



Associates of Vietnam Veterans of America, Inc.

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AVVA BOARD OF DIRECTORS – EMAIL MOTION FORM

Name: _____ Title: _____ Date: _____
Maker: _____ Second: _____ Response Due: _____
Vote: (type “yes”, “no”, or “abstain”) _____ Comment (optional): _____

TEXT OF MOTION: *(copy from the email sent by the Secretary, and paste into this space)*

SIGNATURE: _____ DATE SIGNED: _____

* Fill out this form and use the “SAVE AS” function to save it, while giving it a new file name; preferably your first name and the motion number. **EXAMPLE:** ‘Frank IEM18’, or similar. Doing this should save it as a separate word doc, and will preserve your original form to be used again. You can then attach that form to an email, and return to the National Secretary immediately upon completing. **DO NOT** share this form with any other person. The original form must be kept in your confidential files when not in use.

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