

RA Proposal Submission Information



Contents

	Page
How to Submit a Proposal to D&R	2
Business Submission Form Templates and Questions	3
All Proposals	
Needed for Every Form Submission/Proposal Type	
Amendment Proposals	
Amendment Description Example	
Amendment to a Continuing Resolution Template	
Amendment to Constitution and Bylaws Template	
Amendment to Standing Rules and Adopted Procedures Template	
New Business or Resolution Proposals	
New Business Item Template	
New Resolution Template	
Forms to Floor Documents – Examples	7
Amendment to a Continuing Resolution	
Amendment to Constitution and Bylaws	
Amendment to Standing Rules and Adopted Procedures	
New Business Item	
New Resolution	
Business Submission Flowchart	12

How to Submit a Proposal to Documents and Resolutions (D&R)



Steps

1. **Determine which type of proposal you wish to submit** by reviewing the excerpt from the Standing Rules and Adopted Procedures that defines and describes each type of business submission.
2. **Use the templates and RA floor document examples to draft your submission.**
3. **Review the business submission flowchart** to see what will happen once you submit your form.
4. **Submit the Business Submission Form.** Once you submit your proposal using the business submission form, your proposal will go to the D&R intake queue.

Notes

- **D&R Intake:** After you submit the form, D&R will contact you to add/verify information and ask clarifying questions.
- **D&R Document Prep:** All proposals will be reviewed by D&R. D&R will contact you about any major revisions.
- **WEA NBI Costing:** All NBIs will be costed out by WEA. If you submit an NBI, you may be contacted in case any clarifications impacting your NBI's cost are needed.
- **Withdrawing Your Submission:** At the Maker's request, D&R can withdraw the submission at any point in the process. Contact D&R if you wish to withdraw your submission.
- **Modifying Your Submission:** If you wish to modify your submission, contact D&R. Do NOT re-submit.
- **Date/Time Stamps:**
 - A proposal's "submitted" date/time stamp shows when the maker submitted the business submission form.
 - A proposal's "Updated as of" date/time stamp shows when the most recent update was submitted.
- **Proposal Numbering:** The number (or letter) assigned to a submission is based on the D&R intake completion order, not the maker submission order.

Resources

WEA Governing Documents and Reports

- Constitution and Bylaws
- Continuing Resolutions
- IN-PERSON Standing Rules and Adopted Procedures
- VIRTUAL Standing Rules and Adopted Procedures
- NBI Progress Report

Standing Rules Excerpt – Definitions and Descriptions

Submission Process Information

- Business Submission Templates
- Floor Document Examples
- Business Submission Flowchart
- Business Submission Form
- How to Submit a Proposal to D&R (This page)

Questions?

If you have any questions, contact the Documents and Resolutions team.

RA Business Submission Templates

Questions to Answer Before You Begin the Business Submission Form



This document is a guide to help you assemble what you need to submit your proposal. After you have gathered the information and drafted your proposal, **please use the business submission form to submit it**. If you have issues with or questions about the form, **please contact the Documents and Resolutions team**.

The tables below list the information needed to submit a proposal and show screenshots of the corresponding form sections. The tables are arranged by proposal type:

- **All Proposals**
 - Needed for Every Form Submission/Proposal Type
- **Amendment Proposals**
 - Amendment Description Example
 - Amendment to a Continuing Resolution Template
 - Amendment to Constitution and Bylaws Template
 - Amendment to Standing Rules and Adopted Procedures Template
- **New Business or Resolution Proposals**
 - New Business Item Template
 - New Resolution Template

Do you want to **modify** or **withdraw** your submitted proposal?

Contact D&R.

When you are ready to submit your proposal, go to this form: <https://lfds.washingtonea.org/Forms/RASubmissions>
Please use a supported browser such as Chrome, Edge, or Firefox, NOT Internet Explorer.

All Proposals

Needed for Every Form Submission/Proposal Type

Information Needed	Form Screenshot
What is the submitter/maker Information? <ul style="list-style-type: none"> First name Last name Email Phone Local association (pick from dropdown) 	<p>Submitter's Information The submitter is also known as the maker.</p> <p>First Name * Last Name *</p> <p>Email * Phone *</p> <p>Local Association *</p>
What do you want to propose? <ul style="list-style-type: none"> Amendment to a Continuing Resolution Amendment to Constitution and Bylaws Amendment to Standing Rules and Adopted Procedures New Business Item New Resolution 	<p>Submission Details</p> <p>Type of Submission *</p> <p><input type="radio"/> Amendment to a Continuing Resolution</p> <p><input type="radio"/> Amendment to Constitution and Bylaws</p> <p><input type="radio"/> Amendment to Standing Rules and Adopted Procedures</p> <p><input type="radio"/> New Business Item (NBI)</p> <p><input type="radio"/> New Resolution</p>
What is the answer to this question: To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, religion, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)?	<p>To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, religion, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)? *</p>

Amendment Proposals

Amendment Description Example

For every amendment type, you are asked to “describe the text you would like to remove, modify, or add.” The example below shows sample text to amend, describes some possible changes, and shows what the result would look like in the RA floor document.

To make sure the RA floor document is formatted correctly, Documents and Resolutions will contact you to verify what you would like to amend.

Text to amend:

Sed adipiscing diam donec adipiscing tristique risus. Gravida rutrum quisque non tellus orci ac auctor. Amet venenatis urna cursus eget nunc. Posuere ac ut consequat semper. Lectus quam id leo in vitae. Suspendisse in est ante in. Libero id faucibus nisl tincidunt.

Description of the text to remove, modify, or add:

Change “tristique” to “felisque” in the first sentence.

Remove the sentence that begins with "Lectus."

Add a new sentence - "Nunc lobortis mattis aliquam faucibus purus in massa." - After “Suspendisse in est ante in.”

In the last sentence, change “nisl” to “nisi.”

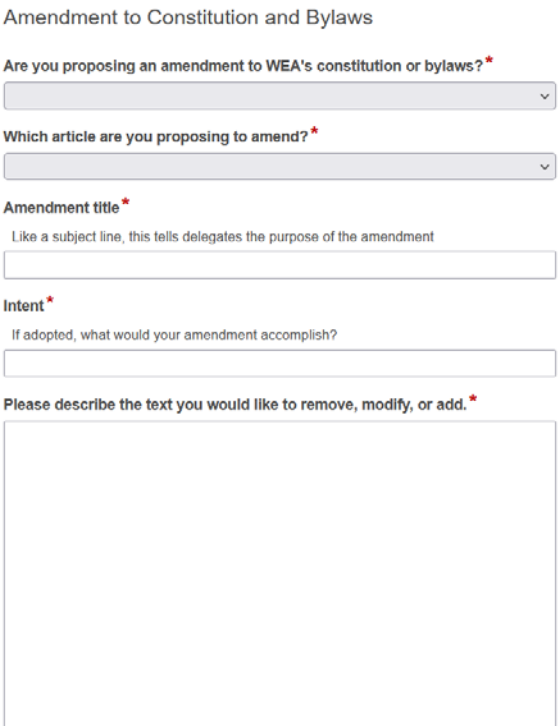
Text’s appearance in RA floor document:

Sed adipiscing diam donec adipiscing tristique felisque risus. Gravida rutrum quisque non tellus orci ac auctor. Amet venenatis urna cursus eget nunc. Posuere ac ut consequat semper. ~~Lectus quam id leo in vitae.~~ Suspendisse in est ante in. Nunc lobortis mattis aliquam faucibus purus in massa. Libero id faucibus nisl nisi tincidunt.

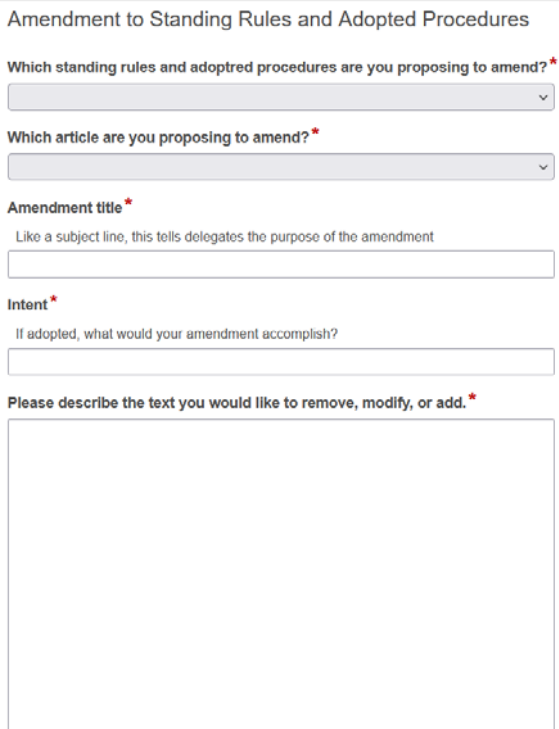
Amendment to a Continuing Resolution

Information Needed	Form Screenshot
<p>What are the details of the Amendment to a Continuing Resolution that you are proposing?</p> <ul style="list-style-type: none">• The name of the Continuing Resolution to amend (pick from dropdown)• Amendment title• Intent• Description of the text you would like to remove, modify, or add <p>Resources:</p> <ul style="list-style-type: none">• Continuing Resolutions• Standing Rules Excerpt – Definitions and Descriptions• Amendment to a Continuing Resolution Floor Document Example	

Amendment to the Constitution and Bylaws

Information Needed	Form Screenshot
<p>What are the details of the Amendment to the Constitution and Bylaws that you are proposing?</p> <ul style="list-style-type: none"> • If your amendment is for the Constitution or the Bylaws (pick from dropdown) • The name of the article to amend (pick from dropdown) • Amendment title • Intent • Description of the text you would like to remove, modify, or add <p>Resources:</p> <ul style="list-style-type: none"> • Constitution and Bylaws • Standing Rules Excerpt – Definitions and Descriptions • Amendment to the Constitution and Bylaws Floor Document Example 	

Amendment to the Standing Rules and Adopted Procedures

Information Needed	Form Screenshot
<p>What are the details of the Amendment to the Standing Rules and Adopted Procedures that you are proposing?</p> <ul style="list-style-type: none"> • If your amendment is for the in-person or virtual rules (pick from dropdown) • The name of the article to amend (pick from dropdown) • Amendment title • Intent • Description of the text you would like to remove, modify, or add <p>Resources:</p> <ul style="list-style-type: none"> • IN-PERSON Standing Rules and Adopted Procedures • VIRTUAL Standing Rules and Adopted Procedures • Standing Rules Excerpt – Definitions and Descriptions • Amendment to the Standing Rules and Adopted Procedures Floor Document Example 	

New Business or Resolution Proposals

New Business Item (NBI)

Information Needed	Form Screenshot
<p>What are the details of New Business Item (NBI) that you are proposing?</p> <ul style="list-style-type: none"> • NBI title • Background • WEA goals and objectives met (pick all that apply) • Recommended actions <p>Note: All NBIs will be costed by WEA. NBI Makers may be contacted in case any clarifications impacting cost are needed.</p> <p>Resources:</p> <ul style="list-style-type: none"> • NBI Progress Report • Standing Rules Excerpt – Definitions and Descriptions • New Business Item Floor Document Example 	<p>New Business Item (NBI)</p> <p>NBI title* Like a subject line, this tells delegates the purpose of the NBI</p> <p>Background* State briefly, in 25 words or less, the purpose of your NBI. No argument, just description.</p> <p>Which WEA goals and objectives does this NBI meet?*</p> <p><input type="checkbox"/> Increase WEA members' professional status and job satisfaction</p> <p><input type="checkbox"/> Improve the quality of and access to public education for all students</p> <p><input type="checkbox"/> Forge partnerships with parents, business, other unions, and community groups</p> <p>What are the recommended actions?* That WEA will:</p>

New Resolution

Information Needed	Form Screenshot
<p>What are the details of the New Resolution that you are proposing?</p> <ul style="list-style-type: none"> • New resolution title • Background • New resolution <p>Resources:</p> <ul style="list-style-type: none"> • Continuing Resolutions • Standing Rules Excerpt – Definitions and Descriptions • New Resolution Floor Document Example 	<p>New Resolution</p> <p>New resolution title* Like a subject line, this tells delegates the purpose of the new resolution</p> <p>Background* Each background statement starts with WHEREAS,</p> <p>What is the new resolution?* Now, therefore be it resolved, that the Washington Education Association</p>

Submission Form to Document Format Continuing Resolution Amendment - Floor Document



All proposals will be reviewed by Documents and Resolutions (D&R). D&R will contact Makers about any major revisions.

If you have any questions, please email the Documents and Resolutions team.

WHAT DO THE BOXES MEAN?

Boxed by a solid blue line: Text entered in the business submission form.

Boxed by a dashed orange line: Other information that appears in the document.

Amendment title*

Like a subject line, this tells delegates the purpose of the amendment

Vivamus arcu felis bibendum ut

Submitter's Information

The submitter is also known as the maker.

First Name* **Last Name***

Lorem Ipsum

Intent*

If adopted, what would your amendment accomplish?

Augue mauris augue neque gravida in fermentum et. Euismod nisi porta lorem mollis aliquam. Risus in hendrerit gravida rutrum quisque non tellus orci ac.

Please describe the text you would like to remove, modify, or add.*

Remove "tempor" from the first sentence.
Add "Nunc lobortis mattis aliquam faucibus. Id venenatis a condimentum vitae sapien" after the second sentence.

To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, religion, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)?*

Quisque sagittis purus sit amet. Amet consectetur adipiscing elit ut aliquam purus sit. Dui vivamus arcu felis bibendum ut. Senectus et netus et malesuada fames ac turpis egestas maecenas. Ultrices dui sapien eget mi proin sed.

The date/time stamps and item number are automatic.

TAB NO. 5

1
2 **2022 AMENDMENT TO CONTINUING RESOLUTION 06**
3 Submitted: January 15, 2022, 10:36 AM
4
5 Updated as of: January 15, 2022, 11:04 AM
6
7 **TITLE**
8 Vivamus arcu felis bibendum ut
9
10 **SOURCE**
11 Lorem Ipsum, ANYWHERE E A
12
13 **INTENT**
14 Augue mauris augue neque gravida in fermentum et. Euismod nisi porta lorem mollis aliquam
15 Risus in hendrerit gravida rutrum quisque non tellus orci ac.
16
17 **PROPOSED RECOMMENDATION(S)**
18 **B-26 LIBRARY MEDIA PROGRAMS (RA-03)**
19 Dictum at tempor commodo ullamcorper. Velit euismod in pellentesque massa placerat
20 dui ultrices lacus sed. Nunc lobortis mattis aliquam faucibus. Id venenatis a
21 condimentum vitae sapien. Non curabitur gravida arcu ac tortor dignissim convallis.
22 Pharetra et ultrices neque ornare aenean euismod elementum nisi quis. Lectus sit amet est
23 placerat in.
24
25 **TO THE BEST OF YOUR KNOWLEDGE/UNDERSTANDING, HOW DOES THE**
26 **SUGGESTED POLICY SUPPORT AND IMPACT STUDENTS, EDUCATORS, AND**
27 **PEOPLE FROM MARGINALIZED COMMUNITIES**
28 Quisque sagittis purus sit amet. Amet consectetur adipiscing elit ut aliquam purus sit. Dui
29 vivamus arcu felis bibendum ut. Senectus et netus et malesuada fames ac turpis egestas maecenas.
30 Ultrices dui sapien eget mi proin sed.

This is the sponsor, which is entered by D&R

What's being amended

BOD review decision

The WEA Board of Directors Recommends: DO PASS

Submission Form to Document Format Constitution and Bylaws Amendment - Floor Document



All proposals will be reviewed by Documents and Resolutions (D&R). D&R will contact Makers about any major revisions.

If you have any questions, please email the Documents and Resolutions team.

WHAT DO THE BOXES MEAN?

Boxed by a solid blue line: Text entered in the business submission form.

Boxed by a dashed orange line: Other information that appears in the document.

Amendment title *
Like a subject line, this tells delegates the purpose of the amendment
Purus faucibus ornare suspendisse sed nisi lacus sed viverra

Submitter's Information
The submitter is also known as the maker.

First Name * **Last Name ***
Lorem Ipsum

Intent *
If adopted, what would your amendment accomplish?
Maecenas ultricies mi eget mauris pharetra et ultrices neque ornare. Nunc lobortis mattis aliquam faucibus purus in massa.

Please describe the text you would like to remove, modify, or add. *
In the fourth sentence, change "auctor" to "actor."

To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, religion, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)? *
Morbi quis commodo odio aenean sed. Scelerisque viverra mauris in aliquam sem fringilla ut. Habitant morbi tristique senectus et netus et malesuada. Aliquet porttitor lacus luctus accumsan. Purus faucibus ornare suspendisse sed nisi lacus sed viverra.

The date/time stamps and item number are automatic.

TAB NO. 3

1
2 **2022 AMENDMENT TO CONSTITUTION AND BYLAWS 08**
3 Submitted: January 15, 2022, 1:14 PM
4
5 Updated as of: January 15, 2022, 1:34 PM
6
7
8 **TITLE**
9 Purus faucibus ornare suspendisse sed nisi lacus sed viverra
10
11 **SOURCE**
12 Lorem Ipsum, ANYWHERE E A
13
14 **INTENT**
15 Maecenas ultricies mi eget mauris pharetra et ultrices neque ornare. Nunc lobortis mattis
16 aliquam faucibus purus in massa.
17
18 **PROPOSED AMENDMENT(S)**
19 **Constitution: Article V—Representative Assembly**
20 Viverra nibh orci pulvinar mattis nunc sed. Maecenas ultricies mi eget mauris
21 pharetra et ultrices neque ornare. Nunc lobortis mattis aliquam faucibus purus in massa.
22 Ultrices vitae auctor eu augue. Suspendisse in cursus turpis
23 massa tincidunt dui ut.
24
25 **TO THE BEST OF YOUR KNOWLEDGE/UNDERSTANDING, HOW DOES THE**
26 **SUGGESTED POLICY SUPPORT AND IMPACT STUDENTS, EDUCATORS, AND**
27 **PEOPLE FROM MARGINALIZED COMMUNITIES**
28 Morbi quis commodo odio aenean sed. Scelerisque viverra mauris in aliquam sem fringilla ut.
29 Habitant morbi tristique senectus et netus et malesuada. Aliquet porttitor lacus luctus accumsan.
Purus faucibus ornare suspendisse sed nisi lacus sed viverra.

This is the sponsor, which is entered by D&R

What's being amended

BOD review decision

The WEA Board of Directors TOOK NO POSITION

Submission Form to Document Format Standing Rules and Adopted Procedures Amendment - Floor Document



All proposals will be reviewed by Documents and Resolutions (D&R). D&R will contact Makers about any major revisions.

If you have any questions, please email the Documents and Resolutions team.

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Boxed by a solid blue line: Text entered in the business submission form.

Boxed by a dashed orange line: Other information that appears in the document.

Amendment title *

Like a subject line, this tells delegates the purpose of the amendment

Tellus at urna condimentum mattis pellentesque id nibh

Submitter's Information

The submitter is also known as the maker.

First Name * **Last Name ***

Lorem Ipsum

Intent *

If adopted, what would your amendment accomplish?

Enim sit amet venenatis urna. Velit euismod in pellentesque massa placerat dui ultricies lacus sed.

Please describe the text you would like to remove, modify, or add. *

Add "et otio" at the end of the first sentence. Strike the third sentence.

To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, religion, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)? *

Dolor sit amet consectetur adipiscing elit ut aliquam purus. Aliquet nec ullamcorper sit amet risus nullam. Malesuada bibendum arcu vitae elementum. Augue eget arcu dictum varius dui.

WEA WASHINGTON EDUCATION ASSOCIATION

TAB NO. 3

1 **2022 AMENDMENT TO STANDING RULES AND ADOPTED PROCEDURES**

2 Submitted: January 15, 2022, 1:17 PM

3 Updated as of: January 15, 2022, 1:44 PM

4

5

6

7 **TITLE**

8 Tellus at urna condimentum mattis pellentesque id nibh

9

10 **SOURCE**

11 Lorem Ipsum, WEA ANYPLACE UNISERV

12

13 **INTENT**

14 Enim sit amet venenatis urna. Velit euismod in pellentesque massa placerat dui ultricies lacus sed.

15

16

17 **PROPOSED AMENDMENT(S)**

18 **Virtual: IX. QUORUM**

19 Ullamcorper a lacus vestibulum sed arcu non odio et odio tunc a egestas pretium. Nulla malesuada pellentesque elit eget gravida. Pretium nibh ipsum consequat nisl vel pretium. Vestibulum mattis ullamcorper velit sed ullamcorper morbi.

20

21

22

23

24 **TO THE BEST OF YOUR KNOWLEDGE/UNDERSTANDING, HOW DOES THE SUGGESTED POLICY SUPPORT AND IMPACT STUDENTS, EDUCATORS, AND PEOPLE FROM MARGINALIZED COMMUNITIES**

25 Dolor sit amet consectetur adipiscing elit ut aliquam purus. Aliquet nec ullamcorper sit amet risus nullam. Malesuada bibendum arcu vitae elementum. Augue eget arcu dictum varius dui.

26

27

28

BOD review decision

The WEA Board of Directors Recommends: DO PASS

Submission Form to Document Format New Business Item (NBI) - Floor Document



All proposals will be reviewed by Documents and Resolutions (D&R). D&R will contact Makers about any major revisions.

If you have any questions, please email the Documents and Resolutions team.

WHAT DO THE BOXES MEAN?

Boxed by a solid blue line: Text entered in the business submission form.

Boxed by a dashed orange line: Other information that appears in the document.

NBI title *

Like a subject line, this tells delegates the purpose of the NBI

Lectus quam id leo in vitae.

Submitter's Information

The submitter is also known as the maker.

First Name *

Last Name *

Lorem

Ipsum

Background *

State briefly, in 25 words or less, the purpose of your NBI. No argument, just description.

Velit euismod in pellentesque massa placerat dui ultricies lacus sed. Vulputate dignissim suspendisse in est ante in nibh mauris cursus.

What are the recommended actions? *

That WEA will:

Dictum at tempor commodo ullamcorper. Velit euismod in pellentesque massa placerat dui ultricies lacus sed. Nunc lobortis mattis aliquam faucibus. Id venenatis a condimentum vitae sapien. Non curabitur gravida arcu ac tortor dignissim convallis. Pharetra et ultrices neque ornare aenean euismod elementum nisi quis. Lectus sit amet est placerat in. Quam id leo in vitae. Mauris ultrices eros in cursus turpis.

To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, religion, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)? *

Sed adipiscing diam donec adipiscing tristique risus. Gravida rutrum quisque non tellus orci ac auctor. Amet venenatis urna cursus eget nunc. Posuere ac ut consequat semper.



TAB NO. 4

2022 NEW BUSINESS ITEM 02

Submitted: January 15, 2022, 1:25 PM

Updated as of: January 15, 2022, 1:49 PM

TITLE

Lectus quam id leo in vitae

SOURCE

Lorem Ipsum, ANYWHERE ESP

BACKGROUND

Velit euismod in pellentesque massa placerat dui ultricies lacus sed. Vulputate dignissim suspendisse in est ante in nibh mauris cursus.

COST IMPLICATIONS

Cost to WEA:

Staff: \$1,000

Non-Staff: \$5,000

Cost to the State: None

WEA GOALS AND OBJECTIVES

Increase WEA members' professional status and job satisfaction

Improve the quality of and access to public education for all students

RECOMMENDATION(S)

Dictum at tempor commodo ullamcorper. Velit euismod in pellentesque massa placerat dui ultricies lacus sed. Nunc lobortis mattis aliquam faucibus. Id venenatis a condimentum vitae sapien. Non curabitur gravida arcu ac tortor dignissim convallis. Pharetra et ultrices neque ornare aenean euismod elementum nisi quis. Lectus sit amet est placerat in. Quam id leo in vitae. Mauris ultrices eros in cursus turpis.

TO THE BEST OF YOUR KNOWLEDGE/UNDERSTANDING, HOW DOES THE SUGGESTED POLICY SUPPORT AND IMPACT STUDENTS, EDUCATORS, AND PEOPLE FROM MARGINALIZED COMMUNITIES

Sed adipiscing diam donec adipiscing tristique risus. Gravida rutrum quisque non tellus orci ac auctor. Amet venenatis urna cursus eget nunc. Posuere ac ut consequat semper.

BOD review decision

The WEA Board of Directors Recommends: DO NOT PASS

Submission Form to Document Format New Resolution - Floor Document



All proposals will be reviewed by Documents and Resolutions (D&R). D&R will contact Makers about any major revisions.

If you have any questions, please email the Documents and Resolutions team.

WHAT DO THE BOXES MEAN?

Boxed by a solid blue line: Text entered in the business submission form.

Boxed by a dashed orange line: Other information that appears in the document.

New resolution title*

Like a subject line, this tells delegates the purpose of the new resolution

Dictum at tempor commodo ullamcorper

Submitter's Information

The submitter is also known as the maker.

First Name* **Last Name***

Lorem Ipsum

Background*

Each background statement starts with WHEREAS.

WHEREAS scelerisque fermentum dui faucibus in ornare quam viverra orci sagittis, WHEREAS tellus at urna condimentum mattis pellentesque id nibh, WHEREAS Enim sit amet venenatis urna. Velit euismod in pellentesque massa placerat dui ultricies lacus sed,

What is the new resolution?*

Now, therefore be it resolved, that the Washington Education Association

Vivamus arcu felis bibendum ut tristique. Augue mauris augue neque gravida in fermentum et. Euismod nisi porta lorem mollis aliquam. Risus in hendrerit gravida rutrum quisque non tellus orci ac.

To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, religion, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)?*

Quisque sagittis purus sit amet. Amet consectetur adipiscing elit ut aliquam purus sit. Dui vivamus arcu felis bibendum ut. Senectus et netus et malesuada fames ac turpis egestas maecenas. Ultrices dui sapien eget mi proin sed.

WEA
WASHINGTON
EDUCATION
ASSOCIATION

TAB NO. 5

2022 NEW RESOLUTION 03

Submitted: January 15, 2022, 11:56 AM

Updated as of: January 15, 2022, 11:59 AM

TITLE
Dictum at tempor commodo ullamcorper

SOURCE
Lorem Ipsum, ANYWHERE ESP

BACKGROUND
WHEREAS scelerisque fermentum dui faucibus in ornare quam viverra orci sagittis, WHEREAS tellus at urna condimentum mattis pellentesque id nibh, WHEREAS enim sit amet venenatis urna. Velit euismod in pellentesque massa placerat dui ultricies lacus sed,

RECOMMENDATION(S)
NOW, THEREFORE BE IT RESOLVED, THAT THE WASHINGTON EDUCATION ASSOCIATION
Vivamus arcu felis bibendum ut tristique. Augue mauris augue neque gravida in fermentum et. Euismod nisi porta lorem mollis aliquam. Risus in hendrerit gravida rutrum quisque non tellus orci ac.

TO THE BEST OF YOUR KNOWLEDGE/UNDERSTANDING, HOW DOES THE SUGGESTED POLICY SUPPORT AND IMPACT STUDENTS, EDUCATORS, AND PEOPLE FROM MARGINALIZED COMMUNITIES
Quisque sagittis purus sit amet. Amet consectetur adipiscing elit ut aliquam purus sit. Dui vivamus arcu felis bibendum ut. Senectus et netus et malesuada fames ac turpis egestas maecenas. Ultrices dui sapien eget mi proin sed.

BOD review decision

The WEA Board of Directors TOOK NO POSITION

Business Submission Flowchart for Makers

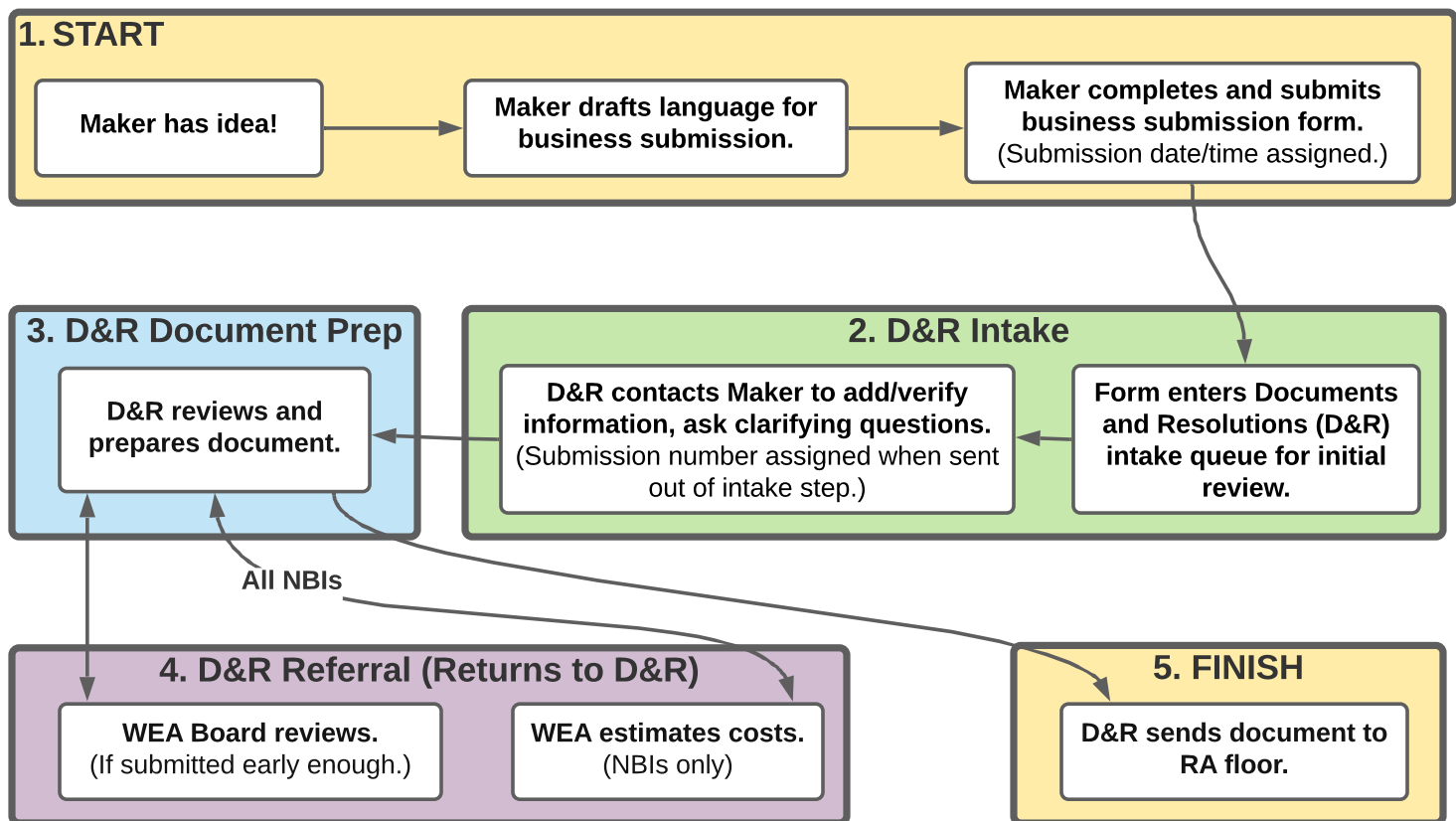


Business Submission Directions

1. **Determine which type of business you wish to submit** by reviewing the excerpt from the Standing Rules and Adopted Procedures that defines and describes each type of submission. **If you are not sure which submission type to select**, please email the Documents and Resolutions team.
2. **Use the templates and floor document examples to draft your submission.**
3. **Review the business submission flowchart** to see what will happen once you submit your form. **You Are Here**
4. **Submit the Business Submission Form.**

Questions?

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Document Preparation and Referral

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Withdrawing a Submission

At the Maker's request, D&R can withdraw the submission at any point in the process.

Modifying a Submission

Contact D&R to request a modification to your submission. Do not re-submit the form.

Questions?

Please email the Documents and Resolutions team.