

## **EXAMPLES OF MOTIONS**

### **Standing Motions:**

These should be used for normal everyday reoccurring expenses

1. Pay all postage for grievances and mailing of quarterly financials with proper receipts.
2. Pay mileage at a rate of \_\_\_\_\_
3. Pay executive board members mileage to attend chapter executive board meetings.
4. Pay President mileage and wages for the day (if it is a scheduled work day) to attend Assembly meetings and District meetings if cost is not covered by the Assembly or District.
5. Pay for meeting refreshments (no alcohol) up to \$50.00 per meeting.
6. Pay for office supplies and copies not to exceed \$25.00 per quarter. (If more than this a motion will need to be made at a meeting)

### **Regular Motions:**

These should be used for all other expenditures not covered by a standing motion. Examples:

1. I make a motion to send two people to the Convention. Pay registration, two rooms for three nights, one car for mileage, per diem at the IRS rate, parking at the hotel, and two days wages for each person.
2. I make a motion to have a Christmas party. Amount not to exceed \$2000. (Then you can have a committee organize the party knowing that the expenses cannot exceed \$2000.) OR
3. I make a motion to have a Christmas party and buy gifts for the children in the amount of \$500.00, hire a Santa at \$200 and serve food and refreshments not to exceed \$1200.

**REMEMBER TO BE VERY SPECIFIC IN YOUR MOTIONS. USE DETAIL AND DOLLAR AMOUNTS.**