



MOTION FORM

MOVED BY: _____

SECONDED BY: _____

PHONE NUMBER: _____

That _____

Purpose/Rationale _____

Amendment (Include Rationale) _____

This motion must be read out at the Meeting, Voted on, and Passed to the Recording Secretary. If this motion includes any reference to writing a letter, a draft of the letter must be included on the Reverse side of the page and any relevant information attached, addresses, cheque details, event costing, etc.

Additional details on reverse.....

Additional Information _____

Cheque Details: *(If applicable)*

Payable To: _____

Mailing Address: _____

To be picked up by: _____
(Contact number) _____

Attachments: *(If applicable)*

- **Draft Letter**
- **Event Costing**
- **Related Flyer/Documentation**