FORMAT OF A MOTION

WHEREAS - reason for the motion

WHEREAS - another reason

etc.

It is therefore moved by

_____

and seconded by

_____

that   _____

_____

_____

FORMAT OF A RESOLUTION

WHEREAS - reason for the resolution

WHEREAS - another reason

etc.

It is therefore resolved that_____

_____

_____

_____

Moved by: _____

Seconded by: _____