

## **PROPOSAL PROCEDURES**

### **I. The Introduction of Proposals and the Proposal Process.**

The Cleveland Heights Hockey League (CHHL) provides this proposal process to help members make suggestions for improving the operation of the CHHL. Any group or individual may introduce a proposal to the CHHL. All proposals should be sent to the Head of Program (HOP) (sometimes called the Hockey Director). The HOP is responsible for tracking all proposals and maintaining the CHHL Files.

Routine matters handled within the Advisory Board do not have to proceed through the proposal process. Committees may take such actions as necessary without approval of the full Advisory Board as long as such action is part of the regular business of that Committee and does not involve expenditure of funds beyond the budget allocated to that committee by the Advisory Board. Otherwise, the members of the Advisory Board should follow the Proposal Process as would other members of the CHHL.

Proposals may be submitted at any time during the year, although it is strongly recommended that proposals are submitted during the spring or summer so that there is adequate time to review before the season begins. There are three paths in the proposal process: normal, expedited, and oral.

### **II. Information to Include in a Proposal.**

The following information provides guidelines for writing and submitting proposals to the CHHL Advisory Board. Its goal is to assist CHHL members in preparing proposals that are brief, but thorough. It is recommended that proposals be no longer than one to one and a half pages in length. All proposals should be presented in electronic format via email. The essential components in the proposal are as follows:

- **Proposal Wording:** This is the actual text of the proposal, what the board is being asked to vote on. For lack of a better way of saying it, this is the "legalese". Be very careful in this wording to ensure that the intent is well captured and understood by those who will read and review the proposal.
- **Background:** Provide a brief situational background, particularly as it relates to the CHHL, as well as information on

why the proposal is being submitted. Outline the problem/opportunity that is being presented.

- **Pros/Cons:** Outline the reasons why the proposal is beneficial to the CHHL and some of the reasons why it might not be beneficial. This should be kept to two short lists of bullet points of about three to five items. Each bullet point should be no more than a couple sentences in length.
- **Financial Implications:** Many proposals require a level of financial commitment from the CHHL. Provide a best estimate on how much implementing the proposal would cost the CHHL. On the other hand, what are the potential benefits to the CHHL? Is there a potential revenue stream?
- **Conclusion:** A simple summary paragraph tying the entire presentation together and supporting the proposal.

Once a proposal is complete, it should be emailed to the HOP, Chris Kendel, at [ckendel@clvhts.com](mailto:ckendel@clvhts.com).

### **III. Normal Proposal Process**

The amount of time for a proposal to reach the final stage will vary depending on its path. There are, however, general time guidelines for each stage.

**Step 1: Tracking and Routing.** All proposals are overseen by the HOP. Once a proposal is received it is logged and a copy forwarded to the Advisory Board within two days.

**Step 2: Assessment.** The Advisory Board has one week to assess the proposal and take at least one of these actions:

- a. Put the proposal before the Advisory Board for comments;
- b. Send the proposal to a committee for review; or
- c. Send the proposal to the HOP for budgetary and administrative impact statements.

Two or three of the options may be exercised before the policy is ready to be voted on, and the order in which this occurs may vary. The Advisory Board should notify the HOP of their decision immediately; the HOP then notifies the proposal author within 2 days after receiving the Advisory Board's assessment decision.

**Step 3: Notification.** The Advisory Board must provide the proposal status to the HOP no more than 30 days after the proposal has been received by the Advisory Board. The HOP must notify the proposal author

within the next seven days of the status (i.e. it has been received and is being reviewed by the Advisory Board, Committee and/or HOP).

**Step 4a: Comments.** A proposal may go directly to the Advisory Board for comments, but in most cases, it will need other evaluations before it can be voted on. Comments do not necessarily have to be in the form of meetings and may take place in an email forum.

**Step 4b: Committee Review.** The proposal may be sent to a committee for review to make sure that all sides of the issue are addressed, to seek member input, and for overall evaluation and advice. It is the discretion of the Advisory Board to set a deadline for the committee review process (but preferably the deadline is within 60 days or less).

All committee reviews must be in writing to the Advisory Board, a copy of which must be included in the proposal file. A committee may submit a summary report with a recommendation or just an evaluation of the issue, depending on the subject and how thorough the proposal was in addressing relevant matters. The committee is encouraged to work with the author of the proposal as much as possible.

Key points for committees to address and weigh when evaluating a proposal:

1. Pros and cons of the proposal
2. Who may benefit and who may suffer if the proposal is adopted
3. Whether players and divisions may be impacted differently, and, if so, how they will be impacted and the relative degree of impact
4. Other related issues

**Step 4c: Impact Statements.** As appropriate, proposals may require budgetary and administrative impact statements -- which estimate short and long term financial costs as well as staff and administrative resources that may be required -- before they can be voted on. Communication with the HOP and/or the finance committee may be required to create such a document.

**Step 5: Decision Stage.** The proposal has received all appropriate review and is ready to be voted on. Meeting schedules have an impact on when a proposal can be voted on, but, in general, a proposal should be voted on at the next monthly meeting, generally within 30 days of reaching the decision stage. The HOP notifies the author of the proposal when the proposal has been added to the Advisory Board meeting agenda. After the vote at the Advisory Board meeting, the HOP notifies

the author of the proposal, in writing, within two days of notification by the Advisory Board. The decision is included in the proposal file.

#### **IV. Expedited Proposal Process**

There may be times when a proposal needs to be expedited due to unforeseen time restraints. All of the same information is required in the proposal and it should be submitted to the HOP. The proposal should include a request for expedited consideration. The HOP must provide the proposal to the Advisory Board within 1 day of receiving it.

The Advisory Board has two days to review the proposal. After two days, an electronic vote will take place as to whether this item should be expedited. If the majority of voters agree that it should be expedited then there will be a two day comment period. This comment period will allow board members to offer comments directly to the proposal author. The proposal author will collect all comments and may revise the proposal. The author will resubmit the final proposal to the HOP for inclusion in the next monthly Advisory Board meeting agenda. This must be done no later than two days prior to the next Board meeting to allow time for review before a formal vote at the board meeting. If the proposal is received less than two days before the next Advisory Board meeting, the HOP can include the proposal on the agenda for the next soonest Board meeting.

#### **V. Oral Proposal Process**

Proposals also may be made orally at Advisory Board meetings. In making the proposal, the author or speaker should try to present the information that would be presented in a written proposal. The speaker will have two minutes to make the proposal and discuss it.

After hearing the proposal, the Advisory Board will vote on whether to proceed to an immediate vote or to request a written proposal. An immediate vote should only be taken in an emergency situation, where the matter is so urgent that the written proposal process is inadequate.