**OFA**

**Annual General Meeting**

**Motion Form**

The purpose of this form is to ensure that the OFA Secretary has the precise wording of each motion as presented from the floor.

This will prevent potential errors of transcription and misunderstandings arising from inaccuracies. Also, its use will help streamline meeting processes by saving time when motions are presented.

Follow these steps to make a motion:

• Print your motion in the space provided below.

• Sign the motion and have your “Seconder” do so, as well

• Send this form to the Secretary when you present your motion.

**MOTION: (Please Print)**

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Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wording for amendments to motions should begin “Amendment to…”