

## MCC Proposal Template

- 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.

**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.

- 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!

- 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.