

Action items checklist

This checklist is designed to assist delegates in crafting action items they might wish to pass at the Representative Convention. Following these guidelines will help ensure that your action item gets appropriate consideration.

Steps for writing an action item:

1) Ensure the desired action is not out of order.

- It cannot violate a federal, state or local law.
- It cannot conflict with the Education Minnesota Constitution or Bylaws or go outside the scope of the objectives of the organization (contained in Article II of the Constitution). The Constitution and Bylaws are the internal laws of Education Minnesota and are enforceable in court as a contract.
- It cannot address an issue or topic that has already been dealt with by the Representative Convention or is still within the control of the RC because it was simply postponed, tabled or referred to committee.

2) Consider whether the desired action or activity has already been delegated to or is the responsibility of a different body.

- As an example, the Representative Convention may not take direct action on an issue where the authority to conduct that action has been delegated to the Governing Board or a standing committee under the Constitution and Bylaws.

3) Consider whether it is advisable to have another body look into the issue and take appropriate action.


- It may not be advisable to attempt to deal with minor details in a body as large as the RC; such issues can be referred to a smaller entity for action. An action item can refer an issue to another body.
- The action item should clearly state what you want that group to do with the issue (i.e., research, recommend, take action, etc.).

4) Carefully write out your action item. An action item should be written in a concise manner, it should state as clearly and simply as possible what action you want taken.

- It is important to indicate clearly what action you wish to see accomplished. On the other hand, clearly indicating how you want it accomplished can sometimes lead to unnecessary debate and opposition and limit Education Minnesota's ability to fully implement your action item.
- Consult with others to make sure the action item is clearly written and means what you intend.

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