

To move or not to move – let’s answer that question. A Motion Cheat Sheet -

Actions requiring a MOTION by general members

Election of nominating committee

Approval of standing rules

Approval of budget

Election of officers

Adding line item(s) to budget; changes to budget (if budget doesn’t contain language allowing board to reallocate)

Endorse or oppose advocacy-based issues such as levies or bonds.

Actions requiring a MOTION by board of directors

Standing rule changes
(to be taken to members for approval)

Budget changes
(to be taken to members for approval)

Adding line items to budget
(to be taken to members for approval)

Changes to vision/mission statement/goals

Changes in membership fees
(usually incorporated into standing rules)

Entering into a contract with a third party

Endorse or oppose advocacy-based issues such as levies or bonds.

Actions that can be “accepted as presented/amended” “approved as presented/amended” NO MOTION NEEDED

Approval of minutes – of general membership meetings; of board meetings; of executive committee meetings

Approval of financial report – monthly and year-end

Approval of financial review – mid-year and year-end

For board – approve committee appointments

Meeting adjournment if:
a) time adopted for adjournment has arrived; or b) end of agenda has been reached

Note: All of the actions noted on this page must be noted in meeting minutes, whether a motion is involved or not.