



## NWT Power Corporation Bargaining Unit

### Writing a proposal

In writing a proposal, there are a few factors to consider.

The proposal must be concisely written to ensure the least possibility of alternate interpretations be given to it.

It must be realistic, in that you have to be able to provide a rationale that is not inclusive of wanting the sun the moon the stars and all galaxies in the universe.

Also, the initial proposal should not include employer language. (Use imperative language rather than permissive - shall instead of may.)

The “greater good” of the entire bargaining unit should be considered when writing a proposal. You must look at the broader impact your proposal may have.

If the proposal is one that stems from language currently contained in the Collective Agreement, you should reference the Article.

Don’t attempt to write your proposal in legal contract language, this is not expected of you, and your intent may get lost if you don’t use clear simple language.

#### **Consider these questions when writing your proposals.**

1. What do you want to gain?
2. What, if anything does the employee have to do?
3. What, if anything, does the Employer have to do?
4. Is it within the realm of possibility?
5. What possible impacts could it have on others in the bargaining unit?
6. Is the intent clear?
7. Have I included a clear rationale with supporting documentation?