**District 72 Agenda Item Proposal**

Month and year:

Proposal:

Submitter(s):

**1) State the discussion item/motion: If it is a motion the first word should be “Motion.” If it is an agenda item to discuss the first word should be “Discuss” (note: a discussion item can turn into a motion).**

- This should be worded exactly how you would like to see it put into action, be shared, discussed, etc.

- Be clear and detailed using as few words as possible. Precision and brevity are your friends!

- Submit this before the deadline (10 days in advance of the next business meeting)

- Make sure to include the name(s) who created this agenda item (you, committee, homegroup, etc.)

- Unless it is necessary, try not to combine multiple items in 1 agenda item/motion for sake of clarity

**2) List how item/motion originated along with additional background material(s), information, or research relating to the agenda item:**

- Include any further research, information, etc. that will help voting members have the information (and the full picture) they need to make an informed decision or to bring back to their home groups

**3): List the considerations (pros and cons) of the item/motion:**

- Objectivity will be beneficial. Try to err on the side of facts vs. opinions

- Think about the benefits as they relate to carrying the message to the still suffering alcoholic, unity, efficiency, finances, service, etc.

**4) Financial considerations for the item/motion (if applicable):**

- Consider all ways in which there may be a cost or savings to implementing or the upkeep of the agenda item/motion

- As it relates to finances, unity, time, service, etc.

**5) Why this subject should be discussed by the District:**

**6) Final comments:**

- Include anything that is beneficial or important that didn’t fit into any of the above categories