



The Royal Canadian Legion Ontario Provincial Command



DISTRICT / ZONE POLICY AND PROCEDURE MANUAL (PPM)

SUBMISSION COVER FORM

TO: Constitution and Laws Committee Coordinator DATE: _____ / _____

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<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%; border-bottom: 1px solid black; text-align: center;">ONTARIO PROVINCIAL COMMAND DISTRICT</td> <td style="border: none; width: 50%; border-bottom: 1px solid black; text-align: center;">ZONE</td> </tr> </table>	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"/>	Email the Notice of Motion (NOM) used in the process.
5. <input type="checkbox"/>	Email the proposed PPM or Amendments tabled with the Notice of Motion.
6. <input type="checkbox"/>	Email the approved and signed PPM with the Amendments incorporated therein.
7. <input type="checkbox"/>	Email the signed Council or Convention Minutes at which the Notice of Motion was tabled.
8. <input type="checkbox"/>	Email the signed Convention Minutes at which the approval was granted.
9. <input type="checkbox"/>	Email a Cover letter etc. if necessary @ the submitter's choice, or requested by Command.

Email Forms to: ldinsmore@on.legion.ca

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