­­­ **LEGISLATIVE PROPOSAL FORM**

Completed forms must be emailed to [rha.operations@asu.edu](mailto:rha.operations@asu.edu) two weeks prior to when you plan to present, no later than **11:59 PM**on **Fridays**. Your proposal will be reviewed, and a meeting time will be set to discuss the content of your submission with the Executive Director and the RHA Advisor. This can take anywhere from **48** hours to a maximum of**two weeks.**The author will be notified via email the status of the proposal and scheduled to present at the following general council meeting.

Keep in mind that approval may be prolonged depending on Housing Leadership. If you receive suggested edits, you are free to accept or reject these revisions, and resubmit your form before **11:59 PM** on the following **Monday**at the latest.

Contact the Director of Operations for any questions, comments or concerns regarding submissions.

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| Title:  **Whereas,**  **Whereas,**  **Whereas,**  **Be it resolved,** |

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| --- | --- |
| Author | |
| **Name** |  |
| **Email** |  |
| **Hall/Organization** |  |