

RVAA Motion Tracking Form

RVAA Motion #: _____

(format: YYYY-MM-Motion #)

Instructions: This motion tracking form must be completed for all motions from an individual, sub-committee, committee or assembly to assist with capturing all necessary information and action items for the official records. This form is not required for administrative motions. (ie. Approve agenda, approve minutes, extend discussion or for adjournment)

Date: _____ Location: _____

Motion Type: ___ Individual By: _____ (Region Code ___)
 2nd: _____ (Region Code ___)
 ___ Committee (Enter Committee: _____ Motion # _____)

Motion:

Rationale:

Results: ___ Passed ___ Failed Votes For: ___ Against: ___ Abstentions: ___
 ___ Withdrawn ___ Tabled

Outcome tracking:	<u>Date</u>	<u>Result</u>
___ Sub-Committee (_____)	_____	___ Approved ___ Failed ___ Returned
___ Committee (_____)	_____	___ Approved ___ Failed ___ Returned
___ Assembly (_____)	_____	___ Approved ___ Failed ___ Returned
___ Admin Council	_____	___ Approved ___ Failed ___ Returned
___ USAV Board of Directors	_____	___ Approved ___ Failed ___ Returned

Notes (For returns or comments)

Action Required:

Assigned to: _____ Due Date: _____

Document(s) to Update: _____

Updated by: _____ Date: _____