



# 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**

<b><u>PART I</u></b>	<b>DATES RESPECTING THE TABLING OF THE NOTICE OF MOTION (NOM), PPM DOCUMENTS, AND THE SUBSEQUENT APPROVAL OF THE PPM OR AMENDMENTS MADE THERETO.</b>
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**

<b><u>PART II</u></b>	<b>ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED IN THE SUBMISSION MUST BE CHECKED.</b>
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 signed Council or Convention Minutes at which the Notice of Motion was tabled.
8. <input type="checkbox"/>	Four (4) copies of the signed 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