# ONTARIO COLLEGES ATHLETIC ASSOCIATION

**MOTION/STATEMENT FORM**

**Please print this form on coloured paper**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE: | Click or tap to enter a date. | TIME OF DAY: |  | MEETING (eg. Golf, Plenary): | Choose an item. |
| SECTION: |  | ARTICLE: |  | ITEM #: |  |
|  |  (eg. P & P, Committee Policies, Appendix) |  | (eg. Fines) |  | (eg. 10.2.1) |
|  | **MOTION** [ ]  | **STATEMENT** [ ]  |  |
| MOVED BY: |  |  | SECONDED BY: |  |
|  | (First Initial, Last Name) |  |  | (First Initial, Last Name) |
| **When writing the motion, think about what you want to accomplish with it, and ensure this is clearly conveyed in the motion. Be specific and concise. If a by-law, rule, or policy is affected, indicate if there is an addition, deletion, or change to the wording. Please quote the original motion with a strike-through of deleted portions and indicate additions in bold lettering. Review your motion to see if it asks for clear action to be taken. State a timeframe where applicable. Indicate all sections of the Operations Manual that need to be changed including appendices and examples.** |
|  **Motion:**  |
| **Rationale:** |
| **Financial:** |
| Is there a financial cost if the motion carries? | [ ]  YES  | [ ]  NO |
| If yes, how will this be funded? *(Ex. OCAA* *administrative* *budget*, *sport budget, individual* *members)* |  |
| What is the total cost? |  |
| Is there a saving/cost benefit to the OCAA and/or members? |  |
| FORM WRITTEN BY: |  |
|  |  (Please Print) |
| **CARRIED** [ ]  | **DEFEATED** [ ]  | **WITHDRAWN** [ ]  | **TABLED** [ ]  |
|  |  |  | Tabled until:  |
| ***For use by Meeting Chair:*** |  | MOTION #: |  |  |
| RECORDED VOTE:  | FOR: |  | AGAINST: |  | ABSTAIN: |  |  |
| ***NOTES:*** |  |  |