



POSITION PROPOSAL CHECKLIST

Use this checklist to make submitting a position proposal easy. The 2023 proposal window opens April 17 and closes May 12.

PREPARATION

- Consider the issues within the school board's purview needing legislative advocacy.

- Review WSSDA's [member-adopted positions](#) to see if your interests are already represented.

- Before proposing a new position, determine if your board can amend an existing WSSDA position.

- Reach out to your [Director Area](#) representative on the [Legislative](#) or [Resolutions Committee](#) if you have questions about how the committee will process your board's submission and possibly help fine-tune your proposal.

- Schedule one or more board meetings to discuss and vote on your board's proposal(s) prior to the May 12 deadline. **Board approval is required for all position submittals.**

- Consider sharing your approved position proposal with other boards to also approve and submit.

PROPOSAL CONTENT

- To keep positions timely and relevant, do not include references to Washington Administrative Code (WAC) or Revised Code of Washington (RCW).

- If you cite an acronym, please be sure it is completely spelled out the first time it is used in the proposal.

- Build your proposal language in a word document to check for spelling, grammar, and word count. Be concise.

- Provide any data, statutory references, workgroup reports, or other resources to help in building a complete rationale statement.

NOTE

- Be prepared to provide the board meeting date when the proposal was approved.
