Oregon Green Party – Suggested format and process for proposals

Proposal ID	(internal tracking number)
Proposal	Name
Presenter	Usually a committee or must be more than one person
Floor Manager	SCC member who will manage the discussion or usually one of the presenters
Phase	In discussion, voting or closed
Discussion	Dates for the discussion, to set a limit or deadlines Sometimes this can be extended. It allows people to keep track of a proposal
Voting	Dates for the vote
Result	Result of the vote
Presens Quorum	number of people
Consens Quorum	number of people
Background	Explanation of problem or context, objectives desired
Proposal	Wording of the proposal itself, how things will work out
Resources	Projection of number of people, money or other resources that will be needed for implementation, projection of future needs
References	As needed, depending on the proposal