Motion Training

January 2016 SPO

(revised 2/14/16)

What needs to be included in each of the six sections of the motion?

1. **Motion: (who, what, when):** Typically motions begin with the word “That” then state the specific action being proposed and the date the action becomes effective. If a person is being appointed, include the person’s name, college, and email address, and end with the phrase “pending verification of membership.” If a new position is being created the level of support from AMATYC, if any, needs to be specified, and a job description or list of duties may need to be developed and approved as a part of the motion.

If PPM language is being changed, attach or include the current language with the proposed changes indicated using track changes and also include a clean version of the language with the proposed changes accepted.

Include any specific details (or intent language) that need to be preserved. Only the motion is recorded in the minutes of the meeting. Reread the proposed motion to see if the language is clear and the intent explicit. Make sure the action would be understood by someone who reads the motion months later without having been in the board meeting. Remember that the office staff and others impacted must follow policy set by the board via motions, but are usually not privy to any information except what is recorded in the minutes.

If the motion is written less than 30 days prior to the board meeting, it must be “from” two board members.

1. **Rationale (why):** Provide clear rationale why this motion is being proposed, what need the change will address, and how the motion will address the need. Sell the concept and include any data that is relevant. But, remember that the rationale is not usually recorded in the minutes, so details that need to be preserved or are required to enact the motion need to be in the motion, not in the rationale.
2. **Strategic Priority supported by this motion:** Check the current strategic plan and cite the priority the motion supports, if this applies.
3. **Budget Implications:** Estimate the cost of the proposed action. Is the cost one-time or ongoing? Does it impact a budget that has already been approved? If so, the expense is an over budget expense for the approved budget; it only changes the budget if the budget has not yet been approved. Or, will the action increase income? If so, estimate the amount of increase if possible. Not all motions impact the budget.
4. **Assessment Plan:** Is the action something that enacts a process or establishes a program that the organization should evaluate to determine its effectiveness? If so, how will this occur and who is responsible for doing this? Not all motions require an assessment plan.
5. **Web Site Impact:** Will the action require the website coordinator to add information to or change the organization’s website? If so, how extensive is the change needed? Is this a minor task or a major undertaking for the website coordinator? (If it is major, is the benefit to the organization worth the additional work being asked of a volunteer?)
6. **Policy and Procedures Manual Change:** Yes or No

(If yes, indicate specific sections of the PPM.)

Be careful here. The PPM content is extensive, and many items are mentioned in multiple sections of the PPM. One of the challenges in keeping the PPM accurate is finding all the sections that need to be changed to reflect one action taken. So, spend time reviewing the PPM to better understand the interconnected nature of the information. (For information on how to change existing PPM language, see paragraph two under section one.)