



The Royal Canadian Legion Ontario Provincial Command



DISTRICT / ZONE POLICY AND PROCEDURE MANUAL (PPM) SUBMISSION COVER FORM

TO: Constitution and Laws Committee Secretary **DATE:** _____ / 20 _____

_____ ONTARIO PROVINCIAL COMMAND DISTRICT	_____ ZONE
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TABLING & APPROVAL DATES

<u>PART I</u>	Dates respecting the Tabling of the Notice of Motion (NOM), PPM Documents, and the subsequent Approval of the PPM or Amendments made thereto.
1. <input type="checkbox"/>	NOM & PPM/Amendments - Tabled @ Council Meeting on _____, 20 _____.
or	
2. <input type="checkbox"/>	NOM & PPM/Amendments - Tabled @ Convention on _____, 20 _____.
3. <input type="checkbox"/>	PPM/Amendments - Acceptance Motion @ Convention on _____, 20 _____.

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DOCUMENT SUBMISSION LIST

<u>PART II</u>	All applicable boxes re Documents included in the submission must be checked.
4. <input type="checkbox"/>	Four (4) copies of the Notice of Motion (NOM) used in the process.
5. <input type="checkbox"/>	Four (4) copies of the proposed PPM or Amendments tabled with the Notice of Motion.
6. <input type="checkbox"/>	Four (4) copies of the approved and signed PPM with the Amendments incorporated therein.
7. <input type="checkbox"/>	Four (4) copies of the Council or Convention Minutes at which the Notice of Motion was tabled.
8. <input type="checkbox"/>	Four (4) copies of the Convention Minutes at which the approval was granted.
9. <input type="checkbox"/>	Four (4) copies of a Cover letter etc. if necessary @ the submitter's choice, or requested by Command.

_____ COMMANDER'S NAME (PRINT)	_____ SECRETARY'S OR SECRETARY-TREASURER'S NAME (PRINT)
_____ COMMANDER'S SIGNATURE	_____ SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE