

To: NPPA Board of Directors  
From: \_\_\_\_\_, (position in organization)  
Date:

Subject:

1. Issue. (The issue to be considered by the board of directors is summarized in one sentence, if possible.)
2. Proposed motion. (This paragraph states the motion to be considered by the board of directors and, if adopted, to be included in the minutes.)
3. Discussion. (This section provides an opportunity to explain the purpose of the motion, background information, action (including the pro or con votes) by any submitting committee, and other information that would assist the board of directors in the decision-making process.)
4. Comments from the treasurer concerning fiscal implications. (If relevant, the treasurer explains the estimated budget implications if the proposed resolution is adopted.)
5. Comments from the general counsel and/or parliamentarian concerning policy or legal issues. (If relevant, the general counsel or parliamentarian will explain whether there would be any policy or legal implications if the resolution is adopted.)
6. Executive director's comments. (If relevant the executive director will provide comments to the board of directors, and an explanation of the steps that would be necessary to implement the motion.)
7. Coordination. (This paragraph or list should explain to the board of directors who has been consulted and involved in the drafting of the proposed motion.)
8. Enclosures. (To keep the decision resolution at one to two pages, background information should be included as enclosures, allowing interested board members to do a "deep dive" into the details.)