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<td></td>
</tr>
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<td>New Resolution</td>
<td></td>
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<td><strong>Business Submission Flowchart</strong></td>
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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

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

<table>
<thead>
<tr>
<th>Information Needed</th>
<th>Form Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is the submitter/maker Information?</strong></td>
<td></td>
</tr>
<tr>
<td>• First name</td>
<td></td>
</tr>
<tr>
<td>• Last name</td>
<td></td>
</tr>
<tr>
<td>• Email</td>
<td></td>
</tr>
<tr>
<td>• Phone</td>
<td></td>
</tr>
<tr>
<td>• Local association (pick from dropdown)</td>
<td></td>
</tr>
<tr>
<td><strong>What do you want to propose?</strong></td>
<td></td>
</tr>
<tr>
<td>• Amendment to a Continuing Resolution</td>
<td></td>
</tr>
<tr>
<td>• Amendment to Constitution and Bylaws</td>
<td></td>
</tr>
<tr>
<td>• Amendment to Standing Rules and Adopted Procedures</td>
<td></td>
</tr>
<tr>
<td>• New Business Item</td>
<td></td>
</tr>
<tr>
<td>• New Resolution</td>
<td></td>
</tr>
<tr>
<td><strong>What is the answer to this question:</strong></td>
<td></td>
</tr>
<tr>
<td>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)?</td>
<td></td>
</tr>
</tbody>
</table>
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:

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:

Amendment to a Continuing Resolution

<table>
<thead>
<tr>
<th>Information Needed</th>
<th>Form Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What are the details of the Amendment to a Continuing Resolution that you are proposing?</strong></td>
<td></td>
</tr>
<tr>
<td>• The name of the Continuing Resolution to amend (pick from dropdown)</td>
<td></td>
</tr>
<tr>
<td>• Amendment title</td>
<td></td>
</tr>
<tr>
<td>• Intent</td>
<td></td>
</tr>
<tr>
<td>• Description of the text you would like to remove, modify, or add</td>
<td></td>
</tr>
</tbody>
</table>

**Resources:**
- Continuing Resolutions
- Standing Rules Excerpt – Definitions and Descriptions
- Amendment to a Continuing Resolution Floor Document Example
## Amendment to the Constitution and Bylaws

<table>
<thead>
<tr>
<th>Information Needed</th>
<th>Form Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What are the details of the Amendment to the Constitution and Bylaws that you are proposing?</strong>&lt;br&gt;• If your amendment is for the Constitution or the Bylaws (pick from dropdown)&lt;br&gt;• The name of the article to amend (pick from dropdown)&lt;br&gt;• Amendment title&lt;br&gt;• Intent&lt;br&gt;• Description of the text you would like to remove, modify, or add</td>
<td><em>Amendment to Constitution and Bylaws</em>&lt;br&gt;Are you proposing an amendment to WBA's constitution or bylaws? *&lt;br&gt;Which article are you proposing to amend? *&lt;br&gt;<em>Amendment title</em>&lt;br&gt;Like a subject line, this tells delegates the purpose of the amendment&lt;br&gt;Intent *&lt;br&gt;If adopted, what would your amendment accomplish?</td>
</tr>
<tr>
<td><strong>Resources:</strong>&lt;br&gt;• Constitution and Bylaws&lt;br&gt;• Standing Rules Excerpt – Definitions and Descriptions&lt;br&gt;• Amendment to the Constitution and Bylaws Floor Document Example</td>
<td></td>
</tr>
</tbody>
</table>

## Amendment to the Standing Rules and Adopted Procedures

<table>
<thead>
<tr>
<th>Information Needed</th>
<th>Form Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What are the details of the Amendment to the Standing Rules and Adopted Procedures that you are proposing?</strong>&lt;br&gt;• If your amendment is for the in-person or virtual rules (pick from dropdown)&lt;br&gt;• The name of the article to amend (pick from dropdown)&lt;br&gt;• Amendment title&lt;br&gt;• Intent&lt;br&gt;• Description of the text you would like to remove, modify, or add</td>
<td><em>Amendment to Standing Rules and Adopted Procedures</em>&lt;br&gt;Which standing rules and adopted procedures are you proposing to amend? *&lt;br&gt;Which article are you proposing to amend? *&lt;br&gt;<em>Amendment title</em>&lt;br&gt;Like a subject line, this tells delegates the purpose of the amendment&lt;br&gt;Intent *&lt;br&gt;If adopted, what would your amendment accomplish?</td>
</tr>
<tr>
<td><strong>Resources:</strong>&lt;br&gt;• IN-PERSON Standing Rules and Adopted Procedures&lt;br&gt;• VIRTUAL Standing Rules and Adopted Procedures&lt;br&gt;• Standing Rules Excerpt – Definitions and Descriptions&lt;br&gt;• Amendment to the Standing Rules and Adopted Procedures Floor Document Example</td>
<td></td>
</tr>
</tbody>
</table>
New Business or Resolution Proposals

**New Business Item (NBI)**

<table>
<thead>
<tr>
<th>Information Needed</th>
<th>Form Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What are the details of New Business Item (NBI) that you are proposing?</strong></td>
<td><strong>New Business Item (NBI)</strong></td>
</tr>
</tbody>
</table>
| - NBI title | New Business Item (NBI)  
| - Background | NBI title  
| - WEA goals and objectives met (pick all that apply) | Background  
| - Recommended actions | Which WEA goals and objectives does this NBI meet?  
| | - Increase WEA members’ professional status and job satisfaction |
| | - Improve the quality of and access to public education for all students |
| | - Forge partnerships with parents, business, other unions, and community groups |

**Note:**
All NBIs will be costed by WEA. NBI Makers may be contacted in case any clarifications impacting cost are needed.

**Resources:**
- NBI Progress Report
- Standing Rules Excerpt – Definitions and Descriptions
- New Business Item Floor Document Example

**New Resolution**

<table>
<thead>
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<th>Information Needed</th>
<th>Form Screenshot</th>
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<tbody>
<tr>
<td><strong>What are the details of the New Resolution that you are proposing?</strong></td>
<td><strong>New Resolution</strong></td>
</tr>
</tbody>
</table>
| - New resolution title | New Resolution  
| - Background | New resolution title  
| - New resolution | Background |

**Resources:**
- Continuing Resolutions
- Standing Rules Excerpt – Definitions and Descriptions
- New Resolution Floor Document Example
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. Etiam sodales porta lorem mollis aliquam. Risus in hendrerit gravida rutrum quisque non tellus orci ac.

---

**PROPOSED RECOMMENDATIONS:**

2022 AMENDMENT TO CONTINUING RESOLUTION 06

Submitted: January 15, 2022, 10:36 AM

Updated as of: January 15, 2022, 11:04 AM

TITLE

Vivamus arcu felis bibendum ut.

SOURCE

Lorem Ipsum

SOMETHING EA

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

What’s being amended

The date/time stamps and item number are automatic.

BOD review decision

The WEA Board of Directors Recommends: DO PASS

---

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)?

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.
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.
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.
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**

* Lorem

**Last Name**

* Ipsum

---

**Background**

Each background statement starts with **WHEREAS**.

**WHEREAS scelerisque fermentum dui faucibus in orare quam viverra orci sagittis, WHEREAS tellus at ura condition mattis pellentesque id nih**, **WHEREAS Enim sit amet venenatis urna. Velit euismod in pellentesque massa placerat dui ut aliquet lacus sed.**

---

**What is the new resolution?**

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

**Vivamus arcu felis bibendum ut tristique. Augea maus auge neque gravida in fermentum et. Eutmus 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. Duis vivamus arcu felis bibendum ut. Senectus et netus et malesuada fames ac turpis egestas maecenas. Ut id sapien eget mi proin sed.**

---

**The WEA Board of Directors TOOK NO POSITION**
### 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.

4. **Submit the Business Submission Form.**

**Questions?**
Please email the Documents and Resolutions team.

---

#### Business Submission Flowchart for Makers

- **START**: Maker has idea! → Maker drafts language for business submission. → Maker completes and submits business submission form. (Submission date/time assigned.)

- **3. D&R Document Prep**: All NBIs -> D&R reviews and prepares document.

- **2. D&R Intake**: Form enters Documents and Resolutions (D&R) intake queue for initial review. -> D&R contacts Maker to add/verify information, ask clarifying questions. (Submission number assigned when sent out of intake step.)

- **4. D&R Referral (Returns to D&R)**: WEA Board reviews. (If submitted early enough.) → WEA estimates costs. (NBIs only)

- **5. FINISH**: D&R sends document to RA floor.

---

#### Document Preparation and Referral
All proposals will be reviewed by D&R. D&R will contact Makers about any major revisions. All NBIs will be costed out by WEA. NBI Makers may be contacted in case any clarifications impacting cost are needed.

#### 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.