## FORMAT OF A MOTION

WHEREAS - reason for the motion

WHEREAS - another reason
etc.
It is therefore moved by
and seconded by
that $\qquad$
$\qquad$
$\qquad$

## FORMAT OF A RESOLUTION

WHEREAS - reason for the resolution

WHEREAS - another reason
etc.

It is therefore resolved that $\qquad$
$\qquad$
$\qquad$
$\qquad$
Moved by:

Seconded by: $\qquad$

