

# Motion to Approve Form

This form is use when a leadership vote is required to approve a motion

**Responsible: Leadership Team**

**Description of Agenda Item or Motion to be approved:**

## Procedures:

1. Member presents the above agenda item to the leadership team
2. Member makes a motion. (ex. I make a motion to approve the company salaries as presented)
3. Another member needs to second the motion. (ex. I second the motion to approve the company salaries)
4. The chair (Chief Officer) states the motion, formally putting it before the group.
5. (ex. A motion has be made to approve the company salaries and will open the floor to discussion)
6. The members (raise hands) and can openly discuss the motion. (when all discussion is exhausted)
7. The chair (Chief Officer ) has two options.
  - A. If they feel the items needs more information revisions or information they can Motion to table the item until next meeting.  
( ex. because of limited information at this time I motion table this item until the next meeting)
  - B. If no more information is need then the chair can call for a vote  
( ex. If there is no further discussion, we will vote on the motion of approving company salaries)
8. The chair announces the results of the vote.

**Item Tabled until \_\_\_\_\_ because \_\_\_\_\_**

## Record of the vote.

	YES	NO	Signature	Comments (optional)
Chief Executive Officer				
Chief Operations Officer				
Chief Financial Officer				
Vice President of Art				
VP of Communications				
VP of Digital Media				
VP of Human Resources				
VP of Marketing				
VP of Sales				

**This sheet should be filed in leadership notebook/binder and reflected in the meeting minutes.**

Leadership Decision: Votes YES \_\_\_\_\_ NO \_\_\_\_\_

Approved  Not Approved CEO Signature: \_\_\_\_\_ Date \_\_\_\_\_

Teacher Approval:

Approved  Not Approved Signature: \_\_\_\_\_

Revision if not approved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_