

## **Guidelines for Writing Proposals**

Authors of proposals should first familiarize themselves with the style and content of our current state Core Documents.

Proposals should be written to fit in with the rest of the current document and should not be redundant.

- Proposals should be concise, relevant and focused.
- Additions and amendments should be linked to the current indexing system, with the paragraph, sub-paragraph, etc., number.
- If the proposal is to replace a section, include the original language as well as the amendment in the proposal.
- Authors should include their name, email address and phone number, so the Core Documents Committee may contact them.

### **1. Group or individual initiates proposal.**

Though individual GPMN members may submit proposals, the membership agrees that proposals submitted by groups are preferable, as they demonstrate broader support and result in better proposals. A group could be the membership of a local affiliate, an issues-based or political district caucus, or any informal gathering of more than one Green Party member. The group or individual submitting a proposal, referred to here as the author, follows this process in developing and submitting their proposal.

- a. Author wishes to propose addition, deletion, or change to a Core Document.
- b. Author examines the existing GPMN Core Document (available on web site or from GPMN office) to see what the document contains pertaining to the change they want to make.
- c. Draft of proposal is written, following the above guidelines for writing proposals.
- d. Draft is reviewed by group and revised.
- e. Final draft is submitted as a proposal to Core Documents Committee.

### **2. Core Documents Committee reviews submitted proposals.**

- a. In the case of proposals addressing the same issue, the Core Documents Committee will invite authors to collaborate on creating a single proposal. Authors combine similar proposals and resubmit.
- b. In the case of proposals better suited for another Green Party document (Constitution, By-Laws, Platform or Resolutions), the Core Document Committee will advise the author on redirecting the proposal.
- c. In the case of proposals already covered in the document, the Core Document Committee will let the author know the proposal is already part of the document.
- d. Proposals may be edited by the Core Documents Committee for style, grammar, or appropriate placement within the document. (Authority given by member vote, June 2004)