unless it is made while an undebatable motion is pending or relates to the priority of business. The chair has the first opportunity to speak to the appeal. After members of the assembly have spoken to the appeal, the chair has the right to speak last before taking the vote.

#### Requests and inquiries:

- Inquiry= a parliamentary inquiry, which refers to a parliamentary procedure.
- Request= point of information, refers to a member's request for more information.
- Either one is presented as follows: a member needs only state "parliamentary inquiry"... (And then state question) or "point of information"... (And then state question).
- Either is to be taken up immediately before pending business.

#### Request for permission to withdraw or modify a motion:

- If the chair has not stated the motion, the member can withdraw it without the permission of the person who seconded it.
- If the member modifies the motion and the person who seconded it withdraws his/her second, someone else must second the motion.
- After the chair states the motion, the motion belongs to the assembly, not the maker of the motion. The assembly, not the person who seconded the motion, must give permission to withdraw the motion or modify it.

#### Object to the consideration of the motion:

- If 2/3 of the members vote in the negative, the motion cannot be considered for the duration of the meeting. However, members can propose it again at another meeting.
- This motion does not need a second and is not debatable or amendable. The chair takes a vote immediately on whether the motion is to be considered.

#### Division of the question:

- To divide a motion that has several topics that can be stated as separate motions. For example: a member states "Madam president, I move that we paint the clubhouse blue, by a new stove for the kitchen, and give the janitor a \$100 bonus for spring clean-up". This motion has three distinct parts to it that can easily stand alone.

#### Reconsidering a motion:

- Only a member who voted on the prevailing side can make the motion.
- Needs a second.
- Debatable if the type of motion it reconsiders is debatable.

- Majority vote needed to adopt.
- This motion can be made but not considered when other business is pending.
  - This (reconsidering a motion) CANNOT be done:
    - When the provisions of the motion in question have already been partially carried out.
    - When a vote has caused something to be done that cannot be undone.
    - When a contract has been made and the other party has been notified of the vote.

Rescind and amend something previously adopted:

- To change something previously adopted either by striking out the entire action or changing part of it.
- Needs a second.
- With previous notice requires a majority vote to adopt.
- Without previous notice requires a 2/3 vote to adopt.
- Previous notice can be given by a member by simply stating “Madam President, I rise to give previous notice that at the next meeting I will make a motion to rescind the action that we...” Or an email sent to the entire membership via email no later than five business days prior to the next meeting.

Discharge a committee:

- Needs a second.
- Amendable.
- If no previous notice was given requires a 2/3 vote to adopt.
- If previous notice was given a majority vote is needed to adopt it.

## Handout 2.1 A Frequently Asked Questions

### Frequently Asked Questions:

Here are a few frequently asked questions, or FAQ's, about parliamentary procedure:

1. Can the chairman vote? [\[answer\]](#)
2. Can the chairman make motions? [\[answer\]](#)
3. Can the chairman enter into debate? [\[answer\]](#)
4. Can an ex-officio member vote, make motions, or debate? [\[answer\]](#)
5. Can bylaws be suspended? [\[answer\]](#)
6. Can a member of the nominating committee be nominated? [\[answer\]](#)
7. Can members nominate themselves for an office? [\[answer\]](#)
8. Can nominees vote for themselves? [\[answer\]](#)
9. Must the President, if nominated, step down from the chair during the election? [\[answer\]](#)
10. The President has resigned, now what? [\[answer\]](#)
11. Are mail-in or telephone votes okay? [\[answer\]](#)
12. When somebody calls out "Question!" must debate cease? [\[answer\]](#)
13. When does a resignation take effect? [\[answer\]](#)
14. How long can a member speak in debate? [\[answer\]](#)
15. Do nonmembers have a right to attend or speak at meetings? [\[answer\]](#)
16. Do members who are not on the Executive Committee have a right to be present or speak at board meetings? [\[answer\]](#)
17. Do members have access to the minutes of the Club? [\[answer\]](#)
18. Should seconds be recorded in the minutes? [\[answer\]](#)
19. If a motion is defeated, can it be brought up again at the next meeting? [\[answer\]](#)
20. Can a meeting be adjourned if there is still business pending? [\[answer\]](#)
21. Who decides what is on the meeting Agenda? [\[answer\]](#)
22. What is a quorum? [\[answer\]](#)
23. What can be done in the absence of a quorum? [\[answer\]](#)
24. How do you count abstentions? As ayes? As no's? [\[answer\]](#)
25. Can couples be officers (or board members) at the same time? [\[answer\]](#)
26. What is a majority? Fifty-one percent? Fifty percent plus one? [\[answer\]](#)
27. When nominations for offices are being taken from the floor, and in a situation in which the office calls for more than one person to be elected, can a nomination for more than one person at the same time. [\[answer\]](#)
28. Can a member vote on or second the minutes of a meeting that he did not attend? [\[answer\]](#)
29. In the event of a tie vote what are the President's duties or options? [\[answer\]](#)

Source; Rulesonline.com

## Handout 2.1B Answer Key to Frequently Asked Questions

The answers here assume that there are no bylaws in place or Special Rules of Order which supersede the rules provided here.

1. Can the chairman vote?  
If a member, the chairman has the right to vote, and does so in small boards of not more than about a dozen members present. In larger assemblies, the chairman (who has a duty to maintain an appearance of impartiality) may vote when his vote would affect the outcome: to make or break a tie or to make or prevent a two-thirds vote, or when the vote is by ballot (at the same time as everybody else).
2. Can the chairman make motions?  
Yes, the chairman, if a member, has the same RIGHT to make a motion as any other member. In small boards of less than 12 members present, the chair usually participates in meetings, the same as other members. However, in larger assemblies, the chairman has a duty to remain impartial, so usually does not make a motion directly. The chairman could say, for example, "The chairman will entertain a motion to..." and then wait for a member to make it, or "Is there a motion to suspend the rules that interfere with hearing the speaker at this time?"
  - The chairman may also *assume* a motion, as in: "If there are no [further] corrections, the minutes stand approved as read [as corrected]," or "If there is no further business to come before the meeting, this meeting will now adjourn. [pause] Hearing none, this meeting is adjourned."
3. Can the chairman enter into debate?  
In small boards of not more than about a dozen members present, yes. In larger assemblies, if the chairman wishes to debate, he/she should relinquish the chair to the vice president or another member, until the matter is disposed of, before resuming the chair.
4. Can an ex-officio member vote, make motions, or debate?  
Yes, the term "ex officio," when no written rule addresses it otherwise, refers to a METHOD of sitting with a body, not a "class" of membership. It tells how one becomes a member (by virtue of the office), not what their rights are. If the rights of ex-officio members are to be restricted, that must be done in the bylaws. Otherwise, ex-officio members have the same rights as elected or appointed members.
5. Can bylaws be suspended? Only bylaws that are clearly in the nature of rules of order may be suspended.
6. Can a member of the nominating committee be nominated? Yes.
7. Can members nominate themselves for an office? Yes.
8. Can nominees vote for themselves?  
Yes. There is no rule that prevents it.

9. Must the President, if nominated, step down from the chair during the election?  
No.
10. The President has resigned, now what?  
The Vice-President *automatically* becomes the President for the remainder of the term of presidency.
11. Are mail-in or telephone votes okay?  
No, not unless authorized by the bylaws.
12. When somebody calls out "Question!" must debate cease?  
No. Previous Question is the proper motion for that, and a member must be recognized by the chairman to move Previous Question, not just shout it out from their seat. If recognized and seconded, it is not debatable, and requires a two-thirds vote to be adopted. If adopted, debate ceases and a vote is taken on the immediately pending question. When does a resignation take effect?  
A resignation is actually a request to be excused from a duty. It is effective only after the resignation has been accepted by the appointing or electing authority, unless the bylaws say otherwise.
13. How long can a member speak in debate?  
Ten minutes, unless he obtains the consent of the assembly to speak longer (two-thirds vote), and then a second time for 10 minutes after everyone has been given a chance to speak once. If debate is closed before the member has had a chance to make a speech or a second speech, none may be made.
14. Do nonmembers have a right to attend or speak at meetings?  
No, nonmembers have no rights to the proceedings. However, a request can be granted to attend by a majority vote or unanimous consent, but it requires a two-thirds vote to suspend the rules to allow a nonmember to speak in debate.
15. Do members who are not members of the Board of Directors have a right to be present or speak at board meetings?  
No. See the answer to #17, as nonmembers have no rights to the proceedings of the Board.
16. Do members of an organization have access to the minutes of the Board of Directors?  
The Board may grant an individual member's request to inspect the minutes, or by a two-thirds vote, or by a majority vote of the entire membership, the organization can order the minutes to be produced and read at a meeting, or by a majority vote if previous notice is given.
17. Should seconds be recorded in the minutes? No.
18. If a motion has been defeated, can it be brought up again at the next meeting?  
Yes, if the meeting is a different session, which is the normal situation, in other than legislative bodies.
19. Can a meeting be adjourned if there is still business pending? Yes.
20. Who decides what is on the meeting Agenda?  
The members at a meeting may adopt an agenda by a majority vote, and may

amend it prior to its adoption. After it is adopted, an amendment to the Agenda requires a two-thirds vote, or a vote of a majority of the entire membership, or unanimous consent.

21. What is a quorum?

It is the minimum number of voting members who must be present at a meeting in order to conduct business, usually specified by the bylaws. If not specified in the bylaws, then in most societies a quorum is a majority of the entire membership. In a body of delegates, a quorum is a majority of the members registered as attending. In organizations without a reliable register of members, a quorum at a regular or properly called meeting includes those who attend. In a mass meeting, a quorum includes those persons present at the time.

22. What can be done in the absence of a quorum?

Fix the time at which to adjourn, Adjourn, Recess, Take measures to obtain a quorum.

23. How do you count abstentions? As ayes? As no's?

In the usual case, abstentions are not counted. They are not "votes" technically. In a room of 100 people, a vote of 1-0 [one affirmative and zero negative] is legitimate, and renders a binding decision. Also, a vote of 1-0 in a room of 100 people is technically a "unanimous vote" because there was no vote in opposition. However, if the bylaws specify "a majority of those PRESENT" or "two-thirds of those PRESENT", instead of "PRESENT AND VOTING", then an abstention has the same effect as a negative vote.

24. Can married couples be officers (or board members) at the same time?

Yes. Unless the bylaws say otherwise, there is no parliamentary rule to prevent it. Also, the voters have spoken, and saw nothing wrong there, too!

25. What is a majority? Fifty-one percent? Fifty percent plus one?

The word "majority" means "more than half." The false definition "51%" only applies to units of exactly 100; the false definition of "50% + 1" is only true for even numbers, and false for odd numbers.

26. When nominations for offices are being taken from the floor, and in a situation in which the office calls for more than one person to be elected, can one make a nomination for more than one person at the same time?

No -- unless nobody objects.

27. Can a member vote on or second a motion to approve the minutes of a meeting that he did not attend?

Yes, absolutely! There is no requirement in Robert's Rules of Order that a member has first-hand knowledge of something before voting on minutes or other motions. In fact, a motion need not be made regarding the approval of the minutes. The chair says, "Are there any corrections to the minutes?" Members may offer corrections, and when there are no further corrections forthcoming, the chair says, "If there are no further corrections to the minutes,

they stand approved as corrected... the next item of business is..." Note that there is no second involved in this process."

28. In the event of a tie vote what are the President's duties or options?

- On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority.
- If the presiding officer is a member of the assembly, he can vote as any other member when the vote is by ballot. In all other cases the presiding officer, if a member of the assembly, can (but is not obliged to) vote whenever his vote will affect the result--that is, he can vote either to break or to cause a tie; or, in a case where a two-thirds vote is required, he can vote either to cause or to block the attainment of the necessary two thirds.
- The chair cannot vote twice, once as a member, then again in his capacity as presiding officer. In an appeal from the decision of the chair, a tie vote sustains the chair's decision, even though his vote created the tie, on the principle that only a majority can reverse the decision of the chair.

29. How many times can minutes be corrected after they are approved?

- There is no limit as far as Robert's Rules are concerned.
- If the existence of an error in the minutes becomes reasonably established after their approval—even many years later—the minutes can then be corrected by means of the motion to Amend Something Previously Adopted, which requires a two-thirds or a majority vote with notice.

Source: Rulesonline.com

## Handout 2.2

### ASPIRA Club Federation's Official Glossary of Parliamentary Terms

- Accept an Amendment - informal agreement by proposer of a motion to include a proposed amendment: move must say, *I accept the amendment*.
- Adhere - when a motion is pending and other motions like the motion to amend are applied to it, these motions are said to *adhere* to the original motion. When this motion is postponed or referred to a committee, these adhering motions go with it.
- Ad hoc committee - a special committee assigned one major responsibility and then terminated.
- Adjourn sine die (without a future date) - an adjournment that terminates a convention or conference.
- Adjourned meeting - a meeting that is a continuation of a regular or special meeting and is legally a part of the same meeting.
- Adopt a report - the formal acceptance of a report. Adoption commits the organization to everything included in the report.
- Affirmative vote - a yes vote to a question before an assembly; an agreement or its acceptance.
- Agenda - the official list of business to be considered at a meeting or convention.
- Amend - to change by adding, deleting or substituting words or provisions; to propose to modify or change under consideration.
- Annul - to void or cancel an action taken previously.
- Appeal - a decision of the presiding officer may be appealed. An appeal requires that the decision be referred to the assembly for its determination by a vote.
- Apply - one motion is said to be applied to another motion when it is used to alter, dispose of, or affect the first motion.
- Assembly - a group of persons gathered for some common purpose, whether an organized body or not. Includes mass meetings as well as associations.
- Assessment - authorized levy of a fee made upon members of the organization.
- Aye - yes vote (pronounced "I").
- Ballot - a paper or mechanical device by which votes are recorded. It is used to ensure secrecy in voting.
- Bylaws - standing rules containing, generally, more detailed matter than the constitution (rules regarding order of business, membership, or dues, for example).
- Candidate - one who is nominated or offers himself as a contestant for an office.
- Carried - approved by the necessary affirmative vote of the group.
- Chair - the chairperson or presiding officer.



- Change in parliamentary situation - phrase used in determining when a motion may be renewed. A change in the parliamentary situation means that motions have been proposed or disposed of, there has been progress in debate, or other changes have occurred to create a new situation so that the assembly might reasonably take a different position on the question.
- Changing a vote - request to alter one's own vote that has already been taken.
- Charter - written grant or authority, usually from a state to a corporation, guaranteeing rights, franchises, or privileges.
- Classification of motion - division of motions into groups, usually according to their purpose of precedence.
- Close debate - to stop all discussion on a motion and take a vote on it immediately.
- Commit - to refer to a committee.
- Committee - a body selected to perform a specific task for the assembly or organization.
- Types of committees include:
  - Special committee - selected at a special time for a specific purpose.
  - Standing committee - selected at a definite time to perform one or more regularly designated functions.
  - Committee of the whole - the entire assembly acting informally for a specified time for free general discussion and then returning back to a parliamentary session when substantial agreement is reached.
  - Committee of the whole - a form or procedure for informal discussion.
- Common Law- law developed by court decisions. Judge-made laws.
- Conference - a group meeting informally for consultation and discussion.
- Consideration - deliberation on a subject and examination of it before taking a vote.
- Constitution - document containing fundamental laws and principles of government adopted by an organized body.
- Convene - to open a formal meeting.
- Convention - assembly of delegates or representatives of allied groups meeting for a common purpose.
- Credentials - certificate or testimonial indicating the right of a person to represent a certain group.
- Debatable - capable of being discussed.
- Debate - discussion or presentation of opinion on matters pending before a deliberative body.
- Delegate - member sent to represent an organized group and empowered to act for that group.
- Deliberative body - body that proceeds by discussion and consideration of question and makes decision by vote.

- Demand - the assertion of a parliamentary right.
- Dilatory tactics - strategy used to delay action; use of motions and discussion to delay a vote.
- Disappearing quorum - required number of persons presented at beginning of meeting that disappears as persons leave.
- Discussion - consideration of a question by oral presentation of views of different persons.
- Dispose of motion - to remove a motion from the consideration of the assembly.
- Dissolve an organization - to terminate the official life of an organization.
- Division of an assembly - a vote taken by counting members, either by rising or showing of hands. It is usually taken to verify a voice vote.
- Division of question - separation of a main motion into two or more independent parts, each of which is capable of standing alone.
- Executive board - chief committee of an organization. It usually conducts organization business during intervals between meetings.
- Ex-officio - to hold an office or position because of holding another office.
- Expel a member- to remove someone from membership in an organization by group action.
- Expunge - to strike out or cancel the record of a previous action.
- Filibuster - to obstruct or prevent action in an assembly by dilatory tactics, such as speaking merely to consume time.
- Floor - when recognized formally by the presiding officer, one is said to have the floor. He is the only person allowed to speak.
- Gavel - mallet used by presiding officer of a deliberative body to open and close meetings and to maintain order.
- General consent - an informal method of disposing of routine and generally favored proposals by the presiding officer assuming the group's approval, unless objection is raised. It is also called unanimous consent.
- Germane - pertaining to, or related directly to, having definite bearing upon. It is applied to the relationship of amendments to motions.
- Hearing - meeting to listen to ideas or arguments with a view to make a decision or recommendation.
- Honorary member or officer - one who is given membership or office by reason of eminence or position.
- Illegal vote - a vote that cannot be counted because it does not comply with the rules of the organization.
- Immediately pending question - when several questions are pending before the assembly, the last one proposed, which the assembly decides first, is the immediately pending question.
- In order - correct from a parliamentary standpoint at any given time.
- Incidental motions - motions related to questions arising incidentally out of business or order or manner of considering the business of an assembly. These motions usually arise out of a pending motion and must be decided upon before the question out of which they arise is decided.

- Incorporate - to form a group of people into a legal entity recognized by law with special rights, duties, functions, and liabilities distinct from the members.
- Informal consideration - a method of considering a question without observing the rules governing formal debate.
- Inquiry - question directed to the presiding officer by a member.
- Instruction to committee - deceptions specifying the powers and duties of the committee, the work desired the type and date of report or similar matters.
- Invariable form - a motion said to have invariable form when it can be stated in only one way and when it is, therefore, not subject to change or amendment.
- Irrelevant - not relating to, not pertinent, not applicable.
- Lay on the table - to postpone a motion until later but as yet undetermined time (see postpone temporarily).
- Legal vote - a valid vote, one that conforms to all legal requirements.
- Legislative body - a representative body having the power to make laws.
- Limit debate - to place restrictions on the time to be devoted to debate on a question or the number of speakers or the time allotted each.
- Log rolling - agreeing with other members to assist them with motions in which they are interested, in return for a promise of assistance from them.
- Main motion - a motion presenting a subject to an assembly for discussion and decision. It is a motion designed to accomplish at least part of the business of the group. If passed, the motion authorizes the group to take certain actions, or it enables the group to place itself on record as holding certain views.
- Majority vote - more than half of the total number of legally voting or, if by ballot, more than half of the legal votes cast, unless otherwise defined.
- Mass meeting - large or general assembly open to anyone.
- Meeting - an assemblage of members of an organization during which there is no separation of the members except for recess. A meeting may be terminated by an adjournment.
- Member in good standing - member who has fulfilled all the obligations required by the organization to maintain membership.
- Minority - less than half of members or votes. Group having fewer than the number of vote required.
- Minutes - official record of motions presented and actions taken by the organization.
- Motion - a proposal submitted to an assembly for its consideration and introduction by the words *I move*.
- Mover - the mover is the person who introduces a motion for consideration
- Moving the Question - to move the question is simply to raise a motion for consideration. It is synonymous with the archaic *I make a motion*. It is no longer considered correct to say *I make a motion*; rather, *I move... is preferred*.

- Negative vote - adverse vote; vote against a proposition.
- New business - any business other than unfinished or old business that may properly be brought up in an assembly.
- Nomination - the formal proposal of a person as a candidate for an office.
- Object to consideration - to propose discussion and decision on a main motion.
- Oppose - to work actively against a measure or candidate.
- Order of business - the formal program or sequence of different times or classes of business arranged in the order in which they are to be considered by an assembly.
- Orders of the day - business to be taken up during a meeting, including business left unfinished at a previous meeting, business postponed to the present meeting, and new business scheduled for the present meeting.
- Out of order - not correct from a parliamentary standpoint at a particular time.
- Parliamentarian - an adviser to the presiding officer, one who is skilled in parliamentary practice.
- Parliamentary authority - the manual or code adopted by an organization as its official parliamentary guide, which governs in all matter not covered in the constitution, bylaws, and rules of the organization.
- Parliamentary question - a question, or motion, before an assembly that has not yet been voted upon.
- Personal interest - private financial gain that would result from the decision of the organization on a proposition.
- Personal privileges - request by a member for consideration of some matter of concern to him, and related to him as a member.
- Plurality - more votes than the number received by any other of the three or more opposing candidates' measures. May be less than the majority.
- Point of order - an assertion amounting to the demand addressed to the presiding officer that a mistake should be corrected or enforced. The chair may decide the matter himself or submit it to the vote of the group.
- Postponed definitely - to defer consideration of a motion or report until a specific time.
- Postponed indefinitely - to kill a motion or report by deferring consideration indefinitely.
- Postponed temporarily - to defer consideration of a report or motion until the assembly chooses to take it up again. The old form of the motion to postpone temporarily was *laid on the table*.
- Preamble - an introduction preceding a constitution or the order of priority of consideration.
- Precedent - something previously done or decided that serves as a guide in similar circumstances. An authoritative example.
- Prefer charges - to accuse formally an officer or member of an offense, ordinarily for disciplinary purposes.
- Presiding officer - chairperson who conducts a meeting.

- Previous question - motion to close debate and vote an immediate vote. It is the old term this motion for motion to vote immediately.
- Privileged motions - the class of motions having the highest priority.
- Procedural motion - a motion that represents a question of procedure as distinguished from a substantive proposition.
- Proposition - a proposal submitting a question for consideration and action. Includes motion, resolution, reports, and other kinds of proposals.
- Proxy - a signed statement transferring one's rights to vote (or to participate in a meeting) to another person.
- Putting the question - submitting a question to vote; taking a vote on a question.
- Question - any proposition submitted to an assembly for a decision.
- Quorum - number of proposition of members that must be present at a meeting to enable the assembly to act legally on business.
- Recess - a short break or interval in a meeting.
- Recognition - the formal acknowledgement by the chair indication that a member has the right to speak.
- Recommit - to refer a matter reported by a committee back to the committee.
- Reconsider - motion to cancel the effect of a vote so that the question may be reviewed and redecided. It is a motion to undo action previously taken. It can only be moved by some member who voted on the winning side when the original came to vote.
- Refer to committee - standing committee of a convention to which all motions dealing with a certain subject are referred.
- Regular meeting - a meeting scheduled and held at definite intervals.
- Renew a motion - to present the same motion a second or subsequent time at the same meeting.
- Repeal - to annul or void.
- Repeal by implication - when two measures are passed that conflict, the portions of the last that conflict with the first repeal the first by implication.
- Rescind - to repeal. To nullify action taken on a motion.
- Resolution - a formal proposal submitted in writing for action by an assembly. Usually introduced by the word *resolved*.
- Restricted debate - debate restricted to the propriety or advisability of a motion in relation to a main motion that does not open the latter of the debate.
- Resume consideration - to take up for consideration a motion that has been postponed temporarily. The old form of the motion was taken from the table.
- Rising vote - vote taken by having members stand.
- Ritual - a form of ceremony observed by an organization.
- Roll call - calling names of members on a fixed order as each answers *present* or *votes*.
- Ruling - decision of presiding officer on a question or point of view.

- Second - an indication of approval of the consideration of a proposed motion.
- Sergeant at Arms - Officer who maintains order in an assembly, under the direction of the presiding officer.
- Seriatim - manner of considering any document by sections or paragraphs.
- Session - one meeting or several successive meetings at the end of which the business of the session ends. A session ends with an adjournment without future date.
- Speaker - the person who currently has the floor.
- Special committee - a committee appointed to accomplish a particular task and submit a special report. It ceases to exist when its task is complete.
- Special meeting - a meeting called to consider certain specific business that must be set forth in the call.
- Specific main motion - a main motion that has a name, a specific form, and is subject to special rules, as opposed to a general main motion. Examples of main motions are to rescind, to reconsider, and to resume consideration.
- Standing committee - a committee to handle all business on a certain subject that may refer to it, and usually corresponding to the term of office of the officers of the organization.
- Standing rules - rules formulated and adopted by an organization to meet its own particular needs, remaining in force until repealed.
- State a motion - word-by-word statement of a motion before placing it open to debate. For example, chairperson: *It is moved and seconded that (repeat motion). Is there any discussion?*
- Steam-roller - to force a measure through to vote by ruthlessly or arbitrarily overcoming the opposition.
- Substantive motion - a motion that presents a concrete proposal of business. It is not a procedural motion.
- Suppress a motion - to kill a motion without letting it come to vote.
- Suspend - motion to set aside a rule or make it temporarily inoperative.
- Table - to table a motion means to postpone a discussion on a motion indefinitely by referring it to the table of the presiding officer of the committee involved.
- Take from the table - when the motion is passed, it brings the previous matter before the group again. It may be offered at any time as long as discussion or business of some sort has followed the placing of the matter on the table.
- Teller - member appointed to assist in conducting a vote by ballot.
- Tie vote - a vote in which the positive and negative are equal. For example, a twenty-to-twenty vote. A tie vote is not sufficient to make an action.
- Two-thirds vote - two-thirds of all legal votes cast.

- Unanimous - without any dissenting vote. One adverse vote prevents unanimous approval.
- Unanimous consent - an informal method of disposing of routine and generally favored motions by the chair, assuming approval of a request for unanimous consent it is defeated by one objection.
- Unfinished business - any business deferred by a motion to postpone to a definite time, or any business that was incomplete when the previous meeting adjourned. Unfinished business has a preferred status at the following meeting.
- Viva voce vote - see voice vote.
- Voice vote - a vote taken by calling *ayes* or *nays* and judged by volume of voice response.
- Voluntary organization - nongovernmental organization members join by choice.
- Vote immediately - motion to close debate, shut off subsidiary motion, and take a vote at once (see Pervious Question).
- Well taken - a point of order with which the presiding officer agrees is said to be well taken.
- Withdraw - motion by a member to remove his motion from consideration by assembly.
- Write in - to cast a ballot for a person who has not been nominated by writing his name.
- Yeas and Nays - roll-call vote during which each member answers *yea* or *nay* when his named is called.
- Yield the floor - grant another member the privilege of speaking to the assembly. (The member who yields the floor retains the right to speak again as soon as the person to whom he has yielded has finished.)

**Handout 3.1**

**Nomination Of Officers**

**ASPIRA CLUB NOMINATION FORM**

<b>President</b>	
<b>Vice President</b>	
<b>Secretary</b>	
<b>Treasurer</b>	
<b>Committee Chairpersons</b>	



## Handout 4.1

### ASPIRA Club Bylaws Outline

This outline can be used to help participants create their Club By-laws.

ASPIRA Club of \_\_\_\_\_

# BY-LAWS

## ARTICLE I OFFICE

Where will the Club be located? Or will there be rotations. Is there a designated space, office?

## ARTICLE II CLUB LEADERS

- Section 1. Number: Who will manage the Club? Qualifications  
Section 2. Members and their Terms:  
Section 3. Vacancies:

## ARTICLE III OFFICERS

- Section 1. Number: of officers  
Section 2. Election and Appointments:  
Section 3. Duties of Officers:  
Section 4. Resignation of officers: (Rules of order)  
Section 5. Removal of officers:

## ARTICLE IV MEETINGS

- Section 1. Weekly/Monthly Meeting:  
Section 2. Place of Meeting:  
Section 3. Notice of Meeting:

## ARTICLE V COMMITTEEE

- Section 1. Executive Committee and Powers:  
Section 2. Standing Committees:  
Section 3. Role of Advisor:  
Section 4. Amendments to By-laws:

## Handout 5.1

### Overcoming Fears

*“My specific fears about being a designated leader of a club are...”*

**Handout 6.1**

**ASPIRA Club Campaign**

**My Campaign Speech**

**My Slogan**

## Handout 7.1A

### ASPIRA Club Banner Guidelines

**Objective:** To ensure every ASPIRA Club has a club banner that highlights their school spirit, cultural heritage, and ASPIRA pride. Every ASPIRA Club should have a banner that meets the following criteria:

1. Banner can be made from canvas, felt or other like materials.
  
2. Banners can include symbols, flags of the countries represented in your club, your school mascot, or any other decorations that will make them a unique identifier of your club.
  
3. Banner dimensions should be as follows: length of approximately 5 to 6 feet, width of approximately 3 to 4 feet.
  
4. Somewhere on your club's banner, the following elements should be incorporated:
  - A. The words "ASPIRA"
  - B. The pitirre symbol
  - C. Your school/Club name

**Handout 7.1B**

**My ASPIRA Club Banner**

**Handout 8.1**

**Building Consensus**

## **Handout 9.1**

### **Dos and Don'ts of Leading a Club**

List eight Dos and Don'ts of Leading a Club.

**Dos**

**Don'ts**

**Handout 10.1**

**Magic Lamp**

***Ten Wishes for the ASPIRA Club***

***Top Three Wishes***



## **Handout 10.1A**

### **Being Involved**

In small groups answer the following questions:

4. How do we become more attentive of issues concerning our community and ourselves? (Awareness)
5. How do we decide which issues we should address? (Analysis)
6. How do we go about improving our community and ourselves? (Action)

**Activity 11.1**

**Developing a Club Agenda**

**ASPIRA Club Agenda**

Develop an agenda for your next Club meeting

**Handout 12.1 Evaluation Form-Student**

**EVALUATION**

1. Indicate three new things you learned.
2. How will you use this new knowledge in the future?
3. Were the handouts useful? What would you change about the handouts?
4. How could these workshops have been improved?

## Handout 12.1A Evaluation Form for Facilitator

1. Did the workshops run smoothly? Why?
2. What aspects of the workshops did not work? What would you change?
3. Was it easy to understand?
4. How would you make it more culturally relevant?
5. What visuals would you add?
6. How would you make it more hands-on for youth?