

Guidelines for Preparing a Board Motion

- Does your proposed motion deal with a matter of ARRL organizational or functional policy? (That is, is it worthy of Board of Directors action?)
- Does it provide realistic and practical guidelines for the staff or others to follow?
- Is it consistent with earlier Board of Directors policy; if not, does it clearly outline the intended change of direction?
- Have you discussed it with your fellow Directors, the Officers, knowledgeable staff personnel, or with those who will be affected by the provisions of your motion?
- Have you arranged for a second?
- Are you prepared to provide convincing supporting reasons for your motion?
- Have you provided your fellow Directors with advance copies of your motion (if it is something that cannot be quickly reviewed and appraised in the course of the meeting)?
- Have you designed it as a study motion, if it is a matter requiring consideration in depth, or involving alternatives or ramifications which cannot be readily dealt with by the entire Board of Directors?
- If your motion creates a committee, is the purpose, charter, and scope of the committee's work clearly defined? If the committee is not a standing committee, does your motion include a specific duration and timeframe for completing the committee's work as well as a date for sunsetting the committee?
- Have you done a thorough analysis of the cost in terms of both funds and people resources? Have you confirmed that your estimates are in line with the appropriate committee and HQ staff's views on the costs? Staff time does not equal zero cost.
- Will it embarrass anyone or appear clumsy when it appears in the Minutes?
- Is it a motion that constituents have called for, but with which you do not fully agree? (If so, your job is to explain to them why it cannot be proposed, rather than to require the rest of the Board to do it for you!)
- Is your motion designed to gain acceptance through the element of surprise, or by offering it when everyone is weary?

- Have you tested the wording of your motion with others, to ensure that it clearly and lucidly conveys what you intend, and so that it will do you credit when it appears in the published minutes?
- Does your motion deal with a matter that should more properly be referred to one of the Board's advisory committees for recommendations?

Note that motions that amend, add, or delete by-laws or articles must follow the advance notifications and other steps outlined in article 10 of the ARRL articles of association as follows:

Article 10:

These articles may be amended by a three-fourths vote of all Directors, or, provided due notice of the proposed amendment shall have been placed in the mail to each Director at least thirty days in advance, by a two-thirds vote of all Directors. The Board of Directors may from time to time adopt By-Laws not inconsistent with the Articles and applicable statutes. By-Laws may be amended by a three-fourths vote of all Directors, or, provided due notice of the proposed amendment shall be emailed to each Director at least thirty days in advance, by a two-thirds vote of all Directors. Notices shall be sent by electronic mail to the arrl.org email address of each Director.

Motions for consideration by the Board of Directors must be submitted to the ARRL Corporate Secretary in Microsoft Word format for distribution to the Board of Directors. It is encouraged that motions should be submitted well in advance before a Board of Directors meeting to allow members to review the topic.

The other members of the Board of Directors will help you get a good motion through. Allow them the opportunity to do so by observing the above tests. **DO YOUR HOMEWORK IN ADVANCE.**