

Motions Checklist

- The following is a list of motions that, if applicable, would be minuted at Local Meetings, Local Executive Meetings.
- Motions marked with an asterisk (*) indicate that the motions are mandatory and must be recorded in the minutes.
- Please refer to your Constitution, and NSNU President's Manual.

PLEASE NOTE THAT THIS CHECKLIST IS NOT INTENDED TO BE EXHAUSTIVE OF ALL THE MOTIONS A LOCAL MAY REQUIRE.

Local General Membership Meetings

- Adopt agenda/meeting map*
- Approve minutes from previous meeting*
- Receive committee reports (*e. g. political action, Nursing week, education, etc.*)
- Receive financial report*
- Receive e-scans from Bargaining Units
- Approve budget*
- Approve dues levy annually (if applicable) and/or if change occurs throughout the year
- Receive Local's audited statements
- Approve Local policies annually* (*includes both existing and new policies*)
- Approve expenditures not included in budget and that exceed (\$XXX) as determined by Local policy*
- Approve merging with another Chartered Local Association
- Motion to adjourn

Local Executive Meetings

- Adopt agenda/meeting map*
- Approve minutes from previous meeting*
- Approve proposed policy revisions*
- Approve proposed budget*
- Approve recommended expenditures to be brought to Local membership that exceed (\$XXX), as determined by Local policy*
- Approve expenditure that is not in budget and falls within (\$XXX), as determined by Local Policy. Approve names of members funded to attend Area Coordinators Conference/Provincial Coordinators Meeting/sector meeting/Biennial
- Approve appointment of Bargaining Unit President in instances where there is no Bargaining Unit President (and note in minutes when determined)
- Vote on merging of Locals*
- Approve education plan, including the number of members attending education and reimbursement according to local policy
- Receive financial report and statements*
- The Local Executive recommends an auditor to the Local meeting where they are approved*
- Motion to adjourn