

**PPG-08**

**Families Anonymous Inc. (FA)**

**POLICY TO MAKE AND APPROVE MOTIONS  
BY THE BOARD OF DIRECTORS**



Adopted By The FA World Service Board June 21, 2014

Reviewed: September, 2023

Next Review Due: September 2028

## **1. What is a motion?**

In Families Anonymous, a motion is a process that is used for decision making to strengthen actions by involving all board members available to participate in the deliberation.

Except as noted, the process of making motions shall be governed by the most current version of Roberts Rules of Order.

## **2. Who makes motions?**

Any board member may initiate a motion as long as the approved procedure is used.

## **3. When are motions made?**

Motions are made during World Service Board (WSB) meetings, through board reports, by email, or by direct contact with the WSB chair. Where needed to ensure clarity, motions should include a rationale, a feasibility statement, and an implementation statement.

## **4. Motion Time Schedule**

### **4.1. Motions made during a board meeting**

- a) For a motion to be made during a WSB meeting, it should ideally be included in the meeting's agenda. However, a motion can also be made by a meeting participant during the New Business portion of the meeting. If a rationale, a feasibility statement, and an implementation statement are deemed to be necessary to clarify the motion, this information can be presented to the board members verbally when the motion is presented during the meeting. If a motion is circulated as part of the meeting agenda, the motion must also be made during the meeting by the originator or, in his/her absence, by another board member. To be considered, the motion must also be seconded.
- b) Following the motion and second, an opportunity for opinions and discussion shall be opened to all board members in attendance at the meeting.
- c) A simple majority of those board members present shall be required for the adoption of a motion, except as may otherwise be governed by the FA Bylaws.
- d) Motions may be amended during the discussion if seconded by a board member and if a simple majority of board members present during the meeting agree with the amendment.

- e) Supplemental motions that are related to another motion approved during the meeting will be treated as separate motions in the agenda and handled in the manner noted above.

#### **4.2.Motions made by email between WSB meetings**

- a) If a decision is needed prior to the regularly scheduled WSB meeting, any board member, with the permission of the WSB chair, may send a draft of a motion to the entire board for review and comment.
- b) Board members will be given a period of at least three (3) days to review the motion and send comments to the originator, with copy to all of the board members.
- c) After the three (3) day comment period, the originator may edit the motion or finalize it as originally written. The originator of the motion must then ask another board member to second the motion and must then send the final motion to the WSB chair, who will forward it to all of the board members for vote via return email.
- d) The email motion is approved if a simple majority of board members signify their agreement by return email to the WSB chair within a period of two (2) days, except as may otherwise be governed by the Bylaws. The WSB chair will then notify the board members via email of the results of the vote.
- e) A motion that has been approved by email vote must be included in the agenda of the next following WSB meeting for record purposes.

### **5. Bylaws/WSB Procedure**

5.1.Article XII, Section 2 of the Bylaws states: “Five (5) WSB members present at a WSB meeting shall constitute a quorum, and business can be transacted, provided that all WSB members are given at least seven (7) days advanced notice of the meeting. A simple majority of those present shall be sufficient to pass a motion unless otherwise specified in the Bylaws.”

### **6. Information That May be Needed to Support Some More Complex Motions**

- 6.1.Rationale: States the purpose of the motion.
- 6.2.Feasibility Statement: States how the motion is practical (human resources, time, finances, etc.)
- 6.3.Implementation Statement: States how the motion will be implemented and who will be responsible for implementing it.

### **7. Example**

***“I MOVE THAT THE MOTION POLICY INCLUDE RATIONALE,  
FEASIBILITY, AND IMPLEMENTATION SUPPORT DATA”***

**RATIONALE:** All motions need to be carefully evaluated before they are presented to the board. Properly constructed motions save time and encourage good decision-making.

**FEASIBILITY:** The requirement to include rationale, feasibility, and implementation in the Motion Policy will provide structured guidelines simplifying the motion process.

**IMPLEMENTATION:** The WSB chair will be responsible for updating the Motion Policy and submitting the policy to board members for their files. The WSB chair will set a review date for the policy, update the table of contents of the policy, and request that the Internet chair act to replace the old Motion Policy with the amended version on the World Service Board page of the FA website.