

Motion Submission Form

DATE SUBMITTED: *Complete with the date submitted to the Hedgcoxe PTA President*

SUBMITTED BY: *Name of Hedgcoxe PTA member submitting motion & PTA role (member; Chairman; Officer)*

Electronic & Telephonic contact information: *for the one submitting the motion*

POTENTIAL CONFLICT OF INTEREST DISCLOSURE: *disclosure of any possible ways/relationships which someone may see as a conflict. An example maybe a motion for funding a specific class project / event where the one submitting the motion has a child in that class.*

MOTION: I move that (precise wording of the motion is required.)

BACKGROUND/ HISTORY: *Provide the executive board background information /history which influenced the bringing forth the motion. Any precedence, other PTA's experience or similar pieces of information are to be placed here.*

POINTS OF CONSIDERATION / DISCUSSION: *Items which the executive board may wish to consider or items which the one submitting the motion believes are salient to the discussion.*

Eight Essential Steps to a motion: www.hedgcoxepta.org/forms/8stepstoamotion.pdf

Please do not fill out below this line

EXECUTIVE BOARD REVIEW

DATE OF EXECUTIVE MEETING REVIEWED: *Date discussed*

DISPOSTION OF MOTION:

APPROVED To be presented a General Meeting on **Date of meeting**

RETURNED TO PERSON SUBMITTING FORM FOR ADDITIONAL INFORMATION: {Specify what is required for motion's reconsideration and by what date}

NOT APPROVED