



SOROPTIMIST  
Best for Women

# SOROPTIMIST INTERNATIONAL OF THE AMERICAN RIVER

## Motion Form

Date of Motion

Motion Author

A motion is the official method of bringing business before the assembly (the membership, the board, the committee) While following this protocol may seem "too formal", it is not intended to make things more difficult. It is an organized way to insure that 1) accurate business records are kept; 2) everyone gets an opportunity to be heard; 3) it keeps things organized so the meeting moves forward.

REMEMBER the following points in all motions:

1. Who will follow through on the action? (President, Board, Committee, Headquarters, etc.)
2. If money is involved are funds available and how will it be financed?
3. Should there be a deadline date for completion of the action?
4. If the action requires "reporting back" to whom? and when?
5. Is the Motion clear to you? If it is clear to you, it will be clear to others.

REMEMBER the basics for making a motion:

1. Begin with the words "I MOVE".
2. State the motion clearly. It will help if you've written it down.
3. Once you have made a motion, it belongs to the assembly. It is not "your" motion any longer!
4. The President will call for a "second."
5. The President will ask for discussion.
6. Those wishing to comment, either for or against, will be given an opportunity to speak and should wait until they are recognized by the President.
7. If the motion is amended, the amendment must be voted on first, following steps 1-6 above. Once the amendment is passed or defeated, then the original motion will be voted on, as amended or as originally presented.

Subject of the Motion

  
  
  
  


This form should be given to the President after it has been made.

Seconded      Name

Carried       Lost       Referred to Committee       Rescinded/Withdrawn