

## **Procedure for Submitting Proposals**

Executive Committee members submitting proposals, especially those involving fiscal expenditures, shall follow these guidelines. Proposals not following these guidelines shall be tabled to a future meeting unless said guidelines are waived by a two-thirds (2/3) vote of the quorum present. All proposals shall be submitted by the deadline stated in the meeting notice to the Section President, who will forward an advance copy to all Executive Committee members.

### Summary

Provide a brief summary of the proposal. Include references when applicable.

### Discussion

A discussion of pertinent facts, pros and cons, and other information that would assist the Executive Committee in making an informed decision on the proposal or understanding the purpose of the information provided.

### Fiscal Impact

The proposal shall provide an estimate of the fiscal cost to implement it. If the fiscal impact is less than \$100, the cost may be described as "negligible." The Section Treasurer should be contacted for assistance in estimating the fiscal impact.

### Motion Statement

The proposal shall be worded as a motion for inclusion in the meeting minutes. Exact wording shall be used when proposing Policy & Bylaws amendments.