**Appendix A: Motion Template** - Complete sections in italics

Motion: *Title*

**Proposer:** *Name Local authority Role*

**Seconder:** *Name Local authority Role*

**Proposes that:**

“*The Motion detail*”

Criteria checklist

|  |  |
| --- | --- |
| **Criteria to be met** | **Local Authority Checklist***[please provide details]* |
| 1. The motion calls upon the Association to change the Articles of Association and Governance Framework or the way it relates to and provides services to its membership
 |  |
| 1. The motion raises issues of national importance to local government -
2. on which the Association does not have a policy and is not already taking action in accordance with that policy; and
3. asks the Association to pursue a course of action rather than just express a view on an issue.
 |  |
| 1. The motion has already received the support of several local authorities e.g. have been agreed by a regional grouping are the most likely to be selected.
 |  |

Submission deadline

Submit to: memberservices@local.gov.uk by **5pm on Wednesday 1 May 2024**.