## How to Get a Proposal to the General Assembly or Spokes Council

Develop the Proposal



Seek Relevant Input



Submit the Proposal to Facilitation



Review Period



Confirm Place on the Agenda



Present the Proposal

- 1. **Develop the Proposal**. Proposals to the General Assembly can come from individuals or Working Groups of any kind. Proposals to the Spokes Council must come from either an Operations Group or a Caucus. Any proposal from a Working Group should pass through the group's consensus process before moving forward.
- 2. **Seek Relevant Input**. In the case of requests for funding, groups are strongly encouraged to consult with the Finance Working Group before moving forward. Depending on the nature of the proposal, it might also be good to consult with Legal and/or any other Working Groups directly connected to the issue being discussed.
- 3. **Submit the Proposal to Facilitation**. Get your proposal to Facilitation by submitting the form on the reverse side at the Info Desk or by filling out the web form at nycga.net under the Assemblies tab. Proposals for the General Assembly should be submitted by 4:00pm on the day before the assembly on which you want to be on the agenda. (Emergency Proposals can come forward with less notice; this only pertains to time-sensitive proposals with immediate external deadlines that were not previously knowable). Note: Facilitation holds no power to decide the merits of your proposal, only to assist you in getting it on the agenda.
- 4. **Review Period**. Facilitation will post your proposal online at nycga.net and have a hard copy available for view at the Facilitation table in Liberty Plaza. During this time, people will have the opportunity to post comments with questions and concerns. You are encouraged to review these comments before the assembly, and if possible, adjust your proposal presentation to account for this feedback.
- 5. **Confirm Place on the Agenda**. You or another delegate from your Working Group must go to the 60 Wall St atrium to meet with the facilitation team at 6:00pm before the assembly when you will present your proposal. The facilitation team will confirm your place on the agenda and discuss time limits and any other concerns related to the handling of your proposal.
- 6. **Present the Proposal**. Present your proposal to the assembly at the assigned time on the agenda. Be prepared to respond to questions, concerns, and friendly amendments. If at any point in the process, it is clear that your proposal is not achieving consensus support within the assembly, you are encouraged to table the proposal and consider what, if any, changes could bring it closer to consensus. If you do this, a revised proposal should go through this process again starting at (1) above.

## **Proposal Form**

Please see the instructions on the back to make sure you are moving forward with your proposal in the right way. This form can be submitted at the Info Desk or at the Facilitation Table at Liberty Plaza.

Contact Person: Working Group (if applicable) :	
Contact Email:	Contact Phone:
This is a Proposal for: General Assembly	Spokes Council I'm not sure
As a reminder, these are the types of decisions the two assemblies are empowered to make:	
General Assembly (Tue, Thu, Sat, Sun @7pm)  The representation of OWS as a whole (declarations, principles, visions)  The relationship between OWS and the Occupy Movement  Financial decisions related to the Occupy Movement as a whole  Dissolution of the Spokes Council with at least one week notice prior to the proposal.	Spokes Council (Mon, Weds, Fri @7pm)  Decisions related to the logistical operation of Occupy Wall Street Approval of Occupy Wall Street budgets and expenditures The addition or subtraction of Operations Groups and Caucuses to the Spokes Council  Amendments to the functioning of the Spokes Council that do not alter the power of the GA
Proposal:	
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