



**ABATE OF OHIO, INC.**  
**SAMPLE MOTION SHEET**

**Characteristics:**

1. Category: Board.
2. Established by: Constitution Article V: BOD Organization; Section 3: Decisions.
3. Purpose: To record a motion and tally the resulting vote.
4. Audience: Any person recording a meeting.
5. Required? Suggested.

**Directions:**

None.

**Special Cases:**

None.

**Handling:**

1. Attach to meeting minutes.