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## **NOTICE OF MOTION TO [COMMITTEE NAME] [DAY AND DATE OF MEETING]**

### **Preliminary issues**

- If submission is less than 14 days before the meeting: Reason for urgency needs to be stated.
- If proposals amend a decision made within last 6 months then you will need to identify a material change in circumstances to alter this decision (SO 84)

### **Background**

- Be concise but include sufficient and clear info for members to make an informed and balanced decision.
- Give clear links to any reference material.

### **Action**

- Must be clear, competent and of strategic relevance.
- To ask the committee to: note background, endorse a view, adopt a policy position, request an officer report
- If the action is to request a letter from the Chair to another body to express the committee's views then specify the exact wording.

### **Financial implications**

- Note any direct costs of the proposed action and how these will be met.
- Note any indirect costs (such as officer time) and if this can be accommodated.

Proposed By:

Seconded By:

Date Motion Submitted: