

**The Deacons recommend that you consider using this form to streamline the process of making a motion at a business meeting. Prepare it ahead of time, use it to read your motion, and give the copy to the moderator or clerk. Thank You.**

**“I would like to make the following motion. I recommend that we:”**

<p><i>(check one of these phrases to get started)</i></p> <p>form a new committee to...?          create a new program to ....?          direct the Trustees /Deacons /(other group)_____ to ..... ?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>(fill in the objective of your motion)</i></p>
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**“and that the new committee...”**

<p><i>(explain operation of committee)</i></p>	<p><i>(Consider these options :)</i></p> <p>Meet every _____ months          Report to the _____          Length of time new committee should exist? _____</p>
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For Standing Committees, please include a list of the membership:

- number of deacons?\_\_\_\_\_ the Pastor? \_\_\_\_\_
  - senior members?\_\_\_\_\_, new members?\_\_\_\_\_
  - representatives from other committees? \_\_\_\_\_, which committees? \_\_\_\_\_
- \_\_\_\_\_

Other important considerations to include in the minutes:

Any friendly amendments?

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Other important considerations to include in the minutes? Any friendly amendments?