

ISSUE PAPER PROCEDURES

MEMORANDUM FOR CLASS PRESIDENTS

Subj: Issue Paper Procedures

1. Issues and initiatives to be reviewed at meetings of Class Presidents are to be submitted by class presidents in the form of Issue Papers. Issue Papers should be a single page in the following format:

Issue:

Background:

Discussion:

Recommendation:

2. Any Class President desiring to submit an Issue Paper should submit it to his Decade Representative, with copies to all Class Presidents in his decade, at least sixty days prior to the next scheduled Council meeting. Any additional descriptive or explanatory material not a part of the formal issue paper may be included in the cover letter forwarding the letter to the Decade Representative. The Decade Representative will ensure that the Issue Paper is thoroughly discussed with the Class Presidents in his decade with the objective of resolving the issue if possible.

3. If, after thorough discussion among the decade presidents, the Issue is supported by a majority of the decade presidents, the Decade Representative shall forward the Issue Paper to the Chairman of the Council with copies to the Council Secretary and Class Support at the Alumni Association. The Chairman must receive Issue Papers at least thirty days prior to the scheduled Presidents Council meeting.

4. The Chair of the Council will forward the Issue Paper to the Governance Committee which will staff it through all other Decade Representatives. If it survives review, the Governance Committee will return it to the Chairman at least ten days prior to the meeting for inclusion in the Agenda and "Read-Ahead" packages.

5. At the Council meeting, the Issue Paper will be presented to the Council by the Chairman of the Governance Committee, with assistance as necessary from the Class President who initiated the paper. Ample time shall be allowed to permit thorough discussion of the issues.

6. Upon completion of discussion and voting by the Class Presidents, the Chair of the Council will cause the appropriate follow up action to be taken.



Francis Donovan

Chair

Council of Class Presidents


Date