



MOTIONS? WHAT TO DO

Recording Secretary Training
May 2021

What are motions? Motions record the official actions of your PTA.
Motions are made for a PTA to take action for plans, programs and activities.
All motions must be recorded in your minutes.

Motions made at an Executive Board meeting are not final decisions; all motions made at exec board must be brought to the membership/association as recommendations for a final vote and final approval.

Your PTA needs to make motions to:

- Adopt a budget
- Release funds
- Authorize spending—whether to pay or to reimburse
- Support a California PTA resolution
- Accept a resignation or contract
- Ratify appointments
- Take any action on behalf of the membership

Motion making involves eight steps:

1. Obtain the floor—member raises hand and waits to be recognized
2. Recognition—member is called on
3. Make the motion—member presents the motion by stating **“I move....” (not I make a motion.)**
4. Obtain a second if needed—another member seconds to show more than one person is interested in discussing this item. Not needed if this is a recommendation from another body/committee.
5. Question is placed on floor—motion is restated so everyone understands what will be discussed
6. Discussion—motion is discussed with all having an equal opportunity
7. Vote—motion is put to vote by saying: “All those in favor say “aye”....Those opposed say “nay”.”
Anyone must be a member of the unit for at least 30 days—to vote and/or make a motion.
8. Outcome—result is announced so everyone knows if the motion was approved or failed
9. All aspects above are recorded in the minutes,

MOTION: Terry Ragins moved, “that Green Bean PTA approve the Green Giant as entertainment for the event.” Seconded. Motion Adopted/Approved.

You do not need a motion--Why no motion required? All of these items simply exist and content is clear.
In the case of the minutes and agenda, they either are accepted as they are or they are amended/corrected.

- To adopt the agenda—the president declares the agenda adopted as presented or as amended (if changes were made)
- To approve the minutes—the president declares the minutes adopted as printed or corrected (if changes were pointed out)

- To approve the treasurer's report—the details are included and the report is filed for audit

Making the motion

Record the first and last names of the person making the motion, the text of the motion, that there was a second (no name recorded), and the result of the vote (adopted/defeated or not passed).

Encourage use of Motion Slips: To ensure accuracy, have the motion maker write down the motion using a motion form, in the chat section of a ZOOM, or at the very least, repeat the wording of the motion. People could also write the motion at home and bring it to read when making the motion/send as email.

Motions made at almost every meeting:

Approval of bills to be paid (the checks to be written) and
Ratification of bills paid (checks have already been written)

Approval to pay bills— (sample wording for motion)

"I move to approve the payment of a bill for \$23.56 to be paid to Mary Sunshine 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."

Motion: Lisa Webster moved to approve the payment of a bill for \$23.56 to be paid to Mary Sunshine 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.(Can list if a number of items.)
Motion was seconded and approved.

Ratification of bills already paid— (sample wording for motion)

"I move to ratify bills paid by checks #234-236, dated March 10 to March 18, 2020, for a total of \$255.66."

Motion: Lisa Webster moved to ratify bills paid by checks #234-236, dated March 10 to March 18, 2020, for a total of \$255.66.
Motion was seconded and approved.

Adopting the audit

Twice a year, the auditor will present the audit report for the period of either July 1 (year) to December 31 (year) or January 1 (year) to June 30 (year). The auditor will report the findings (refer to the audit form).

Record that Mary Green gave the audit report for the period of either July 1 (year) to December 31 (year) OR January 1 (year) to June 30 (year). You would also record that

"Mary Green has examined the financial records of the treasurer of _____ PTA/PTSA and finds them to be correct/substantially correct with recommendations/partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given/incorrect."
(Record one of those choices).

Someone, probably the auditor will make a motion to adopt the audit as presented.

Motion: Mary Green moved to adopt the audit for the period of July 1, 2019 to December 31, 2019 as presented. Motion was seconded and approved.

Changing bank signers

The minutes must contain the necessary motions concerning the bank signers for your PTA.

Put all the names to be removed in one motion (going off the account), all the names being added in another motion (new signers), and all the confirmations in another (those staying on the account).

Preprinting motions (as in listing in the agenda) is a way to help the meeting go faster. They can be voted as a block. "I move to approve items #1-3 and #5." In this instance #4 may be considered separately or withdrawn. Withdrawing a preprinted motion is not an item of business in itself. If the maker withdraws the motion before it has been brought forward, then for all practical purposes it never existed. If the maker withdraws the motion after it has been made but before being restated, the motion ceases to exist. The president would state, "The motion is withdrawn."

If the maker wants to withdraw a motion after there has been discussion, there must be consensus of the group that the motion be withdrawn. The president states, "If there is no objection...."

Postponing a motion requires a motion, second and vote.

Amendments—An amendment is a way to change a motion already on the floor before the vote is taken.

It may be amended by:

- Inserting or adding words
- Striking words
- Striking words and inserting words
- Substituting one paragraph or resolution for another

For wording/examples of amendments, please refer to the Thirty-Third District Mini Workshop Training on Motions and amendments

For additional information regarding motions, please refer to the Thirty-Third District PTA Mini Workshop Training "All About Motions" handout

Torrance Council of PTAs
Motion Form

When making a motion at an association meeting, executive board meeting, or board of directors meeting, complete + submit to the recording secretary.

A motion will not be recorded without submission of Motion Form. Thank you!

PTA Meeting Type/Date: _____

Motion made by: _____ Seconded: Approved:

Motion: I move that _____

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