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**Lamar State College Port Arthur  
Virtual Leadership Series #1**

**Membership Recruitment, Retention, and  
Robert's Rules**

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**I. Membership Recruitment**

**A. Conducting a Successful Recruitment Table**

1. No \_\_\_\_\_!
2. Be in \_\_\_\_\_ of the table.
3. \_\_\_\_\_ your club (Tri-board, scrapbooks, videos)
4. Wear proper \_\_\_\_\_ (t-shirts) or a \_\_\_\_\_ look.
5. Several \_\_\_\_\_ should participate.
6. Have a defining \_\_\_\_\_ statement or question:

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**B. What You Need on the Table**

1. Sign-up information - Use \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ to a Google Doc or similar platform. Get this info:
  - a. Student \_\_\_\_\_
  - b. \_\_\_\_\_ Status
  - c. \_\_\_\_\_ number
  - d. \_\_\_\_\_ address

- e. Areas of \_\_\_\_\_
  - f. \_\_\_\_\_!
2. Create an informational \_\_\_\_\_. It should contain the following:
- a. \_\_\_\_\_ of the organization
  - b. List of activities, programs, and \_\_\_\_\_ to be involved.
  - c. List of typical \_\_\_\_\_
  - d. List of \_\_\_\_\_ within the organization (including the advisor)
  - e. \_\_\_\_\_ addresses
  - f. Meeting \_\_\_\_\_, \_\_\_\_\_, and place/platform
3. Display \_\_\_\_\_ or \_\_\_\_\_.
4. \_\_\_\_\_!

**C. Follow-up on the Recruitment Session**

- 1. Everyone who signed up should receive \_\_\_\_\_ and/or \_\_\_\_\_ that same night with your \_\_\_\_\_ attached.
- 2. Invite them to an \_\_\_\_\_ meeting.
- 3. Before information meeting, \_\_\_\_\_ to remind of meeting date, time, place, and to \_\_\_\_\_ them to attend

**D. The Informational Meeting**

Campus organizations that show a real interest in obtaining a student's \_\_\_\_\_ are better poised to get them as a \_\_\_\_\_.

**E. Tips for A Successful Informational Meeting**

1. Have dedicated people handle the \_\_\_\_\_ aspects.
2. \_\_\_\_\_ all attendees as they \_\_\_\_\_ the meeting.
3. Pair them with a \_\_\_\_\_ member(s), perhaps use a \_\_\_\_\_ room.
4. All \_\_\_\_\_, advisors, and members introduce themselves.
5. Have an \_\_\_\_\_ - \_\_\_\_\_ to get people mingling.
6. Get \_\_\_\_\_ and background information through an \_\_\_\_\_ or similar format. (All sources of contact: cell phone, all email addresses, school mailing address, home mailing address, and social media. Get high school and community activities.)
7. \_\_\_\_\_!

**II. Meetings**

Meetings are \_\_\_\_\_ or \_\_\_\_\_.

*What makes them that way?* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**A. Running Meetings – Basic Agenda**

1. Call to \_\_\_\_\_ – Start of the meeting
2. \_\_\_\_\_ – The number that must be present to hold a meeting (*Usually a majority of the members*)
3. Presentation of the \_\_\_\_\_ – Record of the previous meeting (*Download a free template at <https://bit.ly/2XQZO68>*)
4. \_\_\_\_\_ Reports – Officers report on their activities, concerns, needs, etc.

5. \_\_\_\_\_ Reports – Committees report on their activities, concerns, needs, etc.
6. \_\_\_\_\_ Business – Items left over from previous meetings
7. \_\_\_\_\_ Business – New items for consideration
8. \_\_\_\_\_ – Information for the benefit of the organization
9. \_\_\_\_\_ – End of the meeting

**B. Responsibilities of the Chair**

1. \_\_\_\_\_ the meeting, effectively and fairly.
2. Set and /or follow the published \_\_\_\_\_.
3. Call on \_\_\_\_\_ to participate, make motions, and speak.
4. Restate \_\_\_\_\_ after they are made.
5. Rule on parliamentary \_\_\_\_\_, requires some knowledge of parli-pro.
6. \_\_\_\_\_ discussion and call for votes.

**C. Members can:**

1. Present motions: “ \_\_\_\_\_.”
2. Second motions: “ \_\_\_\_\_.”
3. Debate motions: “ \_\_\_\_\_”
4. Vote on motions: “ \_\_\_\_\_”

**Motions are how things get done!**

**D. Parliamentary Procedure Tips**

1. A motion should be made before \_\_\_\_\_ of a topic.
2. Only \_\_\_\_\_ motion can be considered at a time.

3. The person making the motion gets to \_\_\_\_\_ about it first, then open to \_\_\_\_\_.
4. Motions can be \_\_\_\_\_ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
5. Amendments to the motion must be \_\_\_\_\_ on before going back to the main motion. If the amendment is \_\_\_\_\_, then it becomes part of the main motion. If \_\_\_\_\_, then you go back to the original, main motion.
6. After all of the discussion, take a vote: usually a \_\_\_\_\_ vote passes the motion.

### III. Membership Retention

#### A. Ethically Position Your Club or Organization

1. Problem: The club or organization is not what the student \_\_\_\_\_ it to be.
2. Solution: Be \_\_\_\_\_ and upfront regarding what the club/organization is about. (*substance over image!*)

#### B. The 5 R's of Retention

1. Give them a \_\_\_\_\_.
2. Enforce \_\_\_\_\_.
3. Give out \_\_\_\_\_.
4. Assign them a \_\_\_\_\_.
5. Help build \_\_\_\_\_.