



Log Sheet: AAUW California Motions

The board secretary is responsible for maintaining a log of all motions submitted to the board of directors for consideration.

- Copies of routine motions must be filed with the meeting minutes.
- Copies of motions to amend Policies and Procedures (P&Ps) must be filed with the meeting minutes and, if approved by Governance and the board, forwarded to the AAUW California office to update the P&P document and archive the amendment.

The log should include all actions on P&P amendments, such as:

- Date of approval by Governance
- Date submitted to the office
- Date incorporated in the standing P&Ps document

Motion #	Date	How Submitted			P&P Amendment Y/N	Status		
		Motion in Committee Report	Motion at BOD Mtg	Motion Between BOD Mtgs		BOD Approved/Date	BOD Defeated/Date	Other Actions/Dates