

Date: \_\_\_\_\_

### NEW BUSINESS

**(Must be submitted by a Delegate no later than 5:00 PM, Saturday, October 6, 2018)**

INTRODUCED BY: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Chapter or Division, if applicable)

SUBJECT: \_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF CURRENT SITUATION:**

*(Describe problem/concern/issue. Include history and background, facts, opinions, feelings about the situation)*

- 1.
- 2.
- 3.

**DESCRIPTION OF DESIRED SITUATION**

*(Outcome, e.g. goals, objectives, targets to be met, how desired situation relates to strategic plan)*

- 1.
- 2.

**PROPOSED ACTION(S):**

*(Include cost analysis and who should address the issue (Board, specific committee, specific individual(s))*

- 1.
- 2.

**RESOURCES REQUIRED FOR PROPOSED ACTION(S)**

Financial:  
CEO time:  
  
Staff time:

*\$(Impact on budget.) If it will cost money, how do you propose it be funded?  
Have you asked the CEO (or other staff members who will be affected) for input on how this proposal will impact their time?*

**HOD/CSHP BOARD ACTION:**

**ACTION:**

- Bylaws update
- Rules and Procedures of the House of Delegates
- Update Administrative Policy catalog
- Update Professional Policy catalog
- Staff Procedural manual
- CCTF's volunteer hand book
- Minutes only
- Any other (please state below)

*(Please use additional paper if more room is needed)*