

APPENDIX C

Notice of Motions/Motions/Motion Amendments

This document includes three parts: Guidelines, a Template Notice of Motion, and Tips.

A. Guiding Principles

Introduction – Two Parts of Notices of Motion

Notices of Motion consist of two parts: the Preamble and the “Be it Resolved” clauses. Colloquially these are known as the “whereas” (preamble) and the BIRT (Be it Resolved That) clauses. These distinct parts of a Notice of Motion are described in the next paragraph.

Preambles provide factual background information. These are statements that begin with “whereas...” and they generally explain the context and purpose/reasons for the proposed actions that follow in the “Be it Resolved That” clauses.

“Be it Resolved That” Clauses are the proposal that the mover of the motion is seeking to be adopted, that is, the action and result that the mover is seeking to achieve.

Statement of Guiding Principles

The following principles apply to Trustees of the Board and Members of Committees of the Board when drafting and presenting Notices of Motion, Motions, and Motion Amendments to a Committee of the Board or the Board.

1. Motions should contain clearly and concisely worded preambles.
 - a. Preambles must be factual and accurate.
 - b. Preambles must be as issue specific as possible.
 - c. Negative preambles must be avoided. Best efforts should be made to avoid negative statements.
2. Motions should describe succinctly and completely what the motion/amendment is intended to accomplish.
3. Trustee/Committee Members presenting a notice of motion are responsible for verifying all information in a motion/amendment and ensuring it is factual. Motions should not contain false information.
4. Lengthy motions should be avoided to the extent possible.
 - a. Aim for 3-5 “Whereas” clauses, as a best practice.
 - b. Aim for 2-3 “Be It Resolved” clauses, as a best practice.
5. Motions should be in plain, simple and direct language.
 - a. Purpose of “Whereas” clauses to provide background, context, or justification of the motion. Each “whereas” should address a distinct point or fact.

b. Purpose of “Be It Resolved” clauses to state specific actions or decisions sought for implementation.

- 6. The tone and language of notices of motion, motions, and amendments must remain professional, respectful, and courteous, and must avoid ambiguity.
- 7. No part of a notice of motion, or amendment should maliciously or falsely impugn the personal, professional or ethical reputation of Staff, Trustees or Members of Committees. All parts of a motion must respect the Staff, Trustees and Committee members.

B. NOTICE OF MOTION TEMPLATE

<p>Trustee Moving the Motion:</p> <p>Subject of the Motion:</p> <p>Motion addressed to (Regular Board or name of Committee):</p> <p>Date of Submission to Recording Secretary:</p> <p>Meeting at which Motion will be considered:</p> <p>Preamble (i.e. factual background information):</p> <p style="padding-left: 40px;">WHEREAS..... WHEREAS..... WHEREAS.....</p> <p>RESOLUTION (i.e. proposal seeking to be adopted/ result mover is seeking to achieve):</p> <p style="padding-left: 40px;">THEREFORE, BE IT RESOLVED THAT:</p> <ul style="list-style-type: none">1.2.3.

C. Tips that May assist in Presenting Notice of Motions/Motions/Motion Amendments

Motions are best understood in two parts: the Whereas(es) + the “Be it Resolved That” clause(s)

The following tips may assist in preparing your motion.

1. Organize your thoughts

Before typing/writing the notice of motion/motion, some time spent thinking through the motion first, is helpful. The goal is to prepare a clear, concise, accurate motion that your colleagues will understand.

In thinking through the motion, note quickly for yourself what the main ideas are that you seek to convey through the motion. Then, include the most important details in it.

It can be helpful to ask yourself “what is the issue behind this motion?” and jot that down on a note to yourself. This may help focus your thinking before you launch into writing the actual notice of motion/motion.

2. Whereas Clauses

Here, you’ll be providing background information and context. The purpose of whereas clauses is to explain to others in the meeting why this change you are proposing should be made.

3. Be it Resolved Clauses

This is where you express what you actually want to do, and is the meat of the motion.

After the Whereas clauses, you start with “Be it Resolved That” and continue with “Be it Further Resolved that”

4. General points

- Use the active voice throughout.
- Proofread your motion before submitting it.
- Read it aloud to yourself before submitting it. This exercise often helps in noticing sentences that are overly long or in finding redundancies. Listen for when you are holding your breath because you are reading several lines of text without a period, for example.