

C.A.E.T. Annual General Meeting Motion Form

The purpose of this form is to ensure that CAET's 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)

MOVED BY: _____

SECONDED BY: _____

Wording for amendments to motions should begin, "Amendment to..."