

SESSION ACTION FORM

Every committee or any individual member of Session planning to propose a piece of business to the Session is asked to:

1. First make sure that the appropriate committee has discussed the item and developed its recommendation. If this has not been done, the matter will likely be referred to the appropriate committee, thus delaying Session action on the matter.
2. Fill out this form to the extent possible. Please use black ink. It will copy more clearly than other inks.
3. Get the filled form to the Secretary a week before Session meeting in order that it can be duplicated and sent with the Session Agenda packet. This allows Session members to study it before the meeting.
4. Please duplicate this form and keep this copy as your original.

A. The proposed motion:

B. The opportunity these motions attempt to create or the problems it seeks to solve:

C. The anticipated cost and where the money would come from:

D. The next steps to be taken if motion is passed:

Signed

Date