

HOW TO SUBMIT A COUNCIL AMENDMENT MOTION FORM

INSTRUCTIONS:

Motion forms must be completed for all motions. Motion forms can be submitted to the projectionist in one of the following ways:

PAPER COPY:

Motion forms must be printed legibly, signed by the mover and the seconder. After your motion form has been completed, the mover must deliver it to the projectionist. The mover will then go to a microphone to introduce the motion when called upon by the presiding officer.

ELECTRONIC COPY:

Step 1:

Complete form as outlined at:

<http://www.ala.org/aboutala/governance/council/motionwebform>.

Step 2:

Please notify the ALA projectionist Holly Robison at (hrobison@ala.org). After processing the e-motion form, the projectionist will let the mover know when the motion is ready for presentation.

Step 3:

After mover is notified of the processed e-motion form. The mover will then go to a microphone to introduce the motion when called upon by the presiding officer.

NOTE: We trust this procedure will help improve the motion form process. Your feedback (ala-resolution-feedback-request@ala.org) on this new procedure will be appreciated.