 Minnesota Swimming Proposal Form

[ ]  **Passed** [ ]  **Failed** [ ]  **Tabled** [ ]  **Sent to Committee**

**NOTE:** The enactment of Policies and/or Rules requires detailed coordination and clarity. It is recommended but not required that all Proposals are first reviewed by one or more of the Standing Committees before consideration by the Board of Directors. If a Proposal has not been publicly reviewed by a committee, it will require a 2/3 vote by the Board of Directors for adoption per MNSI Policy # 003. *Revision June 2022.*

## Reviewed by (check all that apply)

[ ]  **Age Group** [ ]  **Athlete** [ ]  **DE&I** [ ]  **Disability** [ ]  **Finance** [ ]  **Governance** [ ]  **Nominating**

[ ]  **Officials** [ ]  **Personnel** [ ]  **Senior** [ ]  **Safe Sport** [ ]  **Tech Planning** [ ]  **Other:**

Name of Proposal: ***Example - 2023 Zone Team Travel Resolution***

# Vision:

**Explain what you hope this proposal will achieve. What are your intentions by putting the proposal forward? Example from a travel policy - To ensure the safety and well-being of those who travel on behalf of MNSI as well as the effective management of those who travel in groups.**

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# Summary of Need:

**Include background, issues and/or events leading up to this proposal.**

# Proposed Action and Official Language:

**Provide details of your proposal and how it will address the need that was identified above under Summary of Need. If applicable, what is the official language that is to be adopted and put on record? This should include legal language such as ‘shall’ and a redlined version if needed. Use form on page 2 if needed.**

# Related Items:

**Put a list of documents and forms mentioned in the proposal here. What other policies may be impacted? What are the supporting documents or relevant data**?

# Implementation:

**How and by whom will this action be introduced to the affected parties, and how will it be sustained? This must include the date of desired implementation, and end date if applicable.**

# Desired Board Meeting Date for Proposal Discussion: ***Click or tap to enter a date.***

*Note that Board meetings are typically held the third Tuesday of every month. Your proposal will need to be sent to the General Chair at least 10 calendar days prior to the Board meeting to be reviewed and added to the Agenda. Discussion and votes can only take place for items on the meeting agenda.*

Name of Submitter(s): ***Click or tap here to enter text.***

Name of Board Member Sponsor(s): ***Click or tap here to enter text.***

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|  | **POLICY & PROCEDURE** | **POLICY NUMBER:**(Office Use Only) |
| **Subject:**Name of Proposal | **EFFECTIVE DATE:**Approved: Amended: Retired: |

*If additional space is necessary, please add an additional page to the file. You can create a Word document for this section if preferred, but it will need to be attached to the bottom of your proposal form when submitted to the Board.*