

Prescott Indivisible Steering Committee Handbook

(Approved by Steering Committee, Nov. 29, 2022)

1. About Prescott Indivisible

Mission Statement: Prescott Indivisible promotes social justice and political accountability through advocacy and activism while advancing humanitarian, inclusive and progressive values at all levels of civic engagement.

Tag Line: Community * Values * Action

Prescott Indivisible (PI) is a non-partisan community in Yavapai County which seeks to promote a progressive and inclusive agenda in support of human rights and the environment. Prescott Indivisible focuses on local actions in defense of the rule of law, the Bill of Rights, and the Constitution and we stand united in opposition of any individual or group that seeks to erode or violate our democracy. We work to educate, share, and uphold liberty with justice for all with compassion and a dedication to truth.

We achieve this by:

- Building community with local residents who believe in the mission of Prescott Indivisible.
- Advocating for local and state policies that are aligned with our values and advocating against those policies that are in opposition to our values.
- Increasing voter engagement

2. Purpose of Handbook

The purpose of this Handbook is to provide information on the structure, leadership, policies, and procedures of Prescott Indivisible. The Steering Committee will review this Handbook at minimum once every two years and update as needed. This Handbook will be made available to all PI members.

3. General Membership

Membership is open to anyone of any political persuasion who supports the goals and values of Prescott Indivisible. Members may attend all PI meetings and events, participate in all PI campaigns and activities, and vote on PI candidate endorsements.

- General membership meetings will be held monthly and notice of meetings will be distributed to all PI members. Meetings should include announcements from the Steering Committee on open positions, updates from active teams, and announcements of ongoing projects or campaigns.

- General Membership will make decisions using a super-majority vote ($\frac{2}{3}$ or more) of those present.

4. Leadership Structure

Prescott Indivisible is guided by a Steering Committee (SC). The Steering Committee is charged with being the steward of PI funds, providing guidance, and being the public face of the group. The SC will make every effort to consult with general membership for major decisions. The SC should consist of between 6 and 15 members, made up of core positions, leads of all active teams, and members at large. All members of the Steering Committee can vote on propositions or decisions put before the SC. All SC members are expected to attend at least two-thirds ($\frac{2}{3}$) of all SC meetings during their term of service.

All members of Prescott Indivisible are welcomed to attend any SC meeting, but will do so as a non-voting participant.

The Steering Committee and general membership may also establish teams and committees to carry out projects or lead activities that further PI goals and mission.

4.a. Purpose and Responsibilities of Steering Committee

- Coordination
 - Maintain relationship with other groups at local & state levels
 - Plan and provide direction for projects and activities
 - Conceive of & decide on public events
 - Support general membership with local actions/projects and provide connections
 - Prioritize issues and relationships
- Communications Hub
 - Liaise with state & national Indivisible and other local Indivisible chapters
 - Decide on and plan communications with PI membership & the broader community
 - Educate general membership on key issues, policies, etc.
 - Media contact
- Provide Structure
 - Organize monthly general membership meetings
 - Manage money: fundraising, tracking expenses, etc.
 - Represent PI with various other groups & individuals

In addition to the above, there are many duties and responsibilities that may be performed by the Steering Committee or by Teams.

- Manage social media
 - Manage private FB group
 - Post to Twitter
 - Post to public FB
- Create & send a weekly newsletter
- Maintain & update the website
- Create media (video, photos, etc.)
- Publicize issues & actions
- Implement plans for rallies, actions, and events
- Recruit volunteers for events, campaigns, and actions
- Police liaison/peacekeeper at public events
- Collaborate with other groups/organizations
- Identify advocacy issues
- Plan activities to build community
- Invite the broader community to join PI efforts, events, etc.
- Provide community support (DACA, COVID support, etc)
- Encourage engagement of PI membership and broader community
- Lead/coordinate civic engagement efforts (postcards, calls, contacting legislators, etc)
- Conduct annual survey of PI Community (virtual and/or in-person) to identify interest in activities/teams as well as issues/campaign ideas

4.b. Steering Committee Positions and Roles

Core Positions: These core positions are critical for the overall functioning of Prescott Indivisible. It is expected that fulfilling these positions would require no more than 1-2 hours per week, excluding attendance of SC meetings. These positions should not be left open.

- *Secretary:* Responsible for:
 - Keeping records of Steering Committee actions
 - Overseeing the taking of minutes at all SC meetings
 - Sending out announcements for all SC meetings
 - Assuring that PI records are maintained
 - Keeping an official list of all SC members, their roles, terms of service, and contact information.
 - The Secretary, together with one volunteer SC member, shall also be responsible for tabulating votes, if and when needed.

- **Treasurer:** Responsible for:
 - Keeping complete and up-to-date income and expense data
 - Providing regular reports on PI's financial status at SC meetings
 - Maintaining copies of financial reports and making them available to SC members and/or AZ and national Indivisible as needed
 - Providing support in preparing budgets as needed
 - Supporting fundraising efforts.
 - The Treasurer will be the principal on the PI bank account and will be a co-signer along with at least one other SC member.
- **Liaison to AZ and National Indivisible:** Responsible for communicating with state and national Indivisible organizers and ensuring PI is informed of state/national campaigns, initiatives, and resources.
- **Team Leads for two permanent teams:**
 - Communications Team Lead
 - Events/Action Planning Team Lead

Leads of active teams/committees: Team/committee leads represent the team in Steering Committee conversations and ensure open communications between the SC and the team/committee. It is expected that fulfilling these positions would require no more than 1-2 hours per week, excluding attendance of SC meetings. Two teams - Communications and Events/Action Planning - will be permanent teams and should always be represented on the steering committee:

Members at Large: Members at Large are individual members of PI who are committed to the goals and principles of the group and want to help provide guidance and support. Members at large may choose to take on any of the roles and responsibilities listed above or below as needed. It is expected that fulfilling this position would require no more than 1-2 hours per week, excluding attendance of SC meetings.

Steering Committee Roles: The following SC roles may be filled as needed by a member at large, team lead, or someone holding a core position.

- **SC facilitator:** This is a rotating role assigned to a member of the Steering Committee for a period of 1 month. The facilitator is responsible for facilitating SC meetings during that period and gathering input to ensure there is an agenda for SC meetings.
- **Media contact:** Responsible for talking to reporters and directing them to appropriate contacts.
- **Public liaison:** Monitors the PI public email account and responds to information requests, directs people to resources, and passes along speaker requests or other requests for support to the full SC.
- **Liaison to key organizational partners.**

- Managing SC listserv: ensuring new SC members are added and old members are removed.
- General meeting coordinator: Responsible for ensuring there is a plan for each general membership meeting and someone is assigned to open/close the space.
- Regional representatives for Prescott Valley & Chino Valley.

Non-Voting Members

An individual who is filling a specific duty or role may elect to join the Steering Committee as a non-voting member as long as they are filling that specific role. They will be able to participate in all SC meetings and discussions but will not have a vote in the SC decision-making process. Non-voting members are not held to the expectation of attending at least two thirds ($\frac{2}{3}$) of all SC meetings.

4.c. Recruiting and Selecting Steering Committee Members

Recruitment:

- For Core Positions, recruitment should begin at least one (1) month before the end of the current term to allow for a smooth transition. For Members at Large, information should be given out regularly at general membership meetings to maintain SC membership.

Selection:

- After an individual has expressed interest in joining the SC in an open core position or as a member at large, they will have an initial interview with one or more current SC members. This conversation will include an explanation of the role and duties of the SC, expectations for serving on the SC, and questions about the candidate's interests and alignment with PI goals and values.
- The SC member(s) will present a recommendation to the full SC on whether the candidate is qualified to join the SC and in what position. The SC may request the candidate attend a SC meeting to learn more.
- The SC will make a decision on whether to invite the candidate to join the SC.
- The new SC member will be announced at the next monthly general membership meeting after joining the SC.

Onboarding:

- New SC members should be added to the SC listserv; added to the PI website; and given access to a google/dropbox folder that includes: a list of current SC members with contact info, SC handbook, and other core PI documents.

4.d. Terms for Steering Committee Positions:

- Core Positions: 1-year term from date of joining SC
- Members at Large: May select to serve a 6-month or 1-year term
- Team Leads: May select to serve 6-month term or length of project

Steering Committee members should notify the full SC at least one (1) month before the end of their term whether they will be stepping down or continuing for another term. SC members filling a core position should notify the full SC immediately if they need to step down before the end of their term.

4.e. Steering Committee Operations

Meeting Structure

- Steering Committee meetings will take place regularly, with the exact schedule decided by members of the SC.
- Facilitation of Steering Committee meetings will rotate among current SC members, with all SC members encouraged to facilitate at least one SC meeting per year.
- All Steering Committee members can contribute to creating the agenda for each meeting.
- Steering Committee meetings should include reports from all active teams and organizational liaisons, planning for upcoming monthly general membership meetings, and discussion of current major issues and projects.

Decision Making

- A quorum of two-thirds ($\frac{2}{3}$) of voting members must be present to make decisions.
- The Steering Committee uses a hybrid consent-based model of decision making. Proposals are presented by one or more persons, followed by discussion and clarifying questions. The proposal may be modified based on issues brought up during the discussion. When ready to make a final decision, the meeting facilitator will ask SC membership to approve the proposal moving forward as stated.
 - Financial decisions should be made only during meetings unless the request is time-sensitive.
 - Proposals made via email will include a time frame for the decision and needed response. Non-response to a proposal via email is considered consent.

5. Teams and Committees

The Steering Committee and general membership may establish teams and committees to carry out projects or lead activities that further PI goals and mission. These teams/committees can be time limited or ongoing. PI has two permanent standing committees that lead essential pieces of PI work: Communications Team and Event/Action Planning Team.

- Communications Team: Responsible for overseeing all PI public communications such as website, Facebook page, and newsletter. Leads efforts to publicize PI activities and support partners in amplifying their work. Roles that should be members of this team include: media contact; newsletter editor(s); FB group admin; videographer/photographer; website admin
- Event/Action Planning Team: Responsible for planning and carrying out PI's public events such as rallies, town halls, educational speakers, etc. This includes partnering with other Indivisible chapters and partner organizations to plan events. This team will also provide support to individual PI members who are planning local events that further PI's mission and goals. Roles that should be members of this team include: police liaison/peacekeeper

Team/Committee Operations

- As teams/committees are established, each one shall choose a lead to attend SC meetings to ensure open communication between the SC and team.
- Teams/committees have autonomy to carry out their purpose with little or no oversight by the SC provided their actions do not conflict with PI's purpose, goals, or mission.
- The SC must approve expenses beyond \$100 taken from PI's general fund

6. Candidate Endorsement Process

(Approved by membership on May 4, 2018)

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.

The Steering Committee will form a temporary Endorsement Team to lead the endorsement process. The Endorsement Team will be responsible for reviewing the active races, providing information about candidates for each race, and making a recommendation to the SC. Preference will be given to races where candidates have spoken to the general membership.

The endorsement team will make a recommendation to the SC about which races PI should choose for making endorsements. The SC will approve the races and then present to the general membership for a super-majority ($\frac{2}{3}$) vote at the next monthly meeting. Members may also write-in races that were not proposed by the Endorsement Team 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.

The SC may ask the Endorsement Team for recommendations on which candidate(s) to endorse and make a decision about presenting those recommendations at the membership meeting.

Membership will vote on candidate endorsements at the monthly general membership meeting following the vote on races. 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. Candidate endorsement requires a super-majority ($\frac{2}{3}$) vote of all members present.