

Page Templates

These templates get automatically pasted in to every new Proposal or Meeting page you create.

- [Spokescouncil Meeting Notes Template](#)
- [Proposal Template](#)

Spokescouncil Meeting Notes Template

Spokescouncil Meeting - Date: MM-DD-YYYY

Agenda

- paste the agenda that we used for this meeting

Meeting Highlights

Attendance

<spoke name + delegate: name + note-taker: name> , <spoke name + delegate: name + note-taker: name>, ...

New Action Items

- action item 1 - name of individual or groups bottomlining
- action item 2 - name of individual or groups bottomlining
- action item 3 - name of individual or groups bottomlining

Uncompleted/ In progress Action Items from Prior Meetings

- action item 1 - name of individual or groups bottomlining, notes on status (ex. stalled due to vacation, halfway done, need supplies)
- action item 2 - name of individual or groups bottomlining, notes on status
- action item 3 - name of individual or groups bottomlining, notes on status

Proposals Discussed

Passed

- proposal name
- proposal name
- proposal name

Did not pass

- proposal name
- proposal name
- proposal name

Withdrawals

- proposal name
- proposal name
- proposal name

Proposals We Didn't Get To Discuss (will flow forward to next agenda)

- proposal name
- proposal name
- proposal name

Detailed Meeting Notes

- notes

Proposal Template

When you select a template, it doesn't fill out the page title.
Title proposal pages like so:

Proposal Title

Person or group submitting

- Name

Proposal History

- Submission Date:
- Vote date:
- Vote result:

Motivation (why are you proposing this?)

- list motivations for proposal

Proposal summary

- one sentence to describe the proposal (at the end of this document, you will include a detailed description)

Details

Background info

Any background info needed to understand function of proposal

Group(s) this proposal will affect

List of groups or people this affects

Labor required

Labor that will be needed, initial and ongoing. List the tasks that will be involved

Individual or group doing labor

Who will do the work required to enact this?

Money required

Does it cost anything? Will it cost anything in the future?

Proposal Description (and variations)

Write a detailed proposal description. If there are variations for people to choose between, list those as well

A) Cute name for a specific proposal

Text of specific proposal

B) Cute name for a specific proposal

Text of specific proposal

C) Cute name for a specific proposal

Text of specific proposal