

# 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 9<sup>th</sup>, 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 22<sup>nd</sup> & 23<sup>rd</sup>**  
**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.**

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**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