

Process for Submitting Propositions to the Provincial Chapter

According to the Manual of Procedures of the Provincial Chapter, the following steps should be followed by those submitting propositions:

1. Propositions sent to the Chapter should contain the following items:
 - A clear, concise statement of the proposition indicating who has responsibility for its implementation (i.e., Provincial Administration, Office of Education, local community).
 - A second paragraph (the commentary) should state the rationale for the proposal including the principles underlying and supporting the proposition and any information needed for implementation.
2. A printed copy of the proposition should be signed by the individual submitting it and sent to the Assistant Provincial, James Fitz, S.M., the Provincial Council member of the Preparatory Commission. If at all possible, the proposition should also be sent by e-mail to Fr. Fitz at jfitz@sm-usa.org. (It can be sent as an e-mail attachment). Fr. Fitz will acknowledge receipt of the proposition.
3. The Preparatory Commission will assign the proposition to one of the Standing Committees of the Chapter. Every proposition will be reviewed by a Standing Committee before coming to the floor of the Chapter. Each Standing Committee reviews the propositions assigned to it and recommends to the Chapter a proper action to be taken.

Propositions for the March 2008 Session of the Provincial Chapter must be submitted by *Friday, February 15, 2008*. Action on propositions submitted after the established deadline given above may be delayed until the next session, unless a Standing Committee deems it necessary to act otherwise.