

**GENERAL ASSEMBLY 2024  
SUBMITTING  
AMENDMENT OR ADDITIONAL MOTION**

On the [General Assembly: Reports, Information and Forms webpage](#) there is a JotForm to complete for amendments and additional motions. This form will be activated 48 hours prior to the start of the General Assembly.

**SUBMITTING AMENDMENTS / ADDITIONAL MOTIONS**

When submitting an amendment or additional motion, it is important to ensure that the motion is clear, concise and free from unnecessary information. Do not include a preamble or excessive details in your motion submission. The motion coordinators review and format all submitted motions to standardize format and language. They will make necessary revisions to streamline motions, removing any extraneous details while maintaining the intent and essence of the proposal.

Commissioners will be allotted time to explain reasons for their motion to the Assembly once it is moved and seconded and before the motion is voted upon.

**Amendments**

Amendments may be made to recommendations presented in the committees reports or to a motion that is currently being discussed. When submitting an amendment identify the committee in the “Committee Report” drop-down field. Enter the recommendation number, such as CLK-001 or LMA-001 in the “Recommendation Number”.

**Additional Motion**

An additional motion must be related to the work of one of the committees or matters currently in front of the General Assembly.

When submitting an additional motion identify the committee in the “Committee Report” drop-down field. Enter the recommendation number, such as CLK-001 or LMA-001 in the “Recommendation Number”.

**INSTRUCTION FOR COMPLETING MOTION FORM**

Please complete all fields on the form.

**Explanation of Motion Fields**

**Type of Motion**

Click on the type of motion you are submitting.

**Committee Report**

Click on the arrow for the committee name related to your motion.

**Recommendation Number**

Type in the recommendation number related to your motion; for example CLK-001 or LMA-001

**Text of Motion**

Type the text of your motion as clearly and succinctly as possible. Do not include any preceding remarks. You may explain your motion or reasons for presenting it, once the Moderator invites you to do so after the motion has been moved and seconded.

When completed, click the submit button. After clicking the submit button, it will indicate that the motion has been transferred. Within a few minutes, you will receive an email with the information that was submitted to the motion coordinators.

A sample of the form is on the next page.



## 2024 General Assembly - Amendments and Additional Motions

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Please complete all fields on the form below. Once completed, click on the submit button. You will receive an email confirming that the form has successfully been submitted. Please see the [General Assembly: Reports, Information and Forms](#) page for more information.

**Mover \***

First Name

Last Name

**Presbytery \***

**Email \***

example@example.com

**Secunder \***

First Name

Last Name

**Presbytery \***

**Email \***

example@example.com

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**Type of Motion \***

- Amendment
  - Amendment to Amendment
  - Additional Motion
  - Motion to Refer
- 

**Committee Report \***

Please Select 

Click on the arrow to select the name of the committee related to your motion

**Recommendation Number**

Example: CLK-001; LMA-001

Type in the recommendation number related to your motion

**Text of Amendment/Additional Motion \***

**B** *I* U       Font Size... Font Family... Font Format...   

Type the text of your motion clearly and succinctly

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Submit