MCC Proposal Template

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This is template copied from MCC policy for submitting proposals to the Board of Directors

and General Membership Meetings.

Please make a copy of this document for your own use.

The text in red is supposed to be helpful. Please type over or delete the red text.

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**TITLE:** A brief descriptive title for the proposal

**DATE:** June 1, 2018

**SUBMITTED BY:** Must be an individual who is a member of MCC. If you want to recognize other people or a committee as also having input or responsibility for the proposal, you can add that information in parenthesis.

**TYPE:** “Decision” “Discussion” or “Information”

**PROPOSED:**

**Summary of Proposal**

A short summary of the proposal in plain language

**Actual Text of Proposal**

The exact wording of your proposal.

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If it’s a policy change, please show the old version, any changes, and the new version.

If it costs money, how much and what budget line will it come from? If there’s a task to be done, who is responsible for doing it?

**BACKGROUND**

This is where you can say everything else!

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Information needed to make a decision

Pros and cons of your proposal.

Possible alternatives or amendments. (e.g. If you’re proposing to add $1000 to the advertising budget, maybe you have an alternative plan that only costs $500.)

Excerpts of applicable MCC policy or other documentation.

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