



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PROPOSAL WRITING CHECKLIST

### The following are characteristics of a strong proposal:

- The proposal explains the subject in clear, non-specialized, concise language
- The proposal is as brief as possible while still providing adequate explanation of proposed UN action
- If the proposal amends existing UN policy, both the current policy and the proposed changes should be stated
- It contains the enacting clause, **BE IT HEREBY ENACTED BY THE GENERAL ASSEMBLY OF THE UNITED NATIONS.**
- It is divided into sections, so that every component of the proposal may be easily understood
- Major provisions of the proposal should be stated in the first sections.
- Definitions of terms are included, if necessary.
- If money will be required to fund or enforce the provisions of this proposal, its source is specified
- Penalties and incentives for compliance are clearly stated.
- The proposal states (usually in the last section) when the proposed policy would become effective. Many proposals state, "90 days following passage." However, a proposal can become effective any time after passage by the Assembly.