AFSA Chapter General Membership Meetings

**Order of Business**

**1)** Call to Order by President

**2)** Invocation

**3)** Pledge of Allegiance to the U.S. Flag

**4)** AFSA Preamble

**5)** Credentials Committee Report as appropriate

**6)** Roll Call to Determine Quorum as appropriate ( \_\_\_ # Chapter Members; \_\_\_\_ # of Members Present) \_\_\_\_ Quorum

**7)** President Report

**8)** Treasurer's Report

**9)** Committee/Trustee Reports

**10)** Special Committees/Task Force Reports i.e. Veteran’s Day, POW/MIA Day, Retiree Day

**11)** Election of Officers as appropriate (October-December of each year for Division 6)

**12)** Old Business

**13)** New Business

**14)** End of Meeting. Adjournment Sine Die (“without assigning a day for a further meeting or hearing”)

Ref:

**AFSA Manual 100-2 October 2021**

POLICIES AND PROCEDURES OF THE AIR FORCE SERGEANTS ASSOCIATION

- PRINCIPLE 5 - ANNUAL AFSA INTERNATIONAL/DIVISION CONVENTIONS

AND CHAPTER MEETINGS, SECTION 10 CHAPTER MEETNGS, item g Order of Business

(which refers back to SECTION 5 RULES OF ORDER FOR THE ANNUAL INTERNATIONAL OR DIVISION CONVENTIONS, item g Order of Business edited for Chapter Use)

**Rules of Order**

Chapter - Board of Directors and activity meetings shall be conducted using Robert's Rules of Order or as otherwise provided for in Principle 5, Section 10, and shall be conducted in a businesslike manner without undue reliance on formal parliamentary procedures.

References:

**AFSA Manual 100-2 October 2021**

POLICIES AND PROCEDURES OF THE AIR FORCE SERGEANTS ASSOCIATION

- PRINCIPLE 10 - DIVISION/CHAPTER ACTIVITIES, SECTION 9. RULES OF ORDER, item b Chapter

**Quorum**

Quorum Rules

|  |  |  |
| --- | --- | --- |
| **Number of Chapter Members AFSA D6 6-1** | **Number of Members Present AFSA D6 6-1** | Number of Members Present **AFSA 100-2** |
| **500 or More** | **10\*** | 20 |
| **101-500** | **5** | 15 (201-500) |
| **25-100** | **3** | 10 (25-200) |

**\*** An inactive Base Chapter is reduced from 10 to 5.

a. The two-thirds majority rule is still valid. (Reference AFSA Manual 100-2)

b. It must be realized that if a quorum still does not exist after applying the procedures above, then the chapter must forego the business portion of the monthly meeting and meet provisions as set in AFSA Policies and Procedures Manual, Principle 5, Sec. 10-c.

\* An inactive Base Chapter is reduced from 10 to 5.

References:

**AFSA Manual 100-2 October 2021**

POLICIES AND PROCEDURES OF THE AIR FORCE SERGEANTS ASSOCIATION

- PRINCIPLE 5 - ANNUAL AFSA INTERNATIONAL/DIVISION CONVENTIONS AND CHAPTER MEETINGS, SECTION 10 CHAPTER MEETNGS, Item d. Quorum

**AFSA Division 6 Standing Rule No 6-1 Quorum**