

Making Motions November 21, 2013

1 Seek recognition from the NLCMH board member who is chairing the meeting, e.g., board chair at the board meeting.

2 State your motion after receiving recognition by the chairperson. When you make a motion, propose your action as exactly and specifically as you can. Leave no doubt as to what it is you're asking the membership to agree to.

For example, if you want to move to approve the minutes from the previous meeting, state, "I move to approve the November 21, 2013 management consent agenda " or some similar variation. However you phrase the statement, you must move to do something.

Other examples:

"I move to approve the November 21, 2013 board consent agenda."

"I move to Receive and File the Chief Executive Officers November 21, 2013 report."

"I move to accept the Health Services Advisory Group 2013 Validation of Performance Measures Report."

"I move that the Board has reviewed policy 1-2-01 and finds the agency in full compliance."

"I move the approval of the FY14 Michigan Association of Community Mental Health membership dues in the amount of \$16,116.

I move the Board approve the Ownership Linkage Plan."

"I move that we adjourn."

ACCEPTING A COMMITTEE REPORT – A motion is made as follows: "I move we accept the committee's report." By this motion, the body supports the action of the committee. Most committee reports need not be accepted because they require no action; they should be received, not accepted. Sometimes "approve" is used instead of "accept."

RECEIVE A REPORT – To hear or listen to a report. It does not mean that the group approves the report or takes any official action on it. Since most reports are reports of information, it is reasonable "to receive the report as read" instead of approving or accepting it." Receiving the report also recognizes work done.

3 Wait to receive a second.

4 Vote on the motion. The chair will tell you if the motion was approved or rejected by the body.