



London Diocesan Council  
The Catholic Women's League of Canada



To: All Parish Presidents, Recording Secretary Chairpersons

CC: London Diocesan Council

From: Elisabeth Duggan Recording Secretary

Date: November 10, 2017

**Directive # 8**

**Importance of Motions**

A recording secretary has the important job of documenting the meeting that has taken place. It is also important that all motions 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 indicate the following*

**Motion # 10-17**

**Date of meeting**

(10 indicates the number of the motion and-17 indicates the year of the motion)

**Moved by:** Jane Doe

**Seconded by:** Jane Doe

**That:** Indicate the motion put forward to the council.

**Carried** \_\_\_\_\_ **Defeated** \_\_\_\_\_

A motions book is valuable to the council to keep track of all motions made present and especially the past motions. This allows the executive to refer back to when questions are brought forward at a general meeting.

May Our Lady of Good Counsel guide you

*Elisabeth Duggan*

