

Reference Guide for Crafting a Proposal

First, identify the WHO, WHAT, WHERE, WHEN, WHY, and most importantly HOW of your proposal. This will help you to clarify the intent of your proposal and how it will be implemented.

WHO will be involved: **Chicago GMB and ROC Chicago**

WHAT is the focus: **protesting conditions of Darden Restaurant employees on Darden Workers' Day of Action**

WHERE will it happen: **southeast corner of Ohio and St Clair**

WHEN will it happen/happen by: **October 9th, 5:30pm**

WHY is it important: **solidarity with fellow restaurant workers, support for ROC**

HOW will it get done: **branch formally endorses and members attend ROC event**

WHEREAS,

Darden is the umbrella company of Olive Garden Longhorn Steakhouse, Capital Grille, and many other large restaurant chains, **employing over 150,000 low wage workers,**

Whereas, Darden is a consistent and aggressive **union buster** and has attacked pushes to provide a living wage and better conditions for its workers,

And **Whereas, the** Chicago **GMB has active campaigns concerning low wage food and retail workers,** some having already been supported by the ROC,

LET IT BE RESOLVED,

The Chicago **GMB endorses and will attend** to its best ability **the ROC's event,** "Darden Workers' Day of Action" on **October 9th at 5:30pm** at the southeast corner of **Ohio and St Clair.**

The "WHEREAS" section should clearly and informatively convey *why* the proposal is important and *why* the membership should vote to pass it.

The color coding shows how each piece of information forms the structure of your proposal.

The "LET IT BE RESOLVED" section should establish the steps to be taken to address the issue outlined in the "WHEREAS." THIS part is the actual motion that will be voted on.

Notice how the resolution includes almost all of the information you originally listed – plus an action that can be taken.

Your proposal must contain all four of these to be useful:

- A decision or an Action
- Plans for implementation
- Outlines for who carries it out
- Provisions for a timeframe

More Examples

WHO will be involved: **Potentially Chicago GMB members, GMB (funding) Twin Cities GMB**
WHAT is the focus: **subsidizing travel costs for Chicago GMB members accepted to TC OT102**
WHERE will it happen: **Minneapolis**
WHEN will it happen/happen by: **November 22nd & 23rd**
WHY is it important: **OT102s are a new curriculum and rarely held**
HOW will it get done: **GMB funds registration fees and travel expenses up to \$300**

PROPOSAL:

Whereas, the Twin Cities GMB is hosting an OT102 the weekend of November 22nd and 23rd,
Whereas, OT102s are rarely held and extremely valuable for those moving beyond going public in an organizing campaign, and
Whereas, several FWs in the Chicago GMB have already filled out requests to attend the training and are awaiting approval by the Twin Cities GMB,
Be it resolved, The Chicago **GMB will fund registration fees and travel expenses up to \$300** to be shared between up to 4 members of the Chicago branch as approved by the Twin Cities GMB to attend the OT102 on **Nov 22 and 23rd.**

WHO will be involved: **Chicago GMB**
WHAT is the focus: **proposals at meetings only considered if there is a written record of them**
WHERE will it happen: **GMB**
WHEN will it happen/happen by: **effective Nov. 2014 GMB meeting**
WHY is it important: **increase accessibility, democracy, and accurate meeting minutes**
HOW will it get done: **all proposals must be submitted in writing, either hard copy or written, and not ruled in order if there is no written record**

PROPOSAL:

WHEREAS, secretaries are tasked with accurately recording the minutes of regular **General Membership Branch meetings,**
WHEREAS, it is the duty of the meeting Chair to **ensure that meetings are clear, understandable, accessible, and transparent** to members,
WHEREAS, accessibility includes cognitive accessibility,
WHEREAS, members are expected to vote on and enact the text of motions proposed at meetings, and **WHEREAS,** disputes have occurred over the precise language of proposed motions,
THEREFORE, BE IT RESOLVED that **all proposals to be voted on at Chicago GMB meetings be submitted in writing,** either beforehand over the listserv or on paper during the meeting,
BE RESOLVED that **no motion to be voted on at Chicago GMB meetings shall be ruled in order and considered without the exact text written out** and made available and accessible to all members in attendance, and
FURTHER LET IT BE RESOLVED that **making proposals accessible to members** can include, upon request,
1.) Providing a print copy of the proposal to any member in attendance, or
2.) Projecting the text of the proposal on the branch office's projector screen