Board Table Book Marks
Guide to Making a Board Motion
Guide to Making a Committee Recommendation

GUIDE TO MAKING A BOARD MOTION

Before making a motion, consider these factors:

Mission Statement - Does the motion fit within the purpose of the organization?

Rule and Procedure - Is it the right place in the agenda, and is the motion clear, properly stated and seconded?

Strategic Plan - What part of the strategic plan does the recommendation advance?

Culture - An organization has a culture or values developed over time, especially in a relation with a parent organization. Does the motion fit within the culture?

Governing Documents - A motion should not conflict with governing documents (bylaws, articles, policies)

Resources - A new motion, program or project will require resources, including cash, staff, volunteers, committees and more.

Liability - Does the motion create risk or conflict with laws?

Performance - How will the board monitor progress and success?

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GUIDE TO MAKING A COMMITTEE RECOMMENDATION

Before making a committee recommendation to the board of directors, consider these factors:

Mission Statement - Does the recommendation fit within the purpose of the organization?

Strategic Plan - What part of the strategic plan does the recommendation advance?

Clarity - Will the recommendation and rationale be clear to the board for their consideration?

Committee Liaison - If the committee has a staff or board liaison, have they been consulted?

Governing Documents - Does the recommendation fit within the governing documents (bylaws, articles, policies?)

Resources - What resources (time, money, staff) will be required? Does the recommendation generate income?

Liability - Does the recommendation create risk or conflict with laws?

Performance - How will the recommendation be monitored for progress and success?

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