

USPA Board Proposed Agenda Item Submission Form

Please complete this form to propose an idea or agenda item for consideration by the USPA Board. Ensure your proposal is submitted to the appropriate committee chair at least 60 days before the meeting date.

1. Category of Agenda Item

(Pick one)

- Discussion Item: Preliminary discussion by the committee or BOD.
- Action Item: For action not requiring a motion, such as housekeeping changes.
- Motion: For action that requires a motion passed by the BOD.

2. Statement of Agenda Item

(Provide a 1-2 sentence statement of your proposal. If a motion: Begin with "Move to....")

3. Justification of Agenda Item

(Explain why this item needs discussion, action, or a motion. Limit: 250 words.)

4. Background Information

(Provide context and history regarding the topic. Limit: 300 words.)

5. Resources Required

(Detail any staffing or budgetary resources needed. Specify if these are one-time or ongoing requirements.)

6. Implementation and/or Enforcement

(Describe how USPA will enact and enforce the change.)

Submitter Information:

Name

USPA Membership number

Contact Information

Note: Once submitted, the appropriate committee chair will review your proposal for potential inclusion on the committee agenda. The committee chair is responsible for developing and submitting their committee agenda.