

**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](mailto: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*](mailto: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](mailto: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. | | | |