

PROCESS TO INITIATE CHANGE AND/OR SUBMIT NEW IDEAS**1.1 THE FOLLOWING OUTLINES THE STEPS TO INITIATE CHANGE WITHIN THE DDCA.**

- A. Any DDCA member(s) that wish to initiate change or, bring topics to the Board or Membership for discussion, must do so writing.
 - 1. All writings must be dated, signed by those instigating the correspondence and those wishing response.
 - 2. All writings must state intent of the initiative and desired response.
- B. Procedure for Submission
 - 1. Creator: The Creator(s) of the initiative should e-mail or send correspondence to their Board Representative.
 - 2. Representative: The Board Representative reviews initiative with the creator to understand the reasoning behind the request.
 - a. The Board Representative could suggest a rewrite or edits to the initiative prior to involving anyone else.
 - b. The Board Representative will make suggestions whether they believe the initiative is legitimate or practical.
 - 3. Board: The Board Member will then present the initiative to the Board.
 - a. The Board Representative will inform the Creator when the initiative will be presented to allow the Creator to be present at that meeting.
 - b. The Board Representative will present the initiative without comment or opinion.
 - 4. Board Review: The Board will review the initiative and have discussion.
 - a. The Board would determine if initiative is acceptable, to be considered with rewrites, or unacceptable. This initiative and its initial Board decision will be noted with the Secretary on the "Motions Log" and is not eligible for discussion again for a two year period.
 - 1) A reason for failure would be presented to the Creator via the Board Representative handling the correspondence.
 - 2) The Board could suggest that some rewrites or edits are communicated to the Creator via the Board be inserted into the initiative and those are passed back to the Creator via the Board Member
 - a) The Creator at this point can choose to accept the rewrite, edits or decline them. Declining them will end the initiative lifecycle.
 - 3) The Board could accept the initiative and distribute it to the Membership (if necessary.)
 - b. The Board can choose to handle the initiative within itself, discuss it, and vote to pass or fail it without distribution to the full membership.
 - c. If distribution to the Membership is necessary, the Secretary will distribute to the full membership via email along with the discussion notes from the Board so that the Membership is informed on the Board's position.
 - 5. Membership Review: The Membership is open to give the Board feedback on their decision.
 - a. The Board will review and record all feedback from the Membership.

PROPOSAL LIFECYCLE

- b. The Board could determine that additional rewrites or edits are now needed and given back to the Creator.
 - 1) The Creator can choose to accept the rewrite or edits, or decline them. Declining them will end the initiative lifecycle.
 - a) If adapted, the updated initiative is recorded as passed with the Secretary on the "Motions Log".
 - 2) The Board compiles the updated initiative and distributes to the full Membership.
 - 6. Determination of Membership Vote
 - a. Yes - then at the next Membership meeting the initiative will come up for a vote.
 - 1) If confirmed, the initiative is placed on the agenda for the following Membership meeting.
 - 2) Communication to Membership and other affiliated organizations that vote is on the agenda on Membership meeting date.
 - b. No – Then the initiative is voted on or vetoed by the Board.
 - 7. Membership Vote Taken
 - a. No – The initiative is recorded as "failed" with the Secretary on the "Motions Log" and is not eligible for discussion again for a two year period from date of vote.
 - b. Yes - The initiative is recorded as "passed" with the Secretary on the "Motions Log" and is not eligible for discussion again for a two year period from date of vote.
 - 1) The initiative is accepted by the Board and integrated into DDCA Membership manual.
 - 2) Information is placed in the appropriate place in the manual
 - 3) Communication to Membership and other affiliated organizations of passing of the initiative.
- C. Initiative lifecycle ends

Note: Changes to the initiative once accepted must go through another lifecycle.

Approved March 7, 2007



Date:
To: DDCA Board and membership
From:
Subject:

Proposal:

Rationale:

Considerations/Ramifications

Time Frame