

Motion Writing Guidelines

KAD Conference

This document provides basic guidelines on how to write a successful motion. If you prefer to sign your motion, find a trusted person to write it for you. Double-check what is written. Share your draft motion with several others to be sure it is clearly stated and easily understood – before you actually submit it to the KAD.

To submit your motion, make a copy of the official Motion Form provided in www.kskad.org.

Motion Format

Each motion has four (4) parts:

- The title of the motion itself
- The proposed motion
- The rationale
- The estimated financial cost/impact

Title of Motion

- Write the title of the motion clearly; making sure it describes – in few words – what the motion is about.
- Make sure the title matches the intent (purpose) of the motion being proposed.

Proposed Motion

- Write the text of the proposed motion as a statement (very specific or narrow focus) that can be easily replied to with a vote of, “Yes, I’m in favor of this action,” or, “No, I am opposed to this action.”
- Be sure to describe it in a way that answers – What, Who, Where and How – this would be carried out by the KAD.
- Very important: Do not combine two or more concepts in a single motion.

Rationale

- Explain the rationale – that is, briefly state why you believe your motion is worth considering as a top priority for the KAD.

Fiscal Impact

- Clearly explain the fiscal impact for the motion (how much will it cost, where the funds will come from, and how this will be accomplished).

MOTION EXAMPLE

Motion Title: Red/Green voting cards for KAD General Meeting

Proposed Motion: Require all KAD Members to use Red/Green voting cards during KAD General Meeting at every biennial conference.

Rationale: This will make KAD members easy to identify during the KAD General Meeting and making voting easier to tally.

Fiscal Impact: The KAD will purchase a stock of red/green cards at \$1.00 each card. Total estimated cost for 150 members at the total amount of \$150.00 from the Supplies Fund. Cost to KAD: \$150.00.