

# **CLICK HERE TO SUBMIT THE 1260 PROPOSALS FOR BOARD OF DIRECTORS FORM**

## **SUBMISSION DEADLINES**

1. General proposals: May be submitted at any time.
2. Annual meeting proposals (specifically for inclusion on the agenda): 15 days prior to the December board meeting when the Annual Meeting Agenda is determined.

## **PROCEDURES FOR DEVELOPING PROPOSALS FOR THE BOARD OF DIRECTORS AND ANNUAL MEETING**

Proposals may be presented by an individual or a group

### **DEFINE WHAT YOU WANT TO HAPPEN:**

- Identify the issue you wish to change. Be sure it is only one issue, not several linked together.
- Research why the policy or procedure came about in the first place.

### **ASSESS HOW THE CHANGE WILL AFFECT OTHERS:**

- Consider what effect this change might have in other areas of the council.

### **DRAFT THE PROPOSAL:**

- Use the Proposals for Board of Directors/Annual Meeting Form (#1260) (see the other side of this page).
- Include all the information you have researched and collected. Write a clear rationale for change and indicate the effects, from your perspective, the recommended change would have on the membership.

### **PRESENT THE PROPOSAL (optional but desirable):**

- If you would like to have additional support, consider presenting it at a service unit meeting or a council decision-influencing meeting.
- Get input from the group.
- Get a consensus of the group (optional).

### **SUBMIT THE PROPOSAL (EITHER GROUP OR INDIVIDUAL):**

- Mail the proposal to the council board chair with any attachments that you feel are important.
- The proposal will be reviewed to determine if it requires action by the board of directors or should be referred elsewhere.  
You will be notified about the action taken on your proposal.