

**MOTION FORM**

No: \_\_\_\_\_

MADE BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

MONTH / YEAR: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_

Make sure you say:

- 1. Who is to do something
- 2. What they are to do

EXAMPLES:

I move that the SASC hold its March meeting on April 7<sup>th</sup>.

If needed, also tell:

- 3. How they are to do it
- 4. When it is to be done
- 5. Why they are to do it

I move that the SASC hold an annual Unity Day convention in February or March of each year, conducted by the Activities Sub-Committee, as a celebration of unity.

**I MOVE THAT:**

**INTENT:**

**For Chair / Parliamentarian use only:**

Major Motion \_\_\_\_\_

Non-Major \_\_\_\_\_

(on going, affects operation of Area or Sub-Committee)

Affects sub-Committee / Officer: \_\_\_\_\_

Motion requires: Simple Majority: \_\_\_\_\_ 2/3 Majority: \_\_\_\_\_ Other: \_\_\_\_\_

Motion must go back to groups: Yes \_\_\_\_\_ No \_\_\_\_\_

Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_

In Favor \_\_\_\_\_ Against \_\_\_\_\_ Abstaining \_\_\_\_\_