

## MANUAL FOR CHAPTER OPERATIONS

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### **Appendix 7B: MOTIONS AT THE CRC**

Chapter members have the right and the responsibility to present to the chapter CRC motions to enhance regional, chapter or Society activity. These motions will be presented by the delegate during the business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order. Motions coming out of the CRC can be most effective if presented in proper form. The purpose of this document is to furnish suggestions for proper development of motions and procedures to funnel the motion into the correct committees.

All CRC motions except regional motions are brought to Members Council by the Director and Regional Chair (DRC) for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the following:

- A. Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council.
- B. CRC motions affecting the Presidential Award of Excellence (PAOE) will be reviewed and discussed by the PAOE Subcommittee of Members Council and recommendations forwarded to the President-Elect.
- C. The DRC has the responsibility of monitoring all CRC motions from his or her region and reporting at the next CRC the status of those motions.

**MOTION FORMAT:** The motion should be written in concise, succinct language (“whereas” and “legalese” do not enhance the understandability or acceptability of motions). A sample format is included in Appendix 7C. The body of the motion should contain as completely as possible the following information:

- A. State completely the action which is being recommended or required. Example: “Move that Society dues be lowered...”
- B. Qualify wherever possible elements of the motion so that they are not open-ended or open for interpretation, debate or floor negotiation. Example: “Move that Society dues be lowered to \$90 per year...”
- C. Include wherever appropriate the time frame for the execution of your request. Example: “Move that Society dues be lowered to \$90 per year, effective July 1, 2014.”
- D. Where a motion is expected to modify or to become a Rule of the Board (ROB), it should be worded as the proposed Rule of the Board is intended to read.

**REQUIRED BACKGROUND INFORMATION:** As a separate statement, which is not considered to be part of the official motion, provide historical background, progression of events, related incidents or other general information which would be helpful for the Council and Board of Directors to appropriately debate and decide on the issue. The more thorough the background, the more convincing the arguments, the more complete the research and the more beneficial the request is to the betterment of Society, the more likely the matter will be dealt with favorably.

In summary, a good motion spells out who, what, when, how much and then explains why it is good and timely action.

**REQUIRED FISCAL IMPACT:** Include an estimated fiscal impact if the motion is approved .