

Note: The preliminary document was adopted by the Prescott Indivisible General Membership on July 13, 2017. It provides the rules and framework for Prescott Indivisible to operate going forward, and establishes roles and a procedure for an election for the Steering Committee. Subsequent amendments were added upon approval by the general membership. 01/23/20

Prescott Indivisible Guidelines & Structures

Purpose & Guiding Principles

Prescott Indivisible is a local chapter of the national Indivisible grassroots movement. We organize and advocate for peaceful, effective resistance at a local level following the strategy set forth in the Indivisible Guide. We welcome people of any political persuasion (or none!) who are ready to resist.

We:

- Resist any agenda which includes racism, sexism, authoritarianism, and corruption, which is the agenda of the current administration.
- Focus on local, defensive congressional advocacy. We demand that our own local and statewide Members of Congress serve as our voice in Washington, DC.
- Support the rule of law, the Bill of Rights, and the Constitution, and stand united in opposition to any individual or group that might erode or violate them.
- Embrace progressive values. We model inclusion, respect, and fairness in all our actions.

Prescott Indivisible works to defend progressive and inclusive values at every level of government. We refuse to accept divisiveness through hatred and fear. While we come from varied background, we work compassionately to build consensus within our group. Our diversity is our strength. We focus our energy on our sphere of influence, where our efforts can be effective. Trump and his administration are pursuing policies that aim to destroy our democracy and our civil rights. We stand indivisibly opposed to any person, organization, or administration which supports or initiates policies that aim to destroy our democracy and our civil rights.

Goals

- To build upon our successful resistance in stopping and delaying the legislative agenda of the current administration;
- To influence public officials to resist the undermining of the Constitution and to support the rule of law;
- To support and conduct activities to increase public awareness of Federal, State, and Local policies that adversely affect our citizens; and
- To work towards voter registration and issue involvement.

Membership, Meetings, & Voting

Membership is open to anyone who supports our Purpose & Guiding Principles. Members may be removed for cause including, but not limited to, non-performance of duties or responsibilities, or engaging in intimidation, harassment, malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, and/or conviction of a felony involving moral turpitude. Revocation requires a 2/3 majority vote of the Steering Committee.

Each member shall be eligible to cast a vote in person at the General Meeting or in absentia. Any absentia vote requires a written statement sent to a designated member of the Steering Committee prior to the start of the General Meeting.

General Meetings

General membership meetings shall be held monthly, at a time and place designated by the Steering Committee.

Steering Committee Elections

General Members will elect Steering Committee members to serve two year terms, beginning at February General Meeting and ending Jan. 31. Elections will take place in odd-numbered years.

Steering Committee:

Steering Committee reports and activity plans will be presented at General Meetings.

Regular meetings of the Steering Committee shall take place at the specific date, time and location designated by the Chair.

Special meetings: Special meetings may be called by the Steering Committee with a simple majority vote. A petition signed by 30 voting members may also call a special meeting. Any special meetings shall be conducted using Robert's Rules of Order. All members shall be informed of the topic of a special meeting.

At special meetings, any member may make motions for the overall group, may hold a vote of no confidence for any Steering Committee member, or may call for a revision of these Guidelines.

A majority vote shall be sufficient to end the term of a Steering Committee member in a special meeting. In this event, a special election shall be held the following meeting.

Normal motions shall be approved by majority vote.

Votes to amend these Guidelines shall require a 2/3 majority.

Notice of meetings: Meeting notices will be emailed to all members in good standing, complete with all location information and agenda, no later than forty-eight (48) hours prior to the meeting by the Secretary.

Quorum: The members present at any properly announced General meeting shall constitute a quorum.

Voting: All issues to be voted on shall be decided by a simple majority. Any issue requiring Prescott Indivisible to take an affirmative stance will require approval by 2/3 of the members. An affirmative stance is one supporting specific policy proposals, candidates, or legislation, or taking any a position on a referendum.

Endorsements: Prescott Indivisible may endorse candidates running for office during the primary or general election. An endorsement is not simply a statement of preference; it is a commitment by the members of Prescott Indivisible to actively support and work for a candidate. Individual members of PI remain free to support in any way candidates of their own choice, regardless of whether Prescott Indivisible has made an endorsement.

Potential races for endorsement will be proposed to the Steering Committee by an Ad Hoc Working Group on endorsements. Preference will be given to races where candidates have spoken to the General Membership. Races will require 2/3 approval by the Steering Committee, and then will be presented to the General Membership at the subsequent monthly meeting.

Proposed races will require 2/3 approval of the General Membership at the monthly meeting. Members may also write-in races that were not proposed by the Ad Hoc Working Group or were not approved by the Steering Committee. Any race that receives write-in support of a simple majority (50%+1) of members voting will also be approved.

At the following monthly General Membership meeting endorsements will be voted on. Prior to this meeting, members will be given the opportunity to send an email requesting to make a statement of support for a particular candidate. Statements made by members on behalf of a candidate will take place following any candidate presentation. At the meeting, a maximum of one statement of support per candidate shall be made. Candidates require a minimum of 2/3 support to be endorsed by Prescott Indivisible. (Approved by membership at the May 4, 2018 General Meeting)

Steering Committee

Steering Committee role & size: The Steering Committee is responsible for overall policy and direction of the Group. Their role is to plan and hold the monthly General Meeting, to settle disputes between teams, to approve major group expenditures (over \$100), and to make sure that Prescott Indivisible abides by its Purpose & Guiding Principles. They also operate to support the work of the Teams.

The Steering Committee consists of three (3) Members at Large, a Chair, a Treasurer, a Secretary, and a representative from each team and permanent committee, and receives no compensation.

Any member may attend and contribute to the discussion at the Steering Committee, but only Steering Committee members are able to vote. Each team and permanent committee is granted one (1) vote, which shall be used by the team/committee representative (can be the team captain or other)

Terms: All Steering Committee members shall serve two-year terms, but are eligible for reelection.

Meetings and notice: The Steering Committee shall meet a minimum of once monthly, at an agreed upon time and place. This meeting may be in person, via conference call, via video conference or via email.

An official Steering Committee meeting requires that each Steering Committee member have notice at least twelve (12) hours in advance. The meeting shall be posted to the calendar at least 12 hours in advance.

Steering Committee meeting minutes will be posted online in the week following the meeting.

Steering Committee Procedures: All meetings shall be conducted using Robert's Rules of Order. The extent to which each meeting uses parliamentary procedure shall be at the discretion of the chair and contentiousness of the issue discussed.

Steering Committee elections: New and currently elected Steering Committee members (3 members at large, a Chair, a Secretary, and a Treasurer) shall be elected or re-elected by the voting representatives of members at the February General Membership meeting. These three (3) Steering Committee members at large, the chair, the secretary, and the treasurer will be elected by a simple majority of voting eligible members present at this meeting. As with other votes, members may vote in absentia via a written communication to a designated Steering Committee member.

Election procedures: Any member may nominate themselves or another candidate. Anyone accepting a nomination for a position on the Steering Committee will present a candidate statement of not more than a page to be sent out to general membership in the week prior to the candidate forum.

At the candidate forum, each candidate will be given a few minutes to present their background to the general membership, and will be available to answer questions.

A candidate will need to obtain majority support (50% +1) of votes cast in order to be elected. If no candidate reaches a majority of votes cast, a runoff vote will be held between the two candidates who received the highest vote totals.

Voting shall be done by paper ballot separately for each position, beginning with Chair and continuing through the other positions. Candidates who are not elected for an earlier position may therefore run for a later one (e.g. a candidate for Chair who is not elected may run for Steering Committee member at large.)

Quorum: A Steering Committee meeting must be attended by at least five (5) Steering Committee members for any business transactions to take place and any motions to pass.

Officers and Duties: The Steering Committee shall consist of a Chair, a Treasurer, a Secretary, the team and committee representatives, and 3 members at large. If one of the 3 elected officers are unable to attend, they shall appoint one of the Steering Committee members at large to assume their duties. Their duties are as follows:

Chair of the meeting is responsible for creating the agenda for the Steering Committee meeting, and for running the meeting in a way that ensures fairness and democracy. The Chair is also responsible for running General Meetings and any Special Meetings, including elections. If the Chair is a candidate in that particular round of voting, she/he shall pass off Chairing responsibilities to another member of the Steering Committee.

The *Secretary* shall be responsible for keeping records of Steering Committee actions, including overseeing the taking of minutes at all Steering Committee meetings and General Membership meetings, sending out meeting announcements, posting copies of minutes and the agenda online, and assuring that records are maintained. The Secretary shall make a report at each General membership meeting. The Secretary will keep the official rolls of the group and make that list available to any officer requesting the list. The Secretary, together with one volunteer member at large, shall also be responsible for tabulating votes during elections. A Steering Committee member at large shall tabulate votes if the Secretary is a candidate in a particular vote

The *Treasurer* shall make a report at each General membership or Steering Committee meeting. They shall be on the bank account for the group, assist in the preparation of any budgets or fundraising plans, and shall make financial information available to eligible members and the public. The Treasurer and Chair shall be the co-signers on the Prescott Indivisible bank account.

Vacancies: When a vacancy on the Steering Committee exists mid-term, the Secretary must receive nominations for new members from present Steering Committee members one (1) week in advance of a Steering Committee meeting. These nominations shall be sent out to Steering Committee members with the regular Steering Committee meeting announcement, to be voted upon at the next Steering Committee meeting. These vacancies will be filled until a special or regular election is held.

Resignation, termination, and absences: Resignation from the Steering Committee must be conveyed by the member and received by the Secretary.

A Steering Committee member shall be terminated from the Steering Committee due to excessive absences, determined to be more than five (5) absences from Steering Committee meetings without notice in a year. Removal of a Steering Committee member shall require a three-fourths vote of the remaining Steering Committee.

Emergency meetings: Emergency meetings of the Steering Committee shall be called upon the request of Steering Committee members, or one-third of the Steering Committee. Notices of emergency meetings shall be sent out by the Secretary to each Steering Committee member at least 48 hours in advance.

Red Alerts: The Steering Committee shall designate three (3) Steering Committee members to decide on red alert emails, text alerts, or other messages and events on short notice. Creating a red alert shall require 2 of three of these members

Teams & Committees

Special Committee formation: The Steering Committee may create special committees as needed. The chairs of these committees shall be appointed by the Steering Committee. After a period of 3 months, the special committee shall hold an election for the chair position with a length of term to end on September 30. These committees will not be eligible for a vote on the Steering Committee unless approved by a 2/3 majority of the voting members at a General Meeting.

The Steering Committee may also create Ad Hoc Working Groups on an as-needed basis to address specific issues of a short or temporary nature.

Steering Committee: The six (6) elected Steering Committee members and each Team and Standing Committee representative shall serve as the members of the Steering Committee. This includes representatives from the Communication & Events Committee, the Peacekeepers Team, the Environment Team, the Human Rights Team, the Education Team, the Immigration Team and the Voter Education and Elections Team. Newly formed teams will also have a representative.

Teams: Each team has autonomy to plan and carry out any actions or put out statements, provided they do not conflict with the Purpose & Guiding Principles. This includes but is not limited to protests & demonstrations, forums, phone calls, letters, and any other kind of advocacy they see fit to pursue.

Teams are free to fundraise from team members or from the public, provided they make it clear they do not represent Prescott Indivisible as a whole in doing so. They may also engage in their own publicity or outreach if they choose.

Teams shall notify a Peacekeeper representative of any organized public team/Prescott Indivisible events.

Teams are free to choose their representative to the Steering Committee in any democratic way they see fit. The Steering Committee shall exert no other control over teams.

All Team captains will be chosen by a majority vote of their team. In the event of a Team captain leaving their position unexpectedly, the Steering Committee may appoint a temporary Captain by a majority vote. The Team shall hold an election at the following meeting to choose a permanent Captain.

Communication & Events Committee: The Communication & Events Committee shall be responsible for planning and carrying out any events not otherwise addressed by the Teams. These include protests and actions in conjunction with other Arizona Indivisible groups, actions to influence members of Congress, and any town halls or forums not otherwise handled by a team.

The Communication & Events Committee shall also be responsible for media contacts and publicizing their own and team events, as requested by the teams. They shall work to publicize events to news media and shall run the social media and website of Prescott Indivisible. The Communication & Events Committee shall also engage in creating flyers and other promotional materials for recruitment of new members.

Peacekeeper Team. The Peacekeeper Team shall be engaged for the purpose of helping keep structure and order at protests, and for maintaining good relationships with the local police departments. The Chair of the Peacekeeper Team will be responsible for coordination with local Law Enforcement representatives when events are scheduled within specific jurisdictions. Peacekeepers should provide After Action Reports of attended events to the Chair of the Peacekeeper Team. Peacekeepers should make every effort to avoid physical, law enforcement action; they are designated as observers and reporters/recorders. They can and will contact local law enforcement if deemed necessary to resolve conflict situations that may arise at events.

Voter Education and Elections Team: The Elections Team shall be responsible for voter education and voter registration. They will work to register new voters and inform voters of primary, special, and regular election dates. (Approved by membership at the April 6, 2018 General Meeting)

Budget. The Steering Committee must approve all purchases requiring expenditure of group funds over \$100. The Treasurer may create a budget working group to develop budgets.

Authority

Approval: These guidelines shall be approved by a 2/3 vote of the General Membership at a General Meeting. If unable to reach a 2/3 approval, voting will proceed section by section, with sections that are supported by 2/3 of the membership put in effect, and sections that are not supported by 2/3 of the membership returned to the Structures & Guidelines Working Group for revision.

Amendments: These guidelines may be amended when necessary by 2/3 majority of the Steering Committee, followed by a 2/3 vote of the General Membership at a General Meeting to approve changes.

Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements. Any proposed amendments approved by the Steering Committee shall be sent out to the General Membership at least 2 weeks prior to the General Meeting.

The Guidelines may also be amended by a 2/3 vote if called for at a Special Meeting.

Basic Parliamentary Procedure: Robert's Rules of Order

1. MOTION- Any item of business brought before the meeting on which an action or decision is proposed.
 - A. A motion must be seconded before it can be discussed.
 - B. Following discussion on a motion and at the discretion of the Chair, a call for a vote may be made. If the call for a vote passes, the motion must be voted on at once. A person making a motion to call for a vote must be recognized by the Chair in order to make such a motion.
 - C. Eligibility- each person carries only one vote.
 1. A simple majority of eligible voters is required for the adoption of any motion, except changing the guidelines that requires a 2/3 majority of eligible voters.
 2. In most cases, a vote is a voice, with members signifying either "Aye" or "Nay." If the vote is not unanimous, then a show of hands is called for.
 3. In elections, a written ballot is required, except in cases where there is only one candidate.
 4. Before the vote is actually taken, the chairperson calls for the secretary to restate the motion.
 5. A motion, which passes, is "carried."
 6. After a motion passes, a "minority opinion" is called for, where a member of the losing side may make a case for the prevailing side to reconsider their vote. If a member of the prevailing side is swayed by the minority opinion and wishes to change their vote, the chair will hold a second vote.
 - D. A Quorum consists of 40% of the eligible voting members of the Steering Committee, or those members present at a regularly scheduled team, general, or special meeting.
 - E. Point of Information- May be interjected into the debate at any time, after recognition by the chair, in order to clarify a motion under consideration
 - F. Questions regarding the motion may be directed to the person making the motion, though the person asking the question still retains the floor.
2. Types of Motions
 - A. MOTION TO ACCEPT THE MINUTES- A motion to accept and approve the minutes of the previous month's meeting, and add these to the record.
 - B. MOTION TO ACCEPT THE TREASURERS REPORT- A motion to accept and approve the treasurer's report and add it to the record.
 - C. FRIENDLY AMENDMENT TO THE MOTION- A request to add something to a motion under discussion; it is up to the person making the motion to accept or reject a friendly amendment. If accepted, it then becomes a part of the motion.

- D. MOTION TO SUSPEND THE RULES- A motion to forgo the regular order of business, usually so that a motion can be made.
- E. MOTION TO TABLE- This suspends discussion on the motion until the next scheduled meeting (if the motion to table carries). This motion has precedence in that it is the first item discussed under old business at the next meeting of the committee. A motion to table requires a second and a simple majority vote to carry.
- F. MOTION TO CALL FOR A VOTE- This suspends discussion on a motion, and if carried, requires that the motion currently under discussion be voted upon at once. A motion to call for the vote is allowed at the discretion of the chairperson. Only a person recognized by the chair can make such a motion.
- G. MOTION TO ADJOURN- Along with a second and a vote, is required to adjourn the meeting.
- H. MOTION TO LIMIT DEBATE- A motion to limit debate can be made in one of two ways.
 - 1. By time- a specific period of time is allotted to the discussion, after which the vote is taken.
 - 2. By members- a specific number of committee members may be allowed to present their views, after which a vote is taken.
 - 3. Debate may also be limited at the discretion of the chair.
- I. MOTION TO RECONSIDER- Once a motion has passed, it cannot be reconsidered except by a motion to reconsider the vote, or a "Right of Appeal." A motion to reconsider must be made by a person who voted on the prevailing side during the debate.
- J. WITHDRAWAL OF A MOTION- A motion may be withdrawn by the person who made it before a vote is taken.