



Twelve Visions Party National Policy & Procedures

Title 4

The TVP Committee Standard Operating Procedures

Purpose: These policies and procedures establish the very basic standards that all committees formed within the TVP shall meet or exceed.

These policies and procedures may be superseded by others that meet and exceed the policy defined within this Title.

Applies to: All committees within the entire TVP.

Policies & Procedures:

1. Committee Purpose
 - Each committee, formed within the TVP, shall have a clearly defined purpose (area of purpose).
2. Bylaws/Policy
 - a. Each committee, formed within the TVP, shall comply with the Prime Law.
 - b. Each committee, formed within the TVP, shall have a specific body of rules; which apply to the committee titled either “bylaws” or “policy”.
3. Officers
 - a. Each committee, formed within the TVP, shall have, at least, four individuals titled as officers of the committee.
 - b. Each Committee shall have:
 - i. A Chairperson
 - ii. A Vice Chairperson
 - iii. A Secretary
 - iv. A Treasurer
 - c. Each officer of a TVP committee shall sign a TVP Contract.
4. Record Keeping
 - a. Each committee shall keep records for all relevant business.
 - b. For financial business, the Treasurer shall be responsible.
 - c. For all other business, the Secretary shall be responsible.
 - d. All records shall be kept at one permanent records location.
5. Meetings
 - a. Each committee shall have regular meetings, in person, or by teleconference.
 - b. The frequency of regular meetings shall be determined by the committee’s purpose and its associated business demands.

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- c. During the time all committees are active, they shall meet no less than once per year.
- d. For all regular meetings, the Chairperson shall set an agenda and distribute it to the participants prior to the meeting.
- e. During each regular meeting, the Chairperson shall be responsible for running the meeting; i.e., keeping the discussion on the appropriate subject, recognizing members (calling on them to speak), and calling for votes after a debate has taken place. (Most TVP committees use *Webster's New World Roberts Rules of Order Simplified and Applied* to govern meetings; which does meet the TVP Standard).
- f. For each regular meeting, the Secretary shall compose minutes outlining the proceedings and provide those minutes to all affected parties. The Secretary shall keep the minutes with the records of all committee business.

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Some examples of TVP entities defined as a committee(s): the TVP National Committee, the TVP National Executive Committee, the TVP Regional Committees, State Party Committees, Candidate Committees, Petitioning Committees, and Presidential Campaign Committees.

Without notice, the TVP National Policies & Procedures may be changed or withdrawn by the TVP National Executive Committee or Mark Hamilton (founder).