**Format for Submission of Proposed**

**Region 5 New Business Motions**

New business to be placed on the assembly agenda may be proposed by any Registered Intergroup of Region 5 or Region 5 Committee and is to be submitted to the Region 5 Chair and the Region 5 Secretary. If the motion is to be sent out with the preassembly packet, please submit it by March 1st or October 1st for the Spring or Fall assembly respectively.

***Use this as a guide in filling out the form on the next page.***

**Date:**

**MOTION:**

State motion in clear, concise language.

(Move that …, or Move to …)

**SUBMITTED BY:**

Appropriate values here would be one of the following: Name of the Region 5 Intergroup or Committee.

Please also include the following:

Contact Name: Phone #: Email Address:

**INTENT:**

State clearly the purpose of the motion.

**IMPLEMENTATION:**

How would this motion/change be carried out?

**COST:**

$ amount (if known).

**RATIONALE:**

Reason for submitting motion, including relevant background information, problems addressed by this motion, and alternatives to this motion that were considered. (Please limit to one page.)

**Submit to the Region 5 Chair and the Region 5 Secretary.**

**Region 5 New Business Form**

**Date:**

**MOVE TO :**

**SUBMITTED BY:**

**INTENT:**

**IMPLEMENTATION:**

**COST:**

**RATIONALE:**