Steering Committee Interpretation of Guidelines for College Meeting Motions

Committees should bring an item to College Meeting as a motion if the item:

1) involves a change of **policy** or
2) is a rule or change in a **procedure** that affects the whole college community

As a general rule:

1) Any member or committee may request a College Meeting vote on any item simply by making a motion.
2) When in doubt, bring an item to a vote.

In a committee report, any action items that meet the above guidelines should be brought to College Meeting as a motion.

If a committee reports progress only or facts that it has gathered, without recommendations or conclusions, the report is considered a report for information, and no action need be taken. But, if the report recommends action, then a motion must be made to adopt the report, or its recommendations, or its resolutions.