

## District 7 Motion Template

**Submitted by:** XYZ Group, District 7  
**Phone Number:**

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<b>Motion:</b> <ul style="list-style-type: none"><li>One action or topic per motion</li><li>State exactly what action is to be taken</li><li>Use simple and concise language</li><li><b>Example: To change the ending time of the Area business meeting from noon to 1:00 p.m. in February, May, and November.</b></li></ul>
<b>Intent/Purpose:</b> <ul style="list-style-type: none"><li>State why the motion is being presented</li><li>What impact will the change have</li><li><b>Explain if you believe this motion will be urgent and/or administrative</b></li><li><b>Example: If the business meeting is expanded from 4 to 5 hours, it may be possible to complete all the area's business at the quarterly Assemblies, including verbal host committee reports. At times, new business motions do not get introduced or do not have adequate discussion because of time constraints. Frequently, host committee reports are not heard because time has run out. Adding an extra hour to the business meeting would increase the amount of business that could be conducted. If the full-time is not needed, the Chairperson will adjourn the business meeting accordingly. This will impact the time when Assembly participants arrive home. Current host committees may not be able to accommodate this change. Future host committees will be directed to include the new ending time in the facility contract.</b></li></ul>
<p><b>We believe this will only impact the area committee and GSRs attending the business meeting and therefore it is administrative, but not urgent.</b></p>
<b>Current Practice:</b> <ul style="list-style-type: none"><li>State how it is done now</li><li>Use simple and concise language</li><li>State if the proposed action changes a customary practice or a requirement</li><li><b>Example: By common practice, the Area business meeting begins at 8:00 a.m. and adjourns at noon in February, May, and November. Host committees negotiate with the facility with this in mind.</b></li></ul>
<b>Budgetary Impact:</b> <ul style="list-style-type: none"><li>State if the proposed action will have a monetary impact</li><li>If the monetary impact is not as simple as a fixed dollar amount, use clear and concise examples</li><li>State who will absorb or benefit from the monetary change</li><li><b>Example: No budgetary impact. Future host committees will negotiate facility rental based on the new ending time.</b></li></ul>