Board motion sheet

Organization: _____
Meeting and date: _____
Agenda item: _____

The motion

Write it as one sentence the board can vote on, starting "I move thatâ*ƒ*"

_____

Moved by: _____
Seconded by (if your rules require a second): _____

Conflicts of interest

Anyone with a conflict on this item, and what they did (left the room, did not vote):

_____

Discussion

Key points raised, in a line or two. Minutes record what was decided, not everything said.

Amendments

Amendment: _____
Moved by: _____ Seconded by: _____
Result (adopted / not adopted): _____
Wording of the motion as amended: _____

The vote

How the vote was taken (voice, show of hands, roll call, ballot): _____
Votes needed to pass (check your bylaws; most motions need a majority of the votes cast):

_____

For: _____ Against: _____ Abstain: _____
Result: adopted / not adopted

Follow-up

Who acts on this, and by when: _____

Free to copy. No sign-up. https://www.qwibie.com/templates/board-motion-sheet
Run this meeting in Steward, free: https://app.qwibie.com/pricing-governance?plan=gov_free