



HOW TO MAKE A MOTION AT A DIRECTORS MEETING

By Associated Property Management

Many times at a Board of Directors Meeting things get off track and then motions and procedures are not properly followed. The following is the six steps on how to properly make a motion at a Board of Directors Meeting.

Step 1. A member is first recognized, and makes a motion;

Comment: Members do not wait to be recognized, and typically start to discuss their motion before completing STEP 2, STEP 3, and STEP 4 below!

Step 2. Another member seconds the motion;

Comment: The person seconding the motion then starts discussing the merits of the motion.

Step 3. The presiding officer restates the motion to the members;

Comment: Sometimes the Motion is restated much differently from the wording of the original Motion Maker! The motion that is adopted is the one stated by the residing officer, not the one stated by the original motion maker.

Step 4. The members debate the motion;

Comment: This is an area that can get out of control when emotions get involved.

Step 5. Presiding officer asks for the affirmative votes & then the negative votes;

Comment: The presiding officer states 'All in favor' and fails to tell the members how to properly state their vote. Also, many times the negative vote is never requested or counted!

Step 6. The presiding officer announces the result of the voting, instructs the corresponding officer to take action and introduces the next item of business;

Comment: The presiding officer fails to pronounce the result of the voting! No one is instructed to take action.

Try to incorporate these parliamentary procedures in your future meetings. Here is a link to the Official Robert's Rules of Order. They have many great sections and suggestions to help you run a meeting. <http://www.robertsrules.com>