

MOTION REQUEST FORM

Instructions: Completely fill out form. Items in parentheses are intended to be replaced with relevant information. Form shall not exceed one page.

Date: (INSERT DATE HERE)

Committee/Requestor: (INSERT NAME HERE)

Text of Motion: The (INSERT COMMITTEE OR REQUESTOR NAME HERE) recommends that the Silver Lake Neighborhood Council (BEGIN MOTION)

Committee Vote: (WRITE RECOMMENDED or NOT RECOMMENDED with VOTE COUNT)

Describe the event or project in detail:
(INSERT THREE LINES MAXIMUM HERE)

What is the timeline for the project?
(INSERT TWO LINES MAXIMUM HERE)

What is the most important item about this motion?
(INSERT ONE LINE HERE)

Please explain how this motion benefits the SLNC and Silver Lake:
(INSERT TWO LINES MAXIMUM HERE)

What is the total budget for the project? From which budget line are the funds to be drawn? If this is a funding motion, please submit a completed Funding Request Form to the Treasurer at least 3 days before the Governing Board Meeting.
(INSERT THREE LINES MAXIMUM HERE)

How will this motion be implemented, and by whom?
If the motion is supported by the SLNC, (INSERT ACTION HERE)

Committee's discussion from the Committee meeting minutes:
(INSERT RELEVANT PORTIONS OF THE MEETING MINUTES)