

Lehigh Acres Community Planning Corporation
Position Paper
Sub-committee title

(Format to be determined by the board)

(Limit the paper to two or three pages)

(identify the issues and prejudices)

(What you want to say (Mission Statement), say it (Issues), then repeat it (Conclusion))

Mission Statement: This should identify the committee, state the mission and scope of the sub-committee in one or two paragraphs.

Issues: Opening paragraphs should summarize the issues that the sub-committee is recommending to the planning consultant, and state the sub-committee's point of view. Outline the issues that the sub-committee wishes to see included in the planning report.

A. Issues

1. Committee position

(Define unfamiliar terms/concepts)

(Refer to those who agree with committee position)

(Identify authoritative testimony)

2. Alternative position

(List appropriate and anticipated counterclaims)

Conclusion:

(Summarize the sub-committee's positions)

(Restate the main ideas)

(The conclusion should reflect the importance of the sub-committee's arguments for their position)