

Motion

A **MOTION** is a statement proposed by a qualified member of the board or committee to propose action or take a position. **MOTIONS** recorded in the minutes show whether or not a group took action.

MOTIONS are a part of parliamentary procedure for maintaining orderly meetings. Volunteer leaders should be familiar with the fundamentals of meeting procedures by reading Robert's Rules of Order or similar guides

CHAIRMAN'S ROLE IN PROCESSING MOTIONS

After a motion is made, it must be seconded by a member of the board or committee; that is a way for a person to express support for another person's motion.

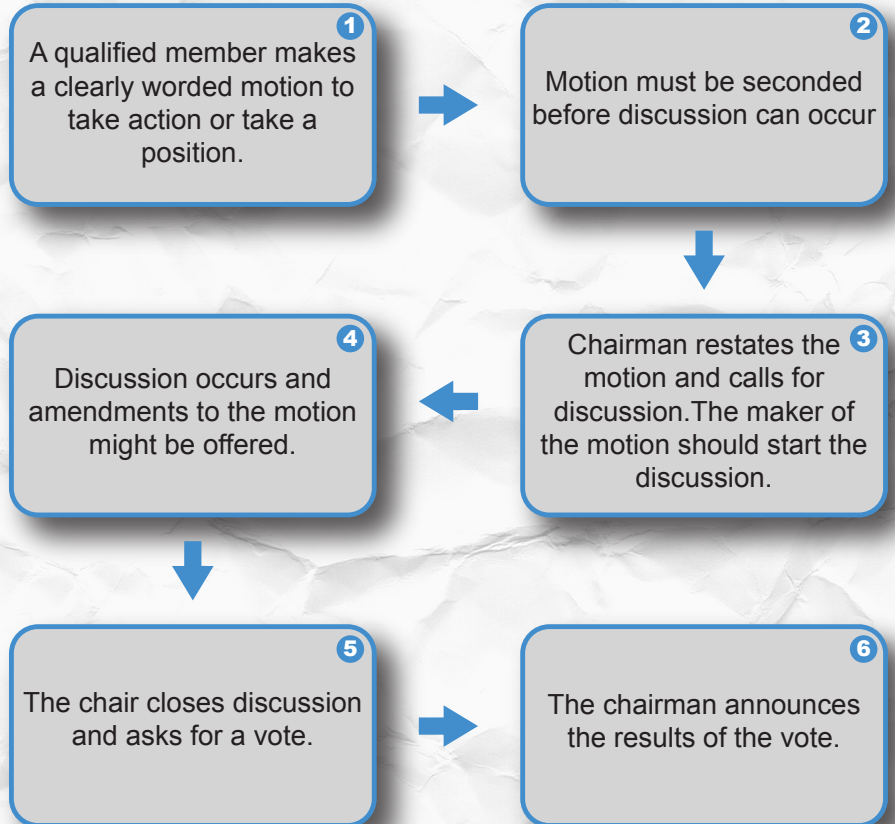
Motions should include an action verb, i.e. "I move that we endorse and recommend the program to members."

Only one motion should be on the floor to ensure discussion of a single matter. Incidental, privileged or subsidiary motions may also occur.

It is not necessary to identify the maker and seconder of the motion in the minutes.

Provide a template to encourage members to write down clear, crisp motions.

All motions made should be recorded in the minutes, even if they failed to pass.



Agenda Item - Motion Form

Date : _____ Intended for Meeting/Committee (Date): _____

Submitted by (Individual or Committee Name): _____

Agenda Item Short Title _____

Motion (Worded Precisely): "I move..."

