

A.A. District 5 Motion Template



Submitted by:
Phone Number:

Contact Name:
Email:

Motion:

- One action or topic per motion.
- State exactly what action is to be taken.
- Use simple and concise language.

Intent/Purpose:

- State why the motion is being presented.
- What impact will the change have?

Current Practice:

- State how it is done now.
- Use simple and concise language.
- State if the proposed action changes a customary practice or a requirement.

Budgetary Impact:

- State if the proposed action will have a monetary impact.
- If the monetary impact is not as simple as fixed dollar amount, use clear and concise examples.
- State who will absorb or benefit from the monetary change