

**Motion Form for Actions Between Meetings**

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| **Motion –** To be completed by Submitter. Submit to President for approval at: statepresident@aauw-ca.org  |
| [ ] Check if this motion is to amend Policies and Procedures.*Note: Motions to amend Policies and Procedures must first be submitted to the Governance Committee at* *governcomm@aauw-ca.org* *for approval. See “Procedures for Motions to Amend Policies & Procedures.***”** |
| I move to:  | Click or tap here to enter text. |
| Purpose and relevant background:  | Click or tap here to enter text. |
| Financial impact (if any): | Click or tap here to enter text. |
| Submitted by:  | Click or tap here to enter text. | Date Click or tap to enter a date. |
| Seconded by (if required):  | Click or tap here to enter text. | Date Click or tap to enter a date. |
| Approved by Governance (if required): [ ] Yes [ ]  No | Date: Click or tap to enter a date. |

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| **Voting Instructions –**  To be completed by Board Secretary after approval by President. |
| Comments by conference call or email (using Reply All) are allowed until:  | Date: Click or tap to enter a date. |
| **How vote will be conducted:** |
| [ ]  By conference call. Call-in details will be provided. | Date: Click or tap to enter a date. |
| [ ]  By email. Send your vote by email using Reply All (Aye, Nay or Abstain) to secretary@aauw-ca.org by: | Date: Click or tap to enter a date. |
| [ ]  This vote will be by online survey or other means. Details will be provided.  |

**Official Use Only**

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| **Action:** –To be completed by Board Secretary after final vote. |
| Date motion received:  | Click or tap to enter a date. | Date motion distributed: | Click or tap to enter a date. |
| Record of Vote:  | Ayes  | Choose an item. | Motion #:  | Choose an item. | Action:[ ] Approved [ ] Defeated [ ] Postponed until Click or tap to enter a date.  |
| Nays | Choose an item. |
| Abstentions | Choose an item. |
| Recorded in minutes at Board of Directors’ meeting of:  | Click or tap to enter a date. |