

## Writing Proposals

1. When drafting proposals, be as specific as you can be.
2. Submit each proposal on a separate sheet of paper to aid with organization in upcoming sessions.
3. Provide the Article number and title and the specific section(s) proposed for change.
4. When proposing changes to existing language, copy and paste the text you want to change from the old contract. Use the strike through and underline functions to show text to be deleted and text to be added.
5. When proposing a new article or section, write it exactly as you would like it to appear.
6. Always include a rationale with your proposal. Rationale is a requirement of meeting the standards under state law for bargaining in good faith. This may be written or spoken, but easier to prove if it is in writing.

### SAMPLE

#### Article III      Grievance

- A. A grievance is a complaint by an employee or by the Anytown Education Association on behalf of an employee or group of employees ~~directed to an alleged~~ alleging a breach, violation, misinterpretation, or inequitable application of the rights or obligations afforded under the terms of this master contract, district board policies or school procedures, or applicable state or federal laws or regulations.

**Rationale:** Employees work under a vast array of policies and procedures. While violations of negotiated agreements are serious, both administrators and staff are required to comply with all laws and regulations which pertain to their work. Therefore, affected persons ought to have the right to seek a redress of grievances for violations of any and all applicable policies, laws or regulations.