

Writing Motions for the STC Annual Business Meeting

Kirsty Taylor, Secretary, May 2020



What is the Annual Business Meeting?

Article VII–MEETINGS

Section 1. Annual Business Meeting

The annual business meeting shall be held at a location, time, and modality determined by the Board. The meeting may be held in person and/or employing electronic means.

The membership shall be notified of the time and place of the annual meeting at least thirty days, and no more than fifty days, prior to the date of the meeting.



What are the rules for motions?

Section 3. Transaction of Business

A. Parliamentary procedures. The parliamentary procedures specified in *Robert's Rules of Order*, latest revised edition, govern business meetings of the Society when they are applicable and consistent with the governing documents.



Robert's Rules of Order

- <http://www.rulesonline.com/>
- A motion is a formal proposal by a member, in a meeting, that the group take certain action.
- A motion from a member can suggest that an action be taken, but a motion cannot dictate that an action *must* be taken.
- The motion text should start with
“I move that the Board consider ...”
then add your motion text



Why do I have to use “consider”?

- Motions are recommendations/advisory in nature.
- STC vests its management through the Board.



Motion text

- Keep your motion text succinct and to the point – show your technical communication skills!
- Include supporting comments in your rationale for the motion, not in the motion text.
- Example:
“I move that the board consider creating virtual, non-geography-based communities that aren’t specifically aligned to a topic area, that so they are unique to both chapters and SIGs”



What's next? At the Meeting

- The Chair or the Parliamentarian may rule the motion is out of order, and either ask that it be rewritten, or not allow the motion to be put.
- If the motion is in order, the Chair will ask for a Seconder. This ensures that the assembly welcomes discussion of this topic.
- You are able to make some supporting comments. Other members can also make comments in support or against the motion.



Voting

- After discussion is over (or when it's clear there are many members only speaking for or against the motion, and none speaking to the other viewpoint), the Chair will call for votes.
- When the vote is close (in person) and can't be determined, the Chair will ask members to raise their cards. Assigned counters will count the cards in the air to establish if the Ayes or Nays have it.
- Motions are recorded in the Meeting Minutes as either passing or not passing.



And then what?

- In the meetings after the Annual Business Meeting, the Board discusses all motions that were presented.
- The Board may direct the staff to research items, establish a committee or taskforce, or take the idea in a slightly different direction.
- Some motions may affect the annual budget, and need to be considered in the future.
- The Board's decisions on matters are recorded in their Meeting Summaries, which are available on the STC website:
- [Member Center > STC Governance and Election](#)



Also

- Motions at the Annual Business Meeting are not the only way to make suggestions to the board or bring matters to their attention.
- Email board@stc.org or contact a Board member directly ([About STC > Board of Directors](#)).

