

Submission: Completed forms need to be submitted to rhaparli@email.arizona.edu by no later than **11:59PM on Thursday two meetings prior to the meeting you want to present at**. No late proposals will be accepted. Once received, your proposal will be reviewed and sent back to you with suggested corrections no later than **11:59pm on Tuesday the following week**. You may choose to make or reject any of the suggested changes. You must resubmit the adjusted request by **5:00pm on Wednesday, of the week you wish to propose**.

Questions? If you have any questions, please contact Madison at rhaparli@email.arizona.edu.

MM: Main Motion

Whereas, you use the "whereas" clauses to justify the change you are trying to make to the governing documents.

They should generally:

- Be brief and concise
- Include full sentences and no bullet points ;)
- Make sure that each clause flows logically

Whereas, you can use more than one of these clauses in order to fully make the point, but they should be limited to as few as possible while still making the point.

Resolved, here is the space where you copy/paste in the section of the governing documents that you are trying to change, or simply write the line items and amount that you are moving in the budget.

Write in red any additions that you are trying to make to draw attention to them.

~~Strike through any parts of the governing documents that you are removing.~~

Make sure to include the title of the section and subsequent subsections (if these are further divided, they would be sub-subsections, sub-sub-subsections, and so on) that you would like to change.

Resolved, any clarifying details such as the date that the legislation will become effective should be put in separate resolved statements. Keep each change to one statement.

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DO NOT WRITE IN THIS SPACE

Motion _____ Yes _____ Date _____

No _____

Amendment _____ Abs. _____