

MOTIONS AND DIRECTIVES OF THE NAWCC BOARD OF DIRECTORS

DEFINITIONS AND PROTOCOLS

Updated **July 28, 2011**

The Bylaws and Procedures Committee is charged with maintaining an accurate and timely register of the Motions and Directives (M&D) of the Board of Directors, as recorded in the Board meeting minutes prepared by the Secretary. The following definitions and protocols will be utilized in assembly of the official register. These will be maintained by the Bylaws & Procedures Committee, and coordinated with the Secretary to ensure agreement and accuracy.

M&D DOCUMENT FILE MANAGEMENT

Motions and Directives are recorded chronologically. As the business of the Board proceeds, many of these are superceded, rescinded, replaced, become redundant, or otherwise have no ongoing effect. However, they are of historic value and need to be archived for future reference and research. To ensure that current and active motions and directives are readily available without needing to search and that all actions of the Board are preserved, two documents will be maintained for M&D files and posting to the NAWCC website:

- **Current and Active Motions and Directives**

This document will contain all motions and directives that are currently active and in force.

- **Archived Motions and Directives**

This document will contain all motions and directives that are no longer active.

Promptly following each meeting of the Board, all motions and directives recorded in the minutes will be added to the Current and Active M&D document. Criteria for posting are described in the following sections. Note that all motions establishing policy, creating new NAWCC activities, or similar will remain in the Current and Active M&D document until rescinded or superceded. At that same time, all prior motions and directives in the Current and Active M&D document will be reviewed and those that are superceded, replaced, made redundant or otherwise have no ongoing effect will be moved to the Archived M&D document, according to the following criteria:

- Appointment motions:
 - Auditor appointment motions to be moved on reappointment or appointment of new auditor.
 - Committee chairs and other appointment motions to be moved on appointment of replacements or reappointments.
 - Director appointment motions to be moved at end of appointed term.
 - Special committee appointment motions to be moved on expiration of committee term.
- Budget motions:
 - NAWCC annual budget motions to be moved on approval of the current FY budget.
 - Employee retirement fund contribution motions to be moved on approval of current FY.
 - Capital expenditure motions to be moved on project completion.
- Chapter-related motions:
 - New chapter approval motions to be moved after one year.
 - Chapter charter recall motions to be moved after one year.
- Commendation motions or similar to be moved after one year.
- Defeated motions will be moved after one year unless taken up again within the year, at which time the defeated motion will be moved and the new motion treated according to its results.
- Event related motions:
 - Regular Annual Meeting date/time/venue motions moved after approval of next meeting.

National Convention and Symposium venue and budget approval motions to be moved on receipt of final reports.

- Member expulsion motions to be moved at the end of the term of the Board approving expulsion.
- Rescinded motions to be moved with notation of the motion number to rescind.
- Parliamentary motions:
Parliamentary motions not affecting outcome of main motions are not recorded in the minutes. These include point of order, point of information, question of parliamentary procedure, to call the question, to limit debate, and suspension of the rules (except for untimely presentation). Parliamentary motions that are defeated are not normally recorded in the minutes, except for suspension of the rules for untimely presentation. Such motion will be moved if the main motion is again taken up or after one year, whichever occurs first.
Parliamentary motions that are approved and recorded in the minutes include the following, each to be handled as noted:
 - Motions to amend or divide the question will be moved when the affected main motion(s) is moved.
 - Motions to table, postpone, refer to committee, or object to the question will be moved when the main motion is again taken up or after one year, whichever occurs first.
 - Motion to appeal a decision of the Chair will be moved after one year.
- Procedural motions, e.g. motions for approval of agendas, approval of minutes, to convene executive sessions, or similar to be moved after one year.
- Superseded motions, to be moved with notation of the motion number of the replacement motion. These will primarily relate to awards, policies, procedures, handbooks and other items that are reviewed and updated on a periodic basis. A notation is also to be made on the replacement motion giving the superseded motion number.

DATING OF M&D UPDATES

The date assigned to the M&D Updates will be the most recent month and year for which the motions and directives were approved, not the actual issue date of the document. For example, the updated document covering the June 2011 Board meeting will be titled 1106_MD.doc.

The actual issue date will be considered to be the date the document was prepared. For example, the May 2011 document was edited on May 29, 2011.

NUMBERING SYSTEM

Each motion recorded in the Motions and Directives register shall receive a unique identification number, consisting of the year and month in which the meeting took place, and then a series number beginning with the first motion made in each calendar year. For example, the 45th motion made in 2005 was in the June 2005 meeting. This motion thus is assigned the number 2005-06-045. This number is recorded in the first column of the register.

The first motion in a calendar year shall have the series number 001. Parliamentary and procedural motions are not recorded with the following exceptions:

- Amendments that are approved. This provides documentary evidence of the progress of an amended motion. Defeated amendments are not posted because they have no effect on the outcome of business.
- Motions to table, postpone, refer to committee or remove on objection to the question. This is to ensure we have a physical record of all business that was presented to the Board and its disposition.
- Motions to convene an Executive Session. Again, to provide a record of Board business. A statement is to be provided whether actions were taken or not.

CATEGORY

The category within which the motion is classified is relevant to the topic of the motion. The following categories have been used, listed in the second column of the register.

Awards:	Motions related to Awards
Board of Directors:	Motions having to do with business of the Board of Directors such as meetings, procedures, appointments, etc.
Chapters:	Motions related to chapter activities, charters, etc.
Committees:	Motions related to matters involving committees, whether Standing, Operational, Functional, or Special.
Corporate:	Motions regarding NAWCC operations in Columbia, PA.
Education:	Motions specifically related to Education matters not involving the School of Horology.
Employees:	Motions related to any NAWCC employee matter, including staffing, and including the Executive Director.
Finance:	Motions related to financial matters of NAWCC, such as Budgets, Investments, Endowments, Restricted Funds, Development Plans, etc.
Library & Research Center:	Motions related to Library activities.
Members:	Motions related to membership matters, such as annual dues, classes of membership, Regular Annual Meeting, etc.
Museum:	Motions related to Museum activities including Accreditation, Education Program, Exhibits, etc.
National Conventions:	Motions specifically related to National Conventions
Nominations & Elections:	Motions related to conduct of elections, nominations of candidates, etc.
Publications:	Motions related to publications, including but not limited to the Bulletin, MART, and Special Publications.
Regional Meetings:	Motions specifically related to Regional Meetings.
School of Horology:	Motions related to the School of Horology.
Standing Rules:	Any motion that involves a change to the Standing Rules, regardless of its topic. The sub-topic will be the title of the Article of the Standing Rules to which the change applies, for example Board of Directors.
Symposium:	Motions related to the Ward Francillon Time Symposium or other symposiums under NAWCC sponsorship.

SUB-CATEGORY

The Sub-Category noted in the third column of the register will identify the specific topic taken up in the Board motion or directive.

MOTION TEXT

The motion text is the body of the Board motion or directive that describes the specific action presented to the Board for approval. Also included will be the entire text of Standing Rule additions and/or amendments and some other complete items as appropriate. Where a referenced document is too large to be included, such as complete procedures, the location of those documents in electronic form is noted.

STATUS

The final action taken by the Board with respect to the proposed motion is shown in this column, as

noted following.

Carried	Indicates approval by the Board. If the motion is related to convening an executive session, a statement will be made whether any action is taken. If so, it will refer to the related motion number. If a motion was amended, will state “Carried as amended”.
Defeated	Included with this notice will be the actual vote as yeas and nays
Tabled	Indicates the motion was tabled and no action taken.
Postponed	Indicates the motion was postponed and gives a specific date for reconsideration (may show indefinitely, which defers the motion until reactivated by a subsequent motion to reconsider)
Referred to (Name) Committee	Indicates the motion was referred to a committee for further study, normally will name the committee and show a proposed date at which time the motion will be rescheduled for consideration.
Question Divided	Original motion was divided into two or more motions, each to be considered separately. When this happens (assumes Board approval) the complete original motion will be posted in the Motion Text under the first motion number for record purposes and “Question Divided” posted in the Status column. A second motion will be posted, stating the agreed division of the question. Status will show “Carried”, or “Carried as amended”, and then each of the divided parts will be listed as individual new motions, with the action taken on each to be posted in the Status column. NOTE: If the Board defeats a motion to divide the question, no change is made to the original motion and the Status will show the disposition of that motion ONLY.

STATUS SUB-NOTES

These notes following below the Status of the motion will assist in maintaining order in the register, serving as cross-references to actions taken that affect prior motions.

Supersedes (Number)	If a motion supersedes a prior motion, the prior motion number is annotated. Also on that prior motion item a note “Superseded by (Number)” will be placed annotating the newer motion.
Rescinds (Number)	Idem except text will show “Rescinds” or “Rescinded (Number)”.
Reinstates (Number)	Idem except text will show “Reinstates” or “Reinstated (Number)”