

## Area 92 Proposal Form

The purpose of the proposal process is for members to bring ideas forward for review, discussion, and possible motion submission more efficiently in a committee setting.

Author's name (include district):

Author's Email:

Author's Phone Number:

What is the proposal?

List any supporting documentation or background material and attach to this proposal (if any):

List the primary benefits of your proposal to the area. What will happen if we adopt this proposal?

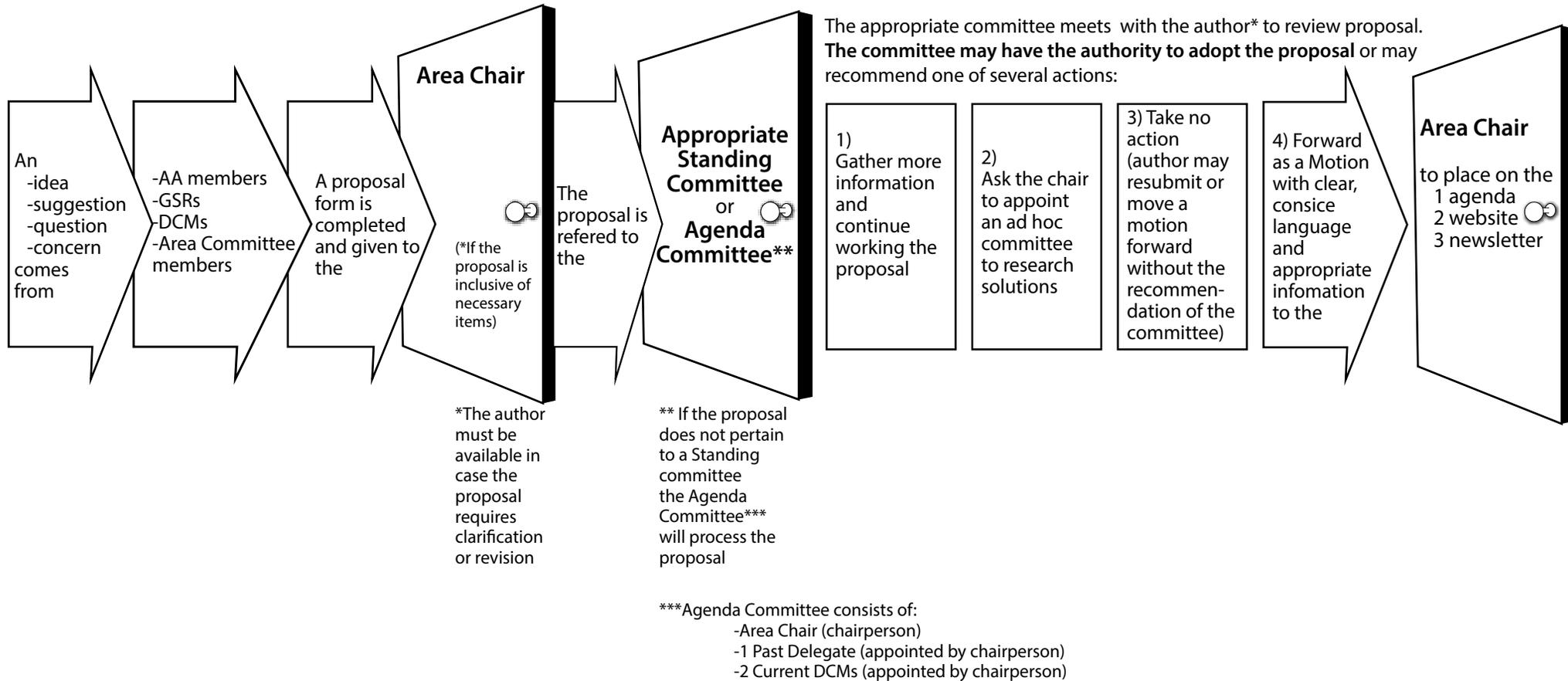
What will happen if this proposal is not adopted?

Financial impact? Outline where funding would come from. Explain if this is a one-time or ongoing expense.

*See back for Helpful Suggestions for Writing a Good Proposal*

# Area 92 Proposal Process

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## Proposal Timeline

Nov 1st	for	Jan Quarterly	
7pm Friday	before	April Assembly	(Agenda Committee meets prior to Saturday business to review possible floor motions)
May 1st	for	July Quarterly	
7pm Friday	before	Oct Assembly	(Agenda Committee meets prior to Saturday business to review possible floor motions)

Email questions or proposals to [chair@area92aa.org](mailto:chair@area92aa.org)

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## Helpful Suggestions for Writing a Good Proposal

*The purpose of this proposal process is for members to bring ideas forward for review, discussion, and possible motion submission more efficiently in a **committee setting**.*

- A well-planned proposal will help keep meetings moving along and help members make an informed vote.
- A well-written proposal is specific and concise. By writing a clear proposal, you will reduce the time spent in discussion and in making amendments.
- A proposal should contain only one idea, concern or topic.
- Review your proposal carefully and determine if it asks for a clear action to be taken. Use clear and concise language.
- Spell out all of the details, not leaving anything to chance.
- Rely on standing committees for assistance. Ask others to review your proposal and offer feedback.
- **Anticipate questions and objections and answer them in your proposal** (include relevant summaries in supporting documents).
- Include supporting documents or background.
- Include how the action will be funded.
- State a time frame when applicable.