



## The Kingston Diocesan Council of The Catholic Women's League of Canada

### Recording Secretary

**One Heart, One Voice, One Mission**

#### **Directive#3**

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**Date:** October 22, 2016

**To:** Parish Council Recording Secretaries  
**From:** Shirley McDonald, Diocesan Recording Secretary  
**CC:** Diocesan Executive, Provincial Recording Secretary

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**Attachment:** Blank Motion Form for Councils

Autumn greetings to parish secretaries! As we prepare for our winter meetings, I would like to address some questions that were brought up at our recent Development Day, specifically around recording motions at meetings and keeping a Motions Book. I hope you will find the following information useful.

#### **Motions**

The purpose of a motion is to introduce items to the membership for their consideration. A motion cannot be made when any other motion is on the floor and has not yet been voted upon. When documenting a motion, the recording secretary includes:

- The exact wording of the motion;
- The mover of the motion;
- The seconder of the motion; and
- The action decided upon (e.g., motion carried, motion defeated, motion withdrawn).
- If a Motions Book or Motions Record is kept, also include a numbering sequence along with the date of the motion.

Examples of how to record motions:

**MOVED** by Joan Smith, that the bill for \$14.60 presented by Betty Green for supplies and stationery be paid. Seconded by Fran Jones. **MOTION CARRIED.**

**MOTION 2015.10.24-16: MOVED** by Alice Goodall, that a donation of \$100.00 be made annually to the Food Bank. Seconded by Marion Sample. **MOTION CARRIED.**

It is useful to keep all motions in a separate Motions Book. This is particularly useful for the President and the Treasurer to recall past decisions. Using a Motions Book or Motions Record is much quicker than wading through past minutes for the information.

I am happy to assist any Council secretary to develop a Motion Book/Record.

Respectfully submitted.