

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

## RECOMMENDATION

*(Can be presented by a Delegate during the House of Delegates)*

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

\_\_\_\_\_  
(Chapter or Division Represented)

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: \$??(Impact on budget.) If it will cost money,  
CEO time: how do you propose it be funded?

Staff time: 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)*