



Motion Request Form

Motion requiring Written Notice to the Proper Officer – Standing Order 9

Meeting the motion is intended to be considered at (including date):	
Title of Motion:	
Proposed by:	
Seconded by: (if applicable)	
Proposed Resolution:	
Background: (provided by the proposer)	
Financial implication(s): (provided by the proposer)	
Legal implication(s):	
Proposers signature:	
Seconders signature: (if applicable)	
Date of submission to the Proper Officer ^[1] :	

Officer comments:

Background:	
Financial implication(s):	

^[1] The mover of a motion must have given written notice of its wording to the Proper Officer at least 7 clear days before the meeting – clear days do not include the day of the notice or the day of the meeting. Standing Order 9b.