

# MOTIONS & ELECTIONS

Motions are statements that describe a proposed action or decision. The process of making motions ensures that all decisions are fairly discussed and voted on. It is necessary to record motions verbatim, as well as the names of the individuals who made them. There is an optional **Motion Form** at the end of this section to assist in recording motions properly. Record the name of the person who made the motion, whether there was a second, the date, the exact verbiage of the motion, verbal or ballot vote, and whether the motion passed or failed. When there are multiple motions in a meeting, keep the motions numbered and in order. If a motion is withdrawn, it is as though it never happened. Only record the final version of a motion.

When typing a motion in the minutes, it shall be indented, in bold, and all caps. Here is an example:

**A MOTION WAS MADE** by Kaionnia Snow and seconded to create a Nominating Committee of Cindy Allen, Ree Jones, and Tonya Lincoln. A verbal vote was taken. **MOTION PASSED.**

## Elections

When writing the minutes for election results, use the following sample template.

No nominations from the floor were submitted. A verbal vote was taken, and the slate of officers was accepted. **The elected Board of Directors** for 2022-2023 ABC PTA is:

Abby Lincoln, President  
Gina Washington, Vice-President  
Kami Adams, Treasurer  
Ree Kennedy, Secretary



## Courtesy Seat

Only those persons listed on the agenda may speak at a meeting. Therefore, a “Courtesy Seat” may be extended to a visiting non-Board member. The minutes would state, “**A courtesy seat was extended to** Officer Brown with Louisiana State Police. He spoke about dismissal traffic concerns.”