

Mid-Michigan Library League

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MCDA Webinar: **Parliamentary Procedure and Running Effective Board Meetings**

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Question: What is the difference between a motion and a resolution (in terms of definition and process followed), and reason for each?

Anne's answer: A motion is less formal than a resolution. A resolution is typically a written document prepared in advance. Some statutes require a resolution for certain decision. For example, issuance of bonds, approval of a district library agreement, budget adoption, and placing a millage on a ballot, determining the schedule of regular meetings. I also recommend resolutions for major policy decisions or decisions that have major financial or legal implications such as purchase of property, large contracts and policy adoption. That way, they Board makes sure the authorization is complete and clear.

Motions are for more minor decisions such as approving minutes, approving bills, accepting reports, etc. The safest procedure is a resolution with a roll call vote.