

**FORMAT OF A MOTION**

WHEREAS - reason for the motion

WHEREAS - another reason

etc.

It is therefore moved by \_\_\_\_\_

and seconded by \_\_\_\_\_

that \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORMAT OF A RESOLUTION**

WHEREAS - reason for the resolution

WHEREAS - another reason

etc.

It is therefore resolved that \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Move by \_\_\_\_\_

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