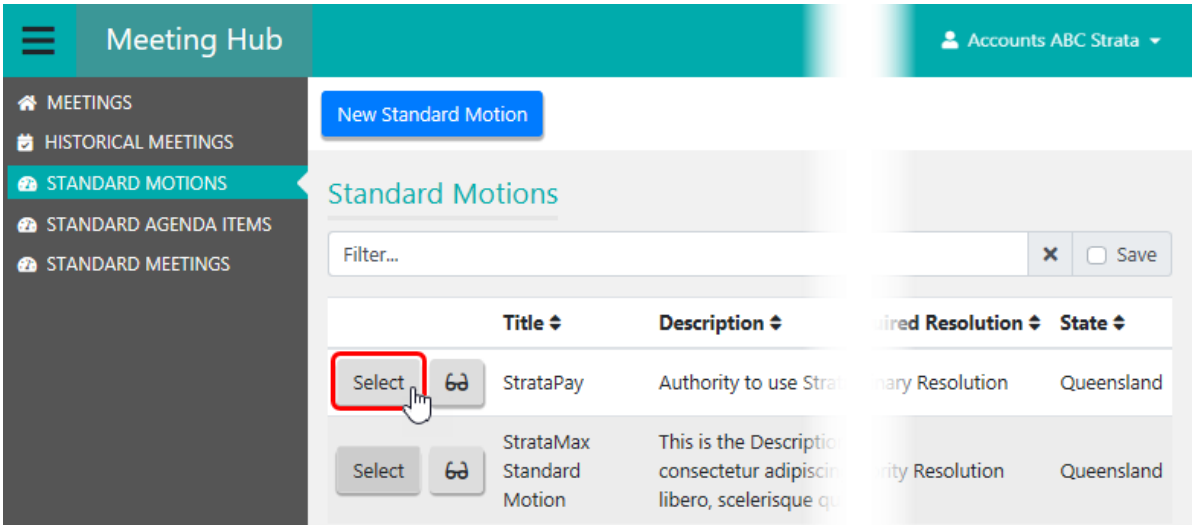
Deleting Standard Motions

Last Modified on 03/04/2020 3:48 pm AEST

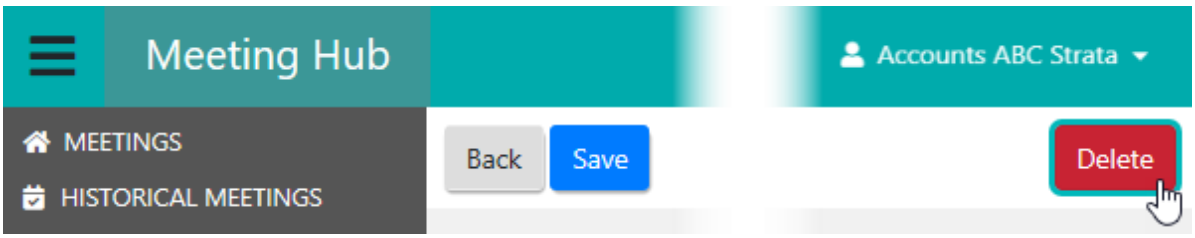
If you have unnecessary or unwanted Standard Agenda Items, you can delete them.

Deleting a *Standard Motion* will remove it from the STANDARD MOTIONS menu and from any *Standard Meetings*. However, it will not be removed from any existing *Meetings*.

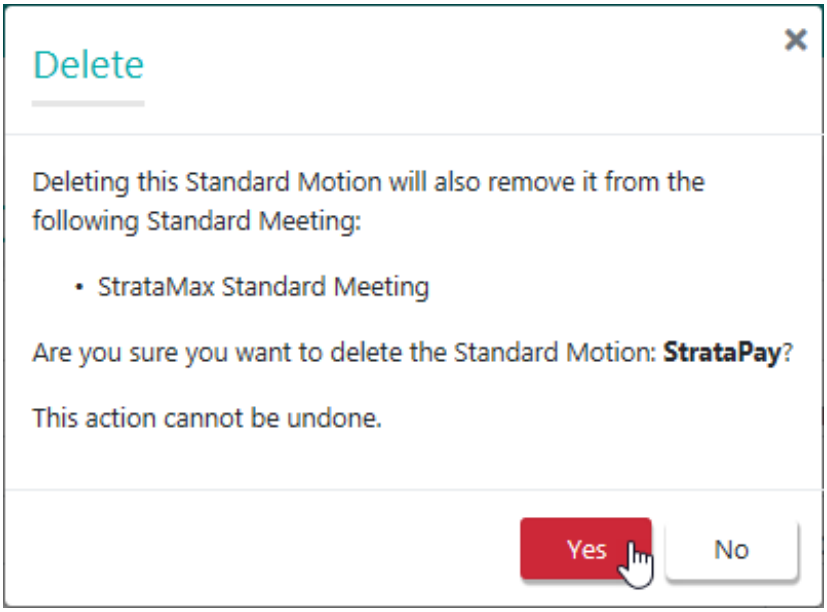
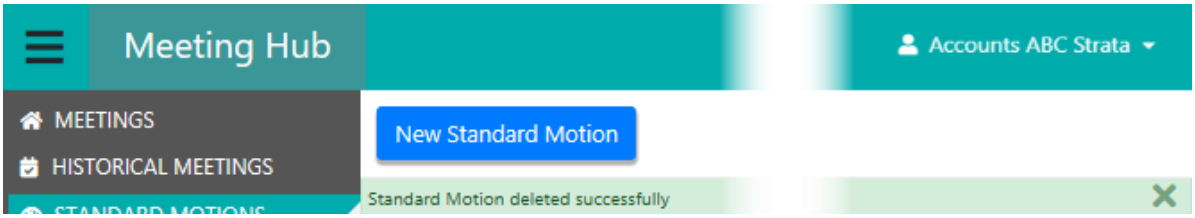
1. Click the *STANDARD MOTIONS* menu in the *Navigation Pane.*
2. Click the *Select* button on the *Standard Agenda Item* that needs removing.



3. Click the *Delete* button.



4. A Delete pop-up will appear explaining which *Standard Meetings* will be affected, and asking to confirm the deletion.



5. Clicking the *No* button will close the pop-up, whilst clicking the *Yes* button will return you to the *STANDARD MOTIONS* menu, with the green notification.