

# South Central Wisconsin United To Amend Standing Policies

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### SP 1: Governing Documents

**1.1.** SCWUTA is committed to openness in its own operations. An easily accessible section of the website shall be devoted exclusively to the full text of SCWUTA's governing documents (Bylaws and Standing Policies).

**1.2.** Any member proposing to amend a governing document shall provide at least 20 copies of the text of the proposed amendment at the meeting at which it is introduced.

### SP 2: Expenditures

**2.1.** All SCWUTA expenditures must be approved by majority vote at a general membership meeting, except that:

(a) any Co-Chair may authorize an expenditure up to:

·\$50 at any time.

·\$250 in a time-sensitive situation.

(b) the Treasurer may expend up to \$200 per year for actual and necessary supplies, materials, and services associated with official duties.

(c) the Secretary may expend up to \$300 per year for actual and necessary supplies, materials, and services associated with official duties.

**2.2.** Expenditures may be approved either prospectively (preferred) or retrospectively. In any event, for purchases on behalf of SCWUTA out of a person's own funds, no reimbursement shall be made unless he or

she provides receipts to the Treasurer. The Treasurer shall create and publicize a means of providing her or him with prompt notice that a reimbursable expenditure has occurred.

**2.3.** Every SCWUTA expenditure shall be by check or electronic payment issued by the Treasurer.

### **SP 3: Minutes**

The Secretary shall share draft minutes with the Chair and Treasurer within 10 days of each general meeting, allow 3 days for their reaction, and then disseminate the resulting document to the membership. At the next general meeting, corrections to the draft minutes may be adopted by unanimous consent or majority vote. After no more corrections are forthcoming, the minutes become final without need for a vote.

### **SP 4: Substantive Service**

**4.1.** "Substantive service" to SCWUTA, qualifying a person for voting membership, shall include:

- (a) serving as an officer.
- (b) serving on an official team, committee, or work group.
- (c) serving as representative or liaison to other groups with objectives similar to SCWUTA's, including state and national affiliates of United To Amend.
- (d) at least an hour performing such activities as circulating petitions, community organizing, legal research, website design and maintenance, data entry, collating, tabling, phone banking, leafletting, writing, editing, publishing, recording, testifying, lobbying, being interviewed, street theater, or otherwise advancing the cause of SCWUTA.

**4.2.** Activities, dates, and times spent in substantive service shall be self-reported to the Secretary for recording in parallel with meeting attendance.

### **SP 5: Nominations and Elections**

**5.1.** During the nomination period, nominations may be made on the official SCWUTA e-mail list at any time as well as from the floor at any general meeting.

**5.2.** Each election shall be conducted by secret, written, preferential ("instant-runoff") ballot. In addition to the nominees, "none of the above" shall be an option on each ballot. The Secretary is responsible for preparing an adequate supply of blank ballots.

Each ballot shall be headed "Ballot for [office] – Rank options in order of preference: 1, 2, 3, etc."

**5.3.** The presiding officer shall appoint 3 disinterested tellers to tabulate the results of each ballot. Each office shall be considered separately, in the order listed in the Bylaws, and the election for each office shall be concluded before the next one is begun.

**5.4.** The tellers are authorized to break ties by a random method of their own choosing.

**5.5.** If SCWUTA is authorized to send delegates to any other organization, it shall follow the same procedures as for election of officers, except that:

(a) election of a single delegate to a given organization shall occur in December.

(b) election of more than one delegate to a given organization shall be distributed evenly between June and December, with June having the extra election if SCWUTA is entitled to an odd number of delegates.

(c) any given member may serve as a delegate to any number of other organizations.

(d) any given member may serve as a delegate as well as an officer.

## **SP 6: Team Structure**

**6.1.** SCWUTA shall have 2 types of teams: standing teams (of indefinite duration) and special teams (of limited duration).

**6.2.** A standing team is created by having its name and functions specified as a standing policy.

**6.3.** A special team may be created either by a motion at a general membership meeting or by appointment by the Chair. The creation process must give the team a name; a set of powers, duties, and expectations; a budget if appropriate; and a duration. The duration may be for a fixed period of time or until some objective is accomplished.

**6.4.** Unless specified otherwise in the standing policy for a standing team or in the creation process for a special team, there are no requirements for the number of team members. However, at least half of the members of each standing team must be voting members of SCWUTA; this restriction does not apply to special teams.

**6.5.** Teams are encouraged to select their own leaders.

6.6. Each team shall meet at the call of its leader or of any 2 of its members. Teams are encouraged to conduct as much of their business as possible using e-mail.

6.7. The leader or other designated representative of each team shall report on the team's activities at each general membership meeting.

6.8. Each standing team shall have an annual budget of \$25 for miscellaneous operating expenses such as printing and postage. Expenses beyond this amount must be approved at a general membership meeting.

### **SP 7: Standing Teams**

7.1. The Administrative Team shall include the Chair *ex officio*. It shall:

- develop and maintain a master plan for SCWUTA, including short-, medium-, and long-range objectives.
- draft the text for all proposed amendments to the SCWUTA governing documents using proper language, style, structure, and formatting.
- as necessary, append explanatory notes to the text of each amendment.
- consult with the members directly interested in each amendment to be sure the draft language properly mirrors their intentions.
- using the same standards, draft subsidiary amendments to the main amendment in cases where there are options to consider.
- present each proposed amendment, with explanation, to the general membership meeting.
- provide for maintenance, storage, inventorying, and deployment of SCWUTA's physical possessions.
- maintain a library of materials and publications supporting SCWUTA's activities.
- provide necessary materials and equipment for each general membership meeting, including agendas, copies of motions, ballots, signage, timers, and projectors.

7.2. The Education Team shall:

- strive to educate both the general public (external education) and SCWUTA's own members and volunteers (internal education).
- craft a formal curriculum for internal education.
- identify and secure new audiences and venues at which to introduce and promote United To Amend, with particular attention to reaching many diverse audiences.
- research history, statistics, and law to ensure that SCWUTA's materials have a solid and thorough factual basis.
- provide speakers and presentations in response to requests and for SCWUTA-initiated events.
- provide materials for and staffing tables at events in which SCWUTA

is participating or at which there are likely to be potential SCWUTA supporters.

- disseminate educational materials to the public.
- undertake and support others in letter-to-the-editor and op-ed submissions.
- conduct awareness and branding events and create or secure tools needed for such events.

**7.3. The Finance Team shall:**

- plan and coordinate all of SCWUTA's formal fund-raising activities.
- prepare grant proposals.
- prepare and monitor an annual budget.
- audit the work of the Treasurer and Vice-Treasurer.

**7.4. The Legal Team shall:**

- research the laws and court decisions that affect SCWUTA's proposed activities.
- respond to questions from citizen activists about proper procedures for requesting referenda and resolutions from local governing bodies.
- advise general-membership meetings and officers on legal requirements, obligations, powers, and privileges related to the organization's mission.
- propose to the general membership recommended courses of action for any litigation with which the organization might become involved.
- prepare any legal documents necessary for routine proceedings such as incorporation, tax exemption, insurance, etc., excluding litigation.
- write "how to" advice on legal matters for the operations manual.
- otherwise assist the SCWUTA board as needed from time to time with other legal duties as requested by the board and consistent with the group's mission.

**7.5. The Outreach Team shall:**

- engage in outreach to encourage individuals and communities to undertake United To Amend referendum and resolution campaigns.
- provide advice and guidance to individuals and groups inquiring about or considering community referendum campaigns, governing body resolutions, or other United To Amend activities.
- provide support for communities engaged in referenda and education campaigns.
- provide encouragement, advice, guidance, and support to organizations and institutions which might consider, or are considering, adopting United To Amend resolutions.
- coordinate activities with other organizations working toward similar objectives.
- recruit new volunteers for SCWUTA, including follow-up meetings

with first-time meeting attendees.

- respond to inquiries and requests from potential SCWUTA volunteers.
- orient new volunteers to SCWUTA's work and procedures.
- assist new volunteers in finding a niche in which to participate in SCWUTA.

**7.6.** The Political Action Team shall:

- prepare and publicize candidate scorecards on SCWUTA's issues.
- "bird-dog" candidates and elected officials at public gatherings to ask questions about SCWUTA's issues and get their positions on such issues on the public record.
- coordinate lobbying efforts with elected officials.

**7.7.** The Publicity Team shall:

- craft persuasive written materials promoting SCWUTA's goals, incorporating best practices of effective framing and messaging.
- using a variety of graphic-design tools, conceive, create, and deploy effective visual imagery.
- establish and maintain relationships with media representatives.
- provide media representatives with announcements of SCWUTA activities, positions, and responses to relevant external events.
- publicize SCWUTA-sponsored events.
- create tools and templates for quick response to media opportunities.
- maintain a SCWUTA presence on social media.

**7.8.** The Technology Team shall:

- create and maintain the information-technology infrastructure needed to support SCWUTA's activities, including a database of supporters, an organizational e-mail list, and a website.

## **SP 8: Regular Events**

**8.1.** SCWUTA shall promote its agenda with a presence at various regularly recurring events in its coverage area. The Outreach Team shall be responsible for:

- determining the exact dates for each event.
- finding a person to take charge of SCWUTA's presence at it.
- arranging for registration, materials, volunteers, scheduling, etc.

**8.2.** The following are "standard events" at which SCWUTA should appear every year, shown with approximate dates, name, location, budgeted cost, anticipated income, and other notes:

- January (around Jan. 21), Citizens United Unhappy Birthday, Madison, budget \$100, income \$100. Try to get proclamations from mayor or county executive.

- March, Boys' State High School Basketball Tournament, Madison (Kohl Center), budget \$200, income \$0. 12,000 half-sheet flyers, printed 2-sided B&W. Attendance at all 15 games is about 81,000, but a third of those (27,000) are returning for their team's 2nd game, leaving 54,000 unique potential contactees.
- March, Wisconsin Grassroots Network Festival, Wisconsin Heights High School, budget \$100, income unknown.
- June, Garage Sale, Madison, budget \$400, income \$1,400. Year's largest fund-raising event.
- June (around June 19), Juneteenth, Madison, budget \$50, income \$0.
- August, Black and Latino Unity Picnic, Madison, budget \$50, income \$0.
- August, Gay Pride Parade, Madison, budget unknown, income unknown.
- September (1st Monday), LaborFest, Madison, budget \$35, income \$50. Register thru South Central Federation of Labor.
- September, Fighting Bob Fest, Madison, budget \$150, income \$160. Register thru The Progressive magazine.

**8.3.** The following are "occasional events" at which SCWUTA should appear "as able", shown with approximate dates, name, location, and other notes:

- January (3rd Monday), Martin Luther King Day, Madison (State Capitol).
- May thru August, Madison Mallards games, Madison (Warner Park).
- Summer Saturdays, Farmers' Markets, various communities, budget unknown; income unknown.
- July, La Fête de Marquette, Madison. Register thru Wil-Mar Naborhood Center.
- August (about Aug. 20), Sun Prairie Corn Festival, Sun Prairie.

**8.4.** This standing policy shall be reviewed by the Outreach Team every November in order to propose revisions to it at a general membership meeting in December.

## **SP 9: E-Mail Discussion Lists**

**9.1.** SCWUTA shall maintain 2 e-mail discussion lists:

- the business list shall be for official SCWUTA business, including motions, nominations, reports, agendas, meeting notices, and the like, and discussion of those specific items.
- the community list shall be for personal essays, references to relevant articles and links, notices of SCWUTA social activities or activities of related groups, expressions of gratitude or annoyance, similar non-business items, and discussion thereof.

**9.2.** SCWUTA members shall be powerfully encouraged to subscribe to the business list. Participation in the community list, however, is strictly optional.

**9.3.** (a) The Executive Board shall appoint a monitor to regularly review postings to the business list to ensure that they are narrowly confined to the matters identified in Section 1.

(b) The monitor is empowered to communicate privately with anyone who posts material deemed inappropriate for the business list, recommending that he or she use the community list instead.

(c) If the monitor judges that a given person has continued to post inappropriate material to the business list, the monitor may recommend to the Executive Board that the person be placed on moderation, requiring that the monitor pre-screen her or his postings for relevance to the business list for a period of not more than 6 months. If the Executive Board agrees, it shall authorize the monitor to so notify the moderatee.

**9.4.** The monitor is empowered, at her or his sole discretion, to unilaterally ban any participant on either the business or community list who is not a SCWUTA member.