



The Catholic Women's League of Canada
London Diocesan Council



Environment Care

To: All Parish Presidents, Recording Secretaries

CC: London Diocesan Council, OPC Recording Secretary

From: Wilhelmina Kole

Date November 2018

Directive # 3

Documenting Motions

As part of documenting minutes of a meeting, it is important that all motions made be recorded and numbered. Having motion sheets available at the meeting allows the person making the motion to complete the motion form that was put forward to the council and the name of person seconding the motion documented and then to indicate whether this motion was carried or defeated.

The motion sheet should specify the following:

Motion #: 1:18

Date of meeting:

The 1 indicates that it is the first motion of the year and the 18 indicates that it is 2018.

Moved by: Jane Doe

Seconded by: Martha Murphy

That: This is where you document the motion. For example: *That the minutes of the November 2018 meeting be accepted as written.*

Carried: _____ **Defeated:** _____

The motions book is valuable to the council as it keeps track of all motions made in the present and especially the past motions. This allows the executive members to refer back to motions made at previous meetings in answer to questions made concerning the motions.

May you all have a blessed Christmas and a joyous New Year!

Yours in Christ,

Wilhelmina (Willi) Kole