



## MOTIONS IN A NUTSHELL

### **What are Motions?**

Motions record the official actions of your PTA. Adopted motions record the decisions of the body that made them. Your PTA needs motions to adopt a budget, to release funds, to authorize spending whether to pay or to reimburse, to support a California PTA resolution, to accept a resignation, ratify appointments, and so on. The minutes of your PTA are a record of **actions** taken by the PTA, **so you must record all motions made during each meeting.** Motions made at an Executive Board meeting are not final decisions; they must be brought as recommendations from the executive board to the membership (the association) for a vote. Only the membership/association can make a binding decision to spend funds.

**How is a motion made and what is a second?** When a motion is made, it is a proposition brought to the floor by one person. This proposition to discuss and vote must be agreed to by at least one other person present who says "I second the motion." Seconding a motion is NOT an indication of agreeing with the content of the motion. Seconding a motion simply allows discussion and a subsequent vote. If there is no second, the motion dies on the floor and there is no discussion.

**What must you write down?** You must record the first and last names of the person making the motion, the text of the motion, that there was a second, and the result of the vote. You do not need to write down the name of the person who seconded the motion. To ensure accuracy, you may have to ask the speaker to repeat the wording of the motion. Another way to ensure accuracy is to require that motions be written out before being made. The information you need on the motion form is the date, the person's name printed clearly, the person's signature, and the text of the motion written out clearly.

**Motions made and passed at a Board meeting will become recommendations from the Board to the Association.**

For anything pertaining to the bylaws or standing rules, please check with the parliamentarian.

**Some motions are made at almost every meeting:** Ratification of bills already paid and approval of bills to be paid should come up at almost all, if not every, meeting. EXAMPLE WORDING: "I move to ratify bills paid by checks #234-236 inclusive, dated February 9-February 23, 2020, for a total of \$255.66." "I move to approve the payment of a bill for \$23.56 to be paid to Marlene Dietrich as reimbursement for Reflections expenses and a bill for \$67.00 to "PopuptentsRus" for rental of sunshades for the Spring Sports Day, for a total of \$90.56."

**Some motions are made a couple times a year:** Twice a year, the financial reviewer makes a motion to adopt the financial review (the financial reviewer can make the motion or another

member can). EXAMPLE WORDING: "I move to adopt the financial review for the period July 1, 2019 to December 31, 2019."

*If a bank signer resigns, there has to be a financial review immediately unless the resignation coincides with a regularly scheduled financial review.*

#### **Some motions are made occasionally:**

- **Bylaws adoption**: If your association has bylaws to adopt, the parliamentarian will make a motion to adopt the bylaws. EXAMPLE WORDING: "I move to adopt the bylaws as presented" or "I move to adopt the bylaws as presented and signed by the State Parliamentarian on May 12, 2019."
- **Committee appointments**: The president appoints chairmen and committee members; the association votes to ratify (or not) the appointments. EXAMPLE WORDING: "I move to ratify the appointments made by the president" or "I move to ratify the president's appointments of the following: Sally Mann as Membership Chair, Cy Twombly as Fundraising Chair, and Georgia O'Keefe as Hospitality Chair."
- **Elections at the executive board to fill a vacancy**: If a member of the board resigns after being duly elected, or if an elected position was not filled at the time of the regular election, as per unit or council bylaws, the vacancy is filled by the Executive Board at a meeting (regularly scheduled or specially called following the bylaws for special Executive Board meetings) with a motion to elect the officer or officers. EXAMPLE WORDING: "I move to elect Sally Mann as Treasurer and Paul Klee as Second VP for membership."
- **Resignations**: If someone resigns, the president announces the resignation. Someone other than the president makes a motion to accept the resignation which you will record in the minutes. The letter or email of resignation needs to be included with the minutes. EXAMPLE WORDING: "I move to accept with regret the resignation of Paul Klee as Treasurer."

#### **Some motions are made once a year:**

**Changing bank signers**: In May or June of each year, the minutes must contain the necessary motions concerning the bank signers for your PTA. **Do not put all the actions for changing bank signers into one motion. Put all the removals in one motion, all the additions in another motion, and all the confirmations in another. If none of the current signers will be serving another term, you need only two motions.**

#### **Recommended format for motions:**

I MOVE THAT TORRANCE COUNCIL OF PTAS ENTER INTO CONTRACT WITH (VENUE/COMPANY) FOR (EVENT) TO BE HELD ON (DATE), FOR THE ALL-INCLUSIVE PRICE OF (\$) PP, WITH A GUARANTEE OF (#) ATTENDING, AND A DEPOSIT OF (\$).