**How to Prepare a Notice of Motion Form**

Motions are statements that describe a proposed action or decision. Members seeking to submit a proposal for consideration at a general meeting need to do so through a notice of motion. Preparation and submission of the notice of motion ahead of the meeting helps provide members with details of the proposal so they are not required to consider matters unexpectedly.

Below is an annotated notice of motion which seeks to provide guidance on what should be included and ensure that members have sufficient details of the proposal they will be required to vote on at their meeting.

**To:** Who the motion is addressed to?

**From:** State the name of the person presenting the motion

**Date:** Date of the motion

**Re:** the title/heading/topic of the motion will be provided here

**Issue**: Statement made here clearly highlights the purpose of the motion and helps members know exactly what to expect regarding the agenda item.

**Details:** Provide a summary of the details regarding the proposed motion.

**Recommendation(s) / draft motion(s):** This section highlights the position endorsed in the document. Kindly note that your recommendation should be concrete, reasonable, and achievable.

The draft motion for consideration and approval by members will also be stated here.

**Mover(s):** name of the person(s) moving the motion.

**Attachment(s):** Details of any accompanying document that will aid the understanding of the motion should be stated here.

Please see below a notice of motion from the last General Meeting as an example of how to complete the form.

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| **To: General Meeting**  **From: President**  **Date: 5 March 2023**  **Re:** **Addition of a new By-Law provision stipulating that WUSA is not allowed to join any external organization whose By-Laws override its own** |
| **ISSUE:** Establishment of a mechanism that ensures WUSA does not join external organizations with bylaws that override/contradict ours.  **DETAILS:**  **Whereas**WUSA is a member of external organizations aimed at advancing the quality of life and academic experience of UW’s undergraduate students.  **Whereas** there might be a situation where the bylaws of any of the external organizations stipulates that it supersedes member bylaws where conflicting terms are contained in either Bylaws.  **Whereas** WUSA bylaws should have a provision that states that WUSA will not be a member of external organizations that have such provisions in their Bylaws.  **RECOMMENDATION(S) / DRAFT MOTION(S):**  **BE IT RESOLVED THAT** the Assembly authorizes the board to instruct the lawyers to include a provision in the by-laws stipulating that WUSA is not allowed to join any external organization whose Bylaws override WUSA’s Bylaws.  **MOVER(S):** Stephanie Ye-Mowe  **ATTACHMENT(S):** Nil |