

After a discussion, any Board member can make a motion to put forth a vote. (While ex officio members may not vote, they can still write motions.) The motion form ensures the Board understands the exact proposal. The YALSA office will supply blank forms for the meetings.

Form

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SERVICES ASSOC

The author of Board action items can include a suggested motion within the doc. Minutes include motions that pass; past minutes are available on YALSA's website for reference.

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.

Topic being discussed: _____

Usually the name of the Board doc, but can also be related to meeting timing, adjournment, executive session, etc.

Board Document Number (if applicable): _____

See agenda for number

Moved by: _____

Signature of motion author

Seconded by: _____

Signature of person seconding

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.

YALSA BOARD MEETING: _____

DATE: _____ SESSION: _____ MOTION #: _____

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