NORTH FLORIDA AREA CONFERENCE
PROPOSED MOTION FORM

Please use this form for all motions. Please make **FIVE** copies (1 for Delegate, 1 for Area Chair, 1 for Area Secretary, 1 for Translator and 1 for your records). You can email your motion form to the Area Secretary at secretary@aanorthflorida.org and they can print copies for you on Sunday morning.

Forms will also be available at the "flyers" table by the registration desk.

Motion made by_____ Date: _____

State Motion exactly as it is to be presented to the body:

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Tips for writing a clear Motion:

1. A "Motion" is a formal proposal made by a voting member for the Assembly take certain action. A Motion begins the process of making any decision within the Area. The intent of your motion needs to be clear and concise.

2. If the motion is intended to be a part of Structures and Guidelines or to modify them, it should state this by stating "Modify Structures and Guidelines", and indicate the section to be changed.

3. If any funding or money is involved, the amount should be clear, "increase by $10 for a total of $50 a month or a year".

4. The motion should indicate the timing associated with the information, if any, "for the year 2021 only" or "beginning Jan 2022" or "quarterly".