



# Mighty Oak Party

## Local Assembly Formation Guide & Bylaws

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### **Preamble**

The Mighty Oak Party builds democratic power from the ground up. Local Assemblies are the foundational unit of that power — open civic forums where neighbors deliberate, decide, and act on the challenges facing their community. This document governs both the process of forming a Local Assembly and the rules by which it operates once established.

### **Part I: Pre-Assembly Formation**

Before a Local Assembly can be formally constituted, a chapter must pass through the Pre-Assembly Phase. This phase exists to ensure that Assemblies are founded on genuine civic participation — not enthusiasm alone.

#### **Section 1 — Pre-Assembly Meetings**

- Pre-Assembly meetings are open to any resident. No membership, dues, or registration required.
- Meetings are held monthly on a consistent date and time established by the organizing member(s).
- Pre-Assembly meetings are informational and deliberative in nature. No binding votes are held during this phase.
- Meeting summaries shall be published publicly after each session.

#### **Section 2 — Membership & Eligibility**

- Any resident of the local area may become a member by attending at least one Pre-Assembly meeting.
- Active membership requires attendance at least once every three months. Members who do not meet this threshold are considered inactive and do not count toward quorum.
- There are no dues, fees, or ideological requirements for membership.



### **Section 3 — Formation Threshold**

A Pre-Assembly chapter may formally constitute itself as a Local Assembly when all of the following conditions are met:

1. A minimum of 7 active members have attended at least one meeting within the past three months.
2. At least two monthly meetings have been held.
3. A founding meeting has been called with at least 7 days notice to all active members.
4. A majority of active members present at the founding meeting vote to formally constitute the Assembly.

## **Part II: Local Assembly Bylaws**

These bylaws govern the operation of a formally constituted Local Assembly. They follow the general principles of Robert's Rules of Order, simplified for a civic community setting.

### **Section 4 — Meetings**

- The Assembly holds a General Meeting once per month.
- Meetings are open to the public. Any resident may attend and speak. Only active members may vote.
- Meetings must be publicly announced at least 7 days in advance with a posted agenda.
- A written summary of decisions and actions shall be published within 5 days of each meeting.

### **Section 5 — Quorum**

- Quorum for a General Meeting is 7 active members or a simple majority of active members, whichever is lower.
- No binding votes may be held without quorum. The meeting may proceed informally without quorum but no decisions shall be recorded as official.

### **Section 6 — Facilitation**

- Each Assembly elects an Assembly Chair by simple majority vote. The Chair serves a six-month term and may be re-elected.
- The Chair facilitates meetings, maintains order, and ensures all members have an opportunity to speak.



- In the Chair's absence, a temporary facilitator is elected by simple majority at the start of the meeting.
- The Chair may not vote except to break a tie.

### **Section 7 — Voting**

- Simple majority (more than half of votes cast) is required for: recommendations, working group actions, procedural decisions, and election of the Assembly Chair.
- Two-thirds supermajority is required for: public statements and letters issued in the name of the Assembly, endorsements of candidates or ballot measures, and amendments to these bylaws.
- Votes are conducted by show of hands unless a member requests a written ballot, in which case the Chair shall conduct one.
- Abstentions are recorded but do not count toward the majority threshold.

### **Section 8 — Agenda & Speaking Rights**

- Any active member may place an item on the agenda by notifying the Chair at least 48 hours before the meeting.
- Every member may speak once on a motion before any member speaks a second time.
- Speaking time is limited to 3 minutes per member per agenda item unless extended by simple majority vote.
- Public attendees (non-members) may speak during a designated open comment period at the Chair's discretion.

### **Section 9 — Working Groups**

- The Assembly may establish Working Groups to address specific issues (e.g., Housing, Climate Resilience, Local Accountability).
- Working Groups operate independently but report to the full Assembly monthly.
- Working Groups may not issue public statements or take actions in the name of the Assembly without a two-thirds vote of the full Assembly.

### **Section 10 — Amendments**

- Any active member may propose an amendment to these bylaws by submitting it in writing to the Chair.



- The proposed amendment must be included in the agenda and circulated to all active members at least 7 days before the vote.
- Amendments require a two-thirds supermajority of active members present at a quorate meeting.