



# **The UEA's ANNUAL HOUSE OF DELEGATES**

## **SAVE THE DATE!**

**When: April 24, 2010**

**Where: Copper Hills High School**

**5445 W. New Bingham Highway (7800 S.)**

**West Jordan, UT 84088**

**Remember to:**

- **Set the date aside and put it on your calendars;**
- **Look for updates in upcoming AR mailings; and**
- **Review "Writing proposals for the UEA House of Delegates." (see reverse side)**

**We are excited and looking forward to seeing you all  
at Copper Hills!**

# Writing proposals for the UEA House of Delegates

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## How to write a Resolution

1. Use this opening: "The UEA..."
2. Pick a resolution verb: i.e. "believes, supports, urges, affirms, encourages, recognizes, recommends, insists, ..."
3. Make your statement.
4. Write a "Rationale" statement explaining why UEA should adopt this position.

## Example Resolution

"The UEA affirms the superiority of pizza over any other food and encourages school lunch personnel to serve pizza at least three times a week."

## How to Write a New Business Item

1. "The UEA will..."
2. Use an action verb: i.e. "organize, sponsor, research, publish, develop, establish, collect, maintain, distribute, collaborate, investigate," etc.
3. Describe what you would like done.
4. Write a "Rationale" statement explaining why you would like to see UEA take this action.

## Example New Business Item

"The UEA will sponsor, in collaboration with the Hogle Zoo, a research project comparing junior high school lunch room behavior with feeding time at the monkey house. The goal of the project will be to identify management techniques that could be used in the schools."

## How to Amend the Legislative Program

1. Decide whether you wish to amend the "Legislative Program" document or the "Legislative Priorities" document.
2. Decide what type of amendment you wish to make. You can propose to add language, delete language or change language.
3. Specify where in the document you would like to make a change.
4. Write up the language you would like to propose.
5. Write a "Rationale" statement explaining why you are proposing this change.

## How to Amend the UEA Governing Documents

1. Decide which governing document you would like to amend: the Constitution, the Bylaws or the Standing Rules.
2. Decide what type of amendment you wish to make. You can propose to add language, delete language or change language.
3. Specify where in the document you would like to make a change.
4. Write up the language you would like to propose.
5. Write a "Rationale" statement explaining why you are proposing this change.