BOARD MOTION FORM

To ensure an accurate record of Board decisions, please fill out this sheet and turn in to YALSA’s Secretary.

If possible, please have your motion written before you present it to the Board. Please be sure that it includes WHO should take action, WHAT that action is to be, WHEN it is to be completed and HOW the Board will know when the task has been completed:

EXAMPLE: I move that the YALSA Board direct the President to appoint a taskforce of 5-7 members to develop criteria and procedures for an annual award for the best in YA nonfiction and to submit a final award proposal to the Board for consideration at their Midwinter 2008 meeting.

Important: Please be sure to sign your name legibly.

__________________________

Moved by:

__________________________

Seconded by:

I move that the YALSA Board:

Motions should be clear, concise, yet thorough - leaving no room for confusion or questions. Include information such as who exactly is responsible for implementation (ex. “The Board directs the Executive Director…”), if evaluation will be needed, and timelines. If a motion is being crafted at the end of discussion, other Board members can assist with suggested wording and revision.

If some wordsmithing is needed before presenting the motion, the back of this document or scratch paper should be used to ensure this form contains the correct information.

FOR SECRETARY USE: Secretary will complete with the meeting (ex. Midwinter 2016), date, session (ex. Board II), and motion number referenced in minutes.