



**ROYAL OAK HIGH SCHOOL PTSA**

**MOTION FORM**

If you would like to make a motion ("new business") at a General Meeting, please complete the following and provide it to the current PTSA President 72 hours prior to the meeting to be added to the agenda. Email: rohsptsa.raven@gmail.com

This helps to ensure the Motion is put on the meeting's agenda, worded properly and documented in the meeting minutes.

Thank you in advance for your help.

PTSA Meeting Date: \_\_\_\_\_

Motion proposed by: \_\_\_\_\_

Motion: \_\_\_\_\_

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*To Be Completed at Meeting by secretary:*

Motion Seconded by: \_\_\_\_\_

Motion: \_\_\_\_\_ Tabled \_\_\_\_\_ Approved \_\_\_\_\_ Opposed