

## Notice of Motion Form

### Details of Nominator:

<b>Name of Nominator:</b>	
<b>Nominator's Club:</b>	
<b>Nominator's signature:</b>	
<b>Date:</b>	

### Details of Motion:

--

### Writing a Clear, Concise Board Meeting Motion

A motion should be clearly and concisely worded.

Think through your motion carefully and determine exactly what it is you want to accomplish with it. Include details and support it. Anticipate questions and objections and answer them in your motion. Address any concerns in your summary.

If there is a financial component, include how the motion will be funded.

Review your motion to see if it asks for a clear action to be taken. State a timeframe when applicable.

Rely on your President and fellow club members for assistance. Ask one or more of them to review your motion and offer feedback.

**Please return this form to the Paddle Queensland Executive Officer Scott Sharples by Saturday, 9<sup>th</sup> October 2021 via the following address [eo.qld@paddle.org.au](mailto:eo.qld@paddle.org.au).**