

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: _____ Meeting Date: _____

Type of Meeting: _____ Workshop _____ Board Meeting _____

Motion: _____ Discussion: _____ (check one)

Rationale for Request: _____

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee: _____ Date: _____

Print Name: _____

Received by: _____ Date: _____

Writing a Clear, Concise Board Meeting Motion

Remember that it should be clearly and concisely worded.

Think through your motion carefully and determine exactly what it is you want to accomplish with it. Include details and support it. Anticipate questions and objections and answer them in your motion. Address any legal concerns in your summary.

If there is a fiscal component, include how the action will be funded. Main motions that require funding may require two main motions—one to pass the action and one to fund it.

Review your motion to see if it asks for a clear action to be taken. State a timeframe when applicable.

Rely on your chair and fellow board members for assistance. Ask one or more of them to review your motion and offer feedback.

Let's take a look at a couple of examples. A homeowner's association has been discussing that the roofs of six buildings need to be replaced. The discussion has trended towards replacing the existing shake-shingle roofs with asphalt roofs due to the decreased cost. Homeowners concur with the decision and the village has just changed its ordinance to allow the asphalt roofs in that neighborhood. It's time to make a motion to replace the roofs.

Example of a poorly written board meeting motion:

"I move to replace the wood shingles on three of the buildings with asphalt shingles."

Example of a well-written board meeting motion:

"I move to replace the wood shingles on buildings 1, 2, and 3 with asphalt shingles in May, 2017. The ordinance has been changed to allow for asphalt shingles. The second phase of replacing the roofs will occur in July, 2017 for the remaining buildings 4, 5, and 6, so that they will all match by the end of the summer. The roof replacements for both phases will be funded from the association budget at a cost of \$10,000 per roof."

In looking at the examples, it's easy to see why the first example invites questions about the change in material, which buildings are being repaired, when the remaining roofs will be repaired, how costs will be managed, and when the work will be completed. This type of motion is likely to be subject to subsidiary or incidental motions.

The second example concisely spells out all of the details, not leaving anything to chance. Your fellow board members will appreciate a well-planned motion.

One of the negatives in writing vague, unclear motions is that your motion will be subjected to being amended many times. Moreover, you risk losing the substance of your original intent. Writing motions that are specific, concise, and unique keep the meeting moving along fluidly. By understanding the type of motion you are making, taking time to think it through, and addressing potential objections, you can write a clear motion that will help members make an informed vote.