



The California Assembly Procedures Manual



The California Assembly Procedures Manual

This Procedures Manual acts as the official authority for all procedures and guidelines enacted by The California Assembly General Assembly in the conduct of its business as adopted by the General Assembly.

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Important Notes: This TCA Procedures Manual has been created using specific key “anchor terms” that must remain uniform throughout all drafted and adopted Procedure documents. When a new Procedure document is drafted it is important to retain use of these key anchor terms so as to remain uniformity throughout all adopted Procedures and this entire Procedures Manual so individual Procedure documents do not conflict with each other. Any changes in these anchor terms or any other terms in one Procedure document can affect many other Procedure documents which then also must be amended, updated, and formally re-adopted by the General Assembly to keep the non-conflicting uniformity throughout the entire Procedure Manual. For example, regarding use of the anchored terms: “Participant” (instead of “Member”) “Attendee” and “Guest” as well as use of the term, “Interim Official” vs. “Official” and “Deputy” vs. “Appointee” or “Authorized Delegate”, etc. are anchored terms (See: General Assembly & Town Hall Meetings Format Procedure document for more information and additional footnote definitions of these specific anchored terms). For further uniformity regarding Procedure documents formatting, font and case style, and Document Revisions format, See: Procedure Documents Format, Style, and Revisions Procedure when included herein.

###



The California Assembly

General Assembly & Town Hall Meeting Format Procedure

Adopted: November 12, 2025

Chair¹ : <name>

Secretary² : <name>

Part I - Opening Business Meeting

(1) Chair Calls “Recording to Begin”

- a) A successful audio/visual recording shall be noted in the MINUTES as “audio/visual recorded” and note what platform or media where the recording is archived.

(2) Announce TCA General Assembly Meeting “Called to Order On: <Date> and <Time>”

- a) Chair announces Date and Time Meeting called to order and records in the MINUTES.

(3) Welcome Message

- a) **Ex Statement:** “Welcome everybody to The California Assembly General Assembly Meeting!”
- b) **TCA Mission and Vision Statement** (Brief reading by Chair). (Include only if, or when, Assembly adopted)

(4) Biven’s Decision Reading (3 times)

- a) The Chair must be the one to INVOKE the Bivens reading. Chair may then read the BIVEN’S themself OR call on any ready Official³ or other Business Meeting Participant⁴ to read, as long as the reader has been prepared with a copy of the Biven’s and instructions for reading. (NOTE: Calling on another Participant for this reading expands participation and trains others to be involved in their assembly process.)
- b) **Bivens Decision Statement:** “This meeting is private. Bearing false witness, misrepresentation and posting inflammatory rhetoric in public forums is forbidden and shall be addressed in an appropriate manner. To eliminate all conflict and false allegations, is there anyone in attendance at tonight’s meeting that is a member or agent of any law enforcement agency or public agency of the federal, state, county, regional, district, city, or township agencies present? (cont.)

¹ The term “Chair” (Chairman) herein is replaced by the term “Interim Chair” when voted in OR, “Chair” when elected to said Office.

² The term “Secretary” herein may be alternately termed “Scribe” when voted in or appointed as such, unless elected in to Office.

³ The term “Official” herein includes Assembly Officials when elected into office positions OR, “Interim Official” when voted in.

⁴ The term “Participant” herein refers ONLY to an Assembly Business Meeting eligible “papered up” and declared State National or State Citizen.

Is there a response to the Biven's decision?

Is there a response to the Biven's decision for a second time?

I'll ask for a third time - is there a response to the Biven's decision?

Anyone who is here under false pretenses, anyone who is working for any foreign government including the Territorial United States or Municipal United States, anyone who is being paid or coerced to be here, must fully disclose their presence and purpose now, or leave the premises. If they subsequently show up as Federal Witnesses, they are discredited for failure to disclose.

The California Assembly is a peaceful organization. Our assembly does not promote or condone any insurrection or secessionist activity or violence of any kind. We achieve our purposes peacefully."

(5) Moment of Silence/Prayer

(6) Inspirational Quote (or Scripture) Reading for the Week (optional)

- a) The Chair may read this OR delegate the reading to another Business Meeting Participant when the reading has been pre-approved by the Chair at the Chair's sole discretion. (NOTE: Calling on another Participant for this reading expands participation and trains others to be involved in their assembly process)

Part II - Routine & General Announcements

(7) Routine General Assembly Meeting Announcements

a) Who Can Participate in General Assembly Business Meetings

Ex Statement: "Only Assembly verified, status corrected and declared California State Nationals and State Citizens may actively participate, discuss, and vote in the TCA General Assembly Business Meeting. While ALL Californians may attend and observe the ongoing Business Meeting, they may not participate in questions, comments, Motions or voting in the Business segment of this Meeting if not yet Assembly verified as status corrected and declared Californians — but are invited to stay (or come back) for the TCA Town Hall Meeting immediately following the adjournment of the Business Meeting where ALL Californians and guests may attend, ask questions, answer questions, make comments, and participate in discussions, and take part in any featured educational speakers, presentations or topics such as on why or how to become a status corrected and declared American State National or State Citizen or about the assembly process."

b) Volunteer Public Servants Notice

Ex Statement: "All Officials, Appointees, Committee Chairs, and Business Meeting Participants work together as a team with the many necessary parts acting together in harmony in the assembly process and are dedicated, hard working 'volunteers without pay,' here to help serve the needs of the people in their lawful, de jure, and public State Assembly of, for, and by the people on California."

(8) Business Meeting Participation Instructions

- a) **Attendee Name & County Identification:** The Chair (or if delegated to the Secretary) directs ALL Assembly verified, status corrected and declared Business Meeting Participants AND Attendees as observers to identify themselves by “**First Name - County**” (or if an outside guest - by “**First Name - State**”) in the online Attendees List for easier Roll Call status identification. **The number of all eligible Business Meeting Participants present and names of the Counties represented as “present” will be summarized by total number of Business Meeting “Participants present” and total number of “Counties present” with Counties listed for adding to the MINUTES.** (NOTE: For Roll Call purposes, one man/woman on a County may stand counted as that entire County being “present”).
- b) **Attendees⁵ by Phone Identification:** A call out is made by the Chair OR, delegated to the Secretary to call out, for all Participants and Attendees present by phone to “**unmute**” and also **identify by First Name, County, and if status corrected, by calling out just the last four (4) numbers of their phone number for response.** Upon brief notice, the Chair OR Secretary states they will then manually edit the call-in numbers to reflect First Name and County in the Attendee List on their behalf. All eligible Business Meeting Participants (Assembly verified, status corrected and declared State Nationals and State Citizens) will be added to the Business Meeting Roll Call summarized as per item 8(a) above. (NOTE: This aids the Chair OR Secretary in obtaining an accurate summarized number of Business Meeting Participants and Counties present for subsequently adding to the Assembly Business Meeting MINUTES with the least amount of interruption to the meeting).
- c) **How to Navigate Online Platform Tools:** Chair gives brief instruction on how to navigate the platform buttons to raise and lower hands for questions or making comments, and how to use Mute and Unmute buttons, and further gives notice to all Participants and Attendees to **STAY MUTED** and endeavor not to interrupt speakers who have been given the floor until they yield.
- d) **Chat Room Posting Guidelines:** Chair directs Participants how to use the online Chat Room feature on the meeting platform for posting supporting information or links to the current topics at hand - HOWEVER, Public Chat posts should stay germane to the meeting and topic at hand in order not to distract or disrupt other Attendees.
- e) **Participants Address Only the Chair to Speak**
Ex Statement: “All requests to speak are to be directed to the Chair only.”
- f) **Ways to Address the Chair to Speak**
By raising hand or brief verbal request. Ex Statement: “Please raise your hand by using the tool button on your screen and wait until called on by the Chair OR, you may optionally use a brief verbal: ‘**May I,**’ ‘**Point of Information,**’ ‘**Point of Clarity,**’ ‘**Point of Order,**’ or ‘**Point Not Germane to Topic at Hand** while endeavoring not to interrupt a current speaker who has the floor. **When a speaker is finished speaking, they state, “I yield.”** The Chair makes the call whether to

⁵ The term “Attendee” herein refers to anyone attending the General Assembly or Town Hall Meeting, including Officials, but may or may not be a “papered up” American State National or State Citizen of whom are only Business Meeting eligible “Participants.”

hear any requestor immediately upon request OR, to move hearing to another more appropriate time during the topic at hand OR, move to a later time in the Business Meeting OR, move to the Town Hall segment of meeting if topic is not germane to TCA business or the Business Meeting agenda. (NOTE: Some questions or points not germane to an Assembly Business matter may be better served to answer and discuss more freely, with more time, during the following Town Hall Meeting segment).

- g) **Two Minute Rule:** Participants must keep their points clear, concise, and to the point, not to exceed Two Minutes, UNLESS first requesting and given extra time to complete their point when addressed to the Chair. The Chair may further interrupt a speaker and call “time” OR, “please wrap up your point” on any speaker, yet allow them brief wrap up time to conclude the point they’re on.
- h) **Motions Called to the Floor for Vote Procedure:** If a Motion has already been called to the floor for voting time by the Chair after adequate presentation and discussion time has ended – no further interruptions should be made until the Motion has been made and seconded, with voting results finalized, further enforced by the Chair.
- i) **Notice of Assembly Adopted Guidelines “in Effect”**
Ex statement: “The California Assembly adopted ‘Guidelines’ are in effect for all Attendees and Participants in this meeting and will be enforced as necessary to keep the meetings orderly and productive.” (NOTE: The Chair, the Secretary, or delegated Co-Host, or any other Participant delegated by the Chair may further post a ready PDF copy of the “Guidelines” directly in the Chat Room).

(9) Moderator’s General Announcements

- a) **Assembly General Announcements:** Such as announcements of any upcoming TCA special meetings, events, classes, votes or elections, and calls for nominees with any vetting requirements (NOTE: These announcements are repeated once more as “Repeat Reminders” to the Assembly before final adjournment of the Business Meeting (see: line item #17 herein).
- b) **Open Offices and Positions Call:** Chair recites available open offices and positions needing to be filled for the General Assembly (and any other sub-assembly (3-Pillar) positions - when ready). The Chair may briefly provide a basic overview of these volunteer job descriptions, whether the position requires a State National vs. State Citizen status, whether the position requires pre-background vetting, and further provides contact information for where to obtain further information and how to apply as a nominee, for those interested.
- c) **TCA Gift Needs Call:** The California Assembly has need for generous Gifts, no matter how small in order to support the ongoing business of the TCA State Assembly and to keep it properly functioning and maintained. Chair states where the Gift link and any mailing address is found and what payment options are currently accepted. The Chair or their authorized delegate may further post a friendly link leading to information for sending financial “Gifts” to the Assembly and can include an optional payment option link posted directly in the Chat Room. (NOTE: Convenient payment option links are advised to post in Chat Room as many Gifts come in during good and orderly Assembly meetings!)

Part III - Old Business

(10) Old Business (MINUTES)

- a) **Screen-Share and Ratification of Old Business MINUTES:** The Chair (or may be delegated to the Secretary) may be called on to screen-share and briefly summarize verbally Old Business MINUTES while slowly scrolling through the MINUTES on screen. The Chair then calls for a Motion and then a Second to ratify and adopt the Old Business MINUTES. After the Motion is Seconded, the Chair may state, **“Without objection the MINUTES of The California Assembly’s General Assembly Meeting are adopted”** with pause for any objections, then states, **“Hearing none, the MINUTES of <Date> are hereby adopted.”** The Motioner and Seconders First names are added to the current Business Meeting MINUTES under “Old Business,” while the final Assembly ratification date of the Old Business MINUTES are added to that MINUTES document, further titled with the Official Name and Seal of the Assembly and archived in TCA Official Records.
- b) **Objections/Amendments to Old Business MINUTES (if any):** The Chair shall pause to hear if any valid objection is made with particularity of any substantial FACTUAL ERROR recorded in the MINUTES only, made by any Participant that was present on the date of the Old Business Meeting. Upon quorum agreement by the Assembly, the Old Business MINUTES may be amended either on the spot on-screen and then final Motion for ratification vote called by Chair for ratification OR, amended later and re-introduced at the very next General Assembly Meeting for final Motion-to-Ratification.

Part IV - Officials and Committees Reports

(11) Assembly Officials⁶ Report

- a) **Call For Report by Office Title:** The Chair calls on TCA Officials by their Office title one-by-one to give weekly update reports, such as:
 - Treasurer Report*
 - Secretary Report
 - Chief Recorder Report
 - Record Keeper Report
 - etc....
- b) **Officials Report:** Officials keep reports brief and to the point. If nothing new to report, they state, “Nothing new to report.” If an Official is absent from the General Assembly Business Meeting it should be briefly noted and recorded in the MINUTES under “Officials Reports” after “Report by: Office title, and first Name.”
- c) ***SPECIAL NOTE ON TREASURER REPORTS (Redacted Screen-Share):** When the TCA Treasurer brings forth a weekly financial condition report of the Assembly, such report preferably should include a screen-share of the financial report shown via

⁶ The term “Official” herein includes an Assembly Official when elected into Office positions OR, “Interim Official” when voted in.

bank-statement(s), spreadsheet, or similar, showing the dated inflows and outflows of funds and where funds were spent as authorized by the Assembly. All identifiable personal information, names, and full account numbers should be TEMPORARILY REDACTED ONLY DURING PUBLIC SCREEN-SHARE to protect the privacy of the account number and of individuals who have gifted or been reimbursed by the Assembly when Assembly pre-authorized. The quantitative data may rather be publicly shown itemized and categorized under generic general ledger type headings or labeled categories.

(12) Committee Chair Reports

a) **Chair Calls For Reports by Committee Name and Chair Name:** The Chair shall call upon each Committee by Committee name and it's Chair's first name for report (or the Committee Chair's authorized delegate should the Chair be absent) one-by-one per the following example:

- Education and Outreach Committee, Chair name
- Procedure Committee, Chair name
- IT Committee, Chair name
- Litigation Committee, Chair name
- Admins Committee (social media platforms), Chair name.
- etc.

b) **Committee Chair Reports:** Committee Chairs provide brief reports of Committee progress and bring forward any ongoing or new project presentations when necessary, after which the Chair may allow discussion time to the Assembly for any questions, additional input, comments, or direction by the Assembly. Any screen-share time needed is first requested of the Chair. When an Assembly commissioned item is complete and ready for final Motion and adoption by the Assembly, the Committee Chair (or Chair's authorized delegate in event of Chair's absence) informs the Assembly Chair that the commissioned item is complete and ready for final Motion and adoption and brings forward the specifically worded Motion for potential adoption, whereby the Chair requests a Second to the Motion before bringing it to the floor for final vote by the Assembly. Such specifically worded Motion and the Motioner and Seconder names are placed in the MINUTES. If nothing new to report, the Committee Chair reports, "Nothing new to report" and provides a brief reason why the Committee has made no new progress that week. (NOTE: Committee Reports that show repeated no effectual progress week after week on the project commissioned to them, are subject to re-direction, replacement of Committee Chair and or committee members, or dissolution by the Assembly in the extreme case of ongoing stagnant or unproductive Committees).

(13) County Chair Reports (if any)

a) The Chair calls on established County Chairs of de jure California County assemblies by County name in alphabetical order to provide their brief update Reports regarding that County Assembly.

Part V - New Business

(14) New Business Agenda Items - Calendaring Procedure

- a) The Chair provides a brief notice regarding how only a TCA Business Meeting Participant may bring forward a New Business Agenda item to the Assembly for presentation, discussion, and potential adoption by the Assembly. The Moderator may announce any pre-required day and time limit for receipt of New Business Agenda items before acceptance for addition to the next scheduled General Assembly Business Meeting (generally by 6 p.m. the day prior to GA Meeting via email or phone call to Assembly Chair or Secretary), subject to time constraints of already scheduled New Business Agenda items OR, may be accepted after the pre-required prior day time limit for receipt, **ONLY** if deemed an “Urgent” agenda item, in the sole discretion of the Chair. ***** NOTE: Pre-Calendared or Same-Day “Urgent” New Business Agenda items are heard only AFTER the standing Officials, Committees, and County Chair Reports are first heard (see: line items #11-13 above).**

(15) New Business Agenda Items - Pre-Calendared or Same-Day “Urgent”

- a) **Call for New Business Agenda Items Presentation, Discussion, and any Motions:** The Chair calls for any pre-calendared or accepted as “urgent” New Business Agenda Items to be brought forward by requestor/author for presentation, discussion, and potential Motion for adoption by the Assembly. Any New Business Agenda item determined by the Assembly needing further research, development, creation, or production by the Assembly, should be moved to any subject-related, standing Assembly commissioned Committee for such purposes OR, by method of adoption of a new Assembly created Committee when an eligible Business Meeting Participant is willing to nominate or self-nominate and accept the Committee Chair position along with any Participants willing to self-nominate working with the newly created Committee. (NOTE: ALL Committees are commissioned only by and through the Assembly with specific commissioned agendas expressly worded, adopted, and recorded in the Assembly MINUTES).

(16) Motion Procedure

- a) **Bringing Motions Forward (Motion-Second-Vote).** A Motion may be brought forward by the Motion author/requestor or any TCA Business Meeting Participant for the Assembly to potentially adopt, only after sufficient subject presentation and discussion time has been allowed the Assembly by the Chair. Such planned subject presentation for Motion must first be notified to, and received by, the Chair or the Secretary as a “New Business Agenda” item requested to be added to the General Assembly’s New Business agenda by the 24 hour deadline time set by the Chair prior to being calendared for inclusion on the next day’s TCA General Assembly Meeting. The Chair, however, retains sole discretion to accept requested same day presentations for Motion, **ONLY** when determined an “urgent” matter and if time permits. Standing Officials and Committee Motions retain priority for same day voting and adoption, without any hard pre-requirement of adding to the New Business Agenda items requiring advance 24 hour notice to the Chair or Secretary, and are brought forward when called on during Officials or Committee Chair Reports (see: line item #12 above).

- b) **A Motion Must Be Worded with Specificity:** A Motion may be requested to be amended in its wording by the Motion author/requestor or by any Participant when the Motion author/requestor and the Assembly Participants agree. The final Motion when seconded by any eligible Participant, shall then be brought forward to the floor by the Chair for a vote of adoption by the Assembly.
- c) **Motion Amendments, Withdrawals, or Temporary Tabling:** Motions brought forward to the Assembly after given adequate discussion time, may be further requested by the Motion author/requestor or any Participant to be reworded, amended, withdrawn, or even “tabled” to a future TCA General Assembly Meeting should a majority of the Assembly Participants agree and or determine the agenda item first needs further discovery, research, or pertinent information to be known by the Assembly before being ready to be brought forward for final presentation to the Assembly with a subsequent Motion and vote for adoption.
- d) **Motion Adoption:** A Motion then passed and adopted by the Assembly shall be recorded with the exact written wording of the Motion with specificity as to which it was presented and adopted by the Assembly and then added with the First name of the Motioner and the Seconder to the MINUTES. Vote Results may be called as, “the Motion is passed without objection” OR, by taking of votes by a call for raised hands or verbal vote, further recording the number of Yeah’s vs. Neah’s and any known stated Abstentions of the vote.

Part VI - Closing Statements

(17) REPEAT REMINDERS -Upcoming Events

- a) Repeat Reminder announcement of any TCA Upcoming Events, Special Meetings, Classes, upcoming Voting or Elections, Open Positions for nominees, etc. (if any)

(18) Announcement of Upcoming Town Hall Meeting Segment

- a) The Chair Invites and welcomes ALL Attendees and guests to stay on the online meeting for the upcoming Town Hall segment of the TCA meeting immediately following adjournment of the Business Meeting, where everyone may equally participate and bring forward their comments, questions, and participate in answering questions, as well as bring forward certain topics for discussion, and at times may include short segments of pre-planned educational subject speakers, however, ONLY as their own opinions, views, or experiences, and subject to the TCA adopted “Guidelines.”

(19) Business Meeting Adjournment

Chair announces Date and Time of the next TCA General Assembly Meeting on the record, then further states: **“With no further business to conduct, I call for a Motion and Second to adjourn this meeting”** (made by any Participant). Then the Chair concludes the Business Meeting with, **“This concludes The California Assembly’s General Assembly Business Meeting.”** and calls the audio/video recording to end.

- b) The First names of the Motioner and Seconder for adjournment are recorded in the MINUTES along with time of adjournment, and shall include a notation on which platform or media the successful audio/video recording is/will be stored or archived, the date Meeting was held, name of who scribed the MINUTES (usually the Secretary), and the TCA Official Name, Seal, and final ratification date are added to the MINUTES header field before archiving in TCA records.

###

(Town Hall Meeting Format following next page)

*** Town Hall Meeting Format ***

(1) Town Hall Meeting

- a) **Setting up Town Hall Moderator and Co-Host:** The General Assembly Chair may also be the Town Hall Moderator (“TH Moderator”) OR, may delegate another Moderator to host the Town Hall Meeting. While the Town Hall format is more of a free-flow meeting format where ALL Attendees may participate, the TH Moderator assumes primary control of the Town Hall Meeting (similar to the General Assembly Chair), whereby all requests to speak by Attendees are to be addressed to the TH Moderator. The TH Moderator is highly advised to choose a Co-Host provided with equal access to the online platform controls to aid in managing the online meeting room and for purposes of carrying out any needed “mute, bench, or ban” actions at the direction of the TH Moderator in event of an Attendee violating the Assembly adopted Guidelines and refusing to relent or correct their actions after measured warning(s) given by the TH Moderator.
- b) **Co-Host Duties:** A Town Hall “Co-Host” must be provided with equal Co-Host access to online platform controls. The Co-Host acts as a “second set of eyes” for the TH Moderator, by aiding new Attendees entering the online platform and monitoring the online meeting room as well as Chat Room posts and activities. The Co-Host informs the TH Moderator of questions or topic related comments of Attendees posted in the Chat Room and of any disruptive posts or other issues in regard to an Attendee violating the Assembly adopted “Guidelines,” without burdening the TH Moderator with being distracted. The Co-Host assists the TH Moderator as directed and may carry out any needed “mute, bench, or ban” actions, as directed by the TH Moderator for unheeded measured warning(s) of Guidelines violations by an Attendee. (NOTE: This may become more of an issue only as meeting attendance grows).
- c) **Town Hall Welcome Message:** The TH Moderator begins the Town Hall with a warm welcome to the TCA Town Hall Meeting and introduces their self by name as “the Town Hall Moderator.” TH Moderator then advises Attendees of the meeting format, stating that ALL Attendees may participate, how to identify themselves in the Attendee list by “First Name - County” (or State), use the tools to raise and lower hands OR, use verbal “May I’s,” etc. to address the TH Moderator to speak (similar to the General Assembly Meeting). The TH Moderator further notices all Attendees that the TCA adopted “Guidelines are in effect,” and provides a Town Hall Disclaimer Notice that, “All opinions and views expressed by Attendees in Town Hall are not necessarily those of TCA, and that each Attendee is responsible to “DYOR” (Do Your Own Research) before relying on or implementing any opinions or views by Attendees expressed here, for which TCA is not responsible;

Example Town Hall Welcome Message: “Welcome everyone to The California Assembly Town Hall Meeting! This is a PUBLIC OPEN FORUM meeting where ALL Californians and guests may attend, participate in discussion, ask questions, take turns answering questions, or make comments and share, and also hear any featured educational speakers, presentations or topics from time to time such as on how to become a status corrected and declared American State National or State Citizen,” learn about the assembly process, or discuss any other matter relevant to California and Californians or current world affairs.”

Example Town Hall DISCLAIMER NOTICE: “Please know that all opinions and views expressed or shared on this Town Hall Meeting by Attendees are not necessarily those of the Assembly nor necessarily endorsed by the Assembly, and is not to be considered legal, lawful, financial or professional advice, nor that of The California Assembly. All Participants are strongly encouraged to ‘DYOR’ (Do Your Own Research) before using or implementing any Attendee’s advice, opinions, or views in this forum. Further, be aware there is no guarantee nor expectation of privacy in these discussions or information you may share on this public forum, so govern yourselves accordingly.”

- d) **Equal Participation:** The TH Moderator invites and allows any questions or orderly comments and allows any Attendee on the Town Hall meeting to participate by providing their own opinions, views, ideas, or experience testimonies in answer to the questions, however ONLY as their own opinion or view to the question or topic.
- e) **Free Flow Format with Order:** TH Moderator keeps the meeting orderly but inviting, friendly, and free-flowing while keeping Participants germane to the topic/question at hand until exhausted, and new topics /questions or topics are brought forward.
- f) **Supporting Articles, Cites, and Illustrations:** The TH Moderator, the Co-Host, or any Attendee may provide backup supporting articles, documents, law or case cites, or similar items, by posting directly in the Chat Room OR, by request to the TH Moderator for screen-share when first approved by the TH Moderator.
- g) **NOTES:** Though Town Halls are a public open forum and may get “lively” at times (as various opinions, patriotism, politics, religion, and or legal/lawful issues can be), **the TH Moderator must remain in control of the meeting at all times.** The TH Moderator should first use friendly but firm deflecting or re-directing skills to “cool down” and or re-focus speakers back on topic when necessary, before having to resort to direct reminders/warnings to an Attendee violating the “Guidelines in effect” as noticed, or having to resort to a measured “mute, bench, or ban” solution only after a warning or two is first issued by the TH Moderator to an Attendee who refuses to comply. (CAUTION: Participants when potentially “feeling offended” from being audio “muted” because of refusing to comply with TH Moderator warnings, may sometimes then resort to the Chat Room to continue to air their “beefs,” which can further disrupt a pleasant and safe meeting experience for all. In this event, the TH Moderator or their designated Co-Host must be aware to keep monitoring the Chat Room as well, and consider blocking or removing that Attendee from the meeting after warnings are not heeded. Compliance of an Attendee to the TH Moderator’s request may be evidenced by the Attendee agreeing to comply with the TH Moderator’s request to stop the Guidelines violation, including but not limited to, supplemental actions such as agreeing to remove any offending Chat Room post(s) that violate the Guidelines, when necessary.

- h) **Town Hall Adjournment Time:** The TH Moderator keeps the Town Hall Meetings to a pre-determined closing time - not to exceed 9-10 pm or (?), as meetings going later with only “die-hard” Participants enjoying themselves and remaining late, may tend to turn into personal gossip groups with the few remaining late on TCA’s own hosted meeting platform and thus violate the Assembly adopted Guidelines.

###



The California Assembly

General Assembly Meeting & Town Hall Format Procedure

— QUICK GUIDE* —

Adopted: November 12, 2025

Part 1 - Opening GA Business Meeting

- (1) **GA Chair (or delegated meeting Moderator) Calls for “Recording to Begin”**
- (2) **Announce TCA General Assembly with “Meeting Called to Order On: <Date> and <Time>”**
- (3) **Welcome Message (and may also add repeating of GA adopted Assembly Mission/Vision/ Purpose Statement)**
- (4) **Biven’s Decision Reading**
- (5) **Moment of Silence/Prayer**
- (6) **Inspirational Quote (or Scripture) Reading for the Week (optional)**

Part II - Routine & General Announcements

(7) **Routine & General Assembly Meeting Announcements**

- a) Notify all of who can (and can’t) Participate in GA Meetings, present business Agenda items for discussion, and vote. Only assembly verified, status corrected American State Nationals or State Citizens on California are eligible to be TCA business meeting “Participants.” As TCA GA Meetings are Public, any other “Attendees” to the meeting may only silently observe the meeting but may not speak, participate, discuss or vote. (However, in rare instances, a special temporary permission to speak only may be allowed by the GA Chair, such as in the case of an Attendee bringing important or special “information” pertinent to a subject at hand for the assembly’s added consideration and review only)
- b) Call for Public Servants needed to volunteer and or run for TCA open offices or positions (if any)

(8) **GA Business Meeting Participation Instructions**

- a) Attendee Name & County Identification - (How to add to online Attendees List)
- b) Attendees by Phone Identification (How to add to Attendees List when on phone)
- c) How to navigate Online Platform Tools for the Meeting (Mute/Unmute, Raise Hands, etc.)

- d) Chat Room Posting Guidelines
- e) Remind Participants to Address Only the GA Chair (or the delegated Moderator) to Speak!
- f) Ways to Address the GA Chair to Speak (use raise hand tools or verbal “May I,” and “I Yield”)
- g) State “Two Minute Rule” time limit for speakers (unless extended by GA Chair/Moderator)
- h) Motions Called to the Floor for quorum vote start with a First and Second Motion, then to a quorum Vote (all other dialogue stops until vote is finalized)
- i) Notice Attendees: “TCA adopted ‘Guidelines’ and the ‘Bivens Decision’ are governing and in effect for the entire Meeting”

(9) GA Chair/Moderator General Announcements

- a) Assembly General Announcements (Special meetings, events, classes, vote agendas, etc.)
- b) Relay any Open Offices and Positions Call for interested Participants to fill
- c) Recite TCA Gifting Needs Call

Part III - Old Business

(10) Old Business (First Review Prior GA MINUTES)

- a) Screen Share of (prior) GA Old Business MINUTES and obtain Motions and quorum Vote for GA Adoption
- b) Or, If any valid Objections/Amendments to Old Business MINUTES, give Participants discussion time on if they believe the amendment is valid, then first call for a quorum vote for adopting the amendment, then re-send amended MINUTES to floor for final GA adoption vote
- c) Bring forth any other ‘Old Business’ Agenda items that were tabled or delayed from prior GA Meeting(s) for further amendments or requiring more information before final presentation and potential Motion-to-Vote procedure

Part IV - Officials and Committees Reports

(11) Assembly Officials Report

- a) Call for Reports by individual Office Title (Chairman, Treasurer, Chief Recorder, Record Keeper, etc.)
- b) Each Official when called on provides a brief summary Report (if any). Record each Officials summary report in MINUTES. Record all Officials present or absent in MINUTES.

- c) (Special Note on Treasurer Reports: Financial Records should have account numbers and other sensitive information Pre-Redacted during any Screen-Share time)

(12) Committee Chair Reports

- a) Call For Reports by Committee Name & Chair Name
- b) A Committee Chair may pre-delegate a substitute speaker for the Committee report, if they will be absent.

(13) County Chair Reports (if any)

Part V - New Business

(14) Call For Pre-Calendared 'New Business' Agenda Items (Or, Same-Day New Business items ONLY if proven "Urgent")

- a) 'New Business' Agenda items must be brought to the GA Chair for calendaring minimum 24 hours prior to the day of the GA Meeting. Any Participant bringing forth a same day "Urgent" Business Agenda item without prior calendaring with the GA Chair, is subject to practicality and time availability at the sole discretion of the GA Chair whether it is to be presented and heard in that same-day meeting or moved to the following GA Meeting
- b) New Agenda items must be given a Presentation time by the Participant presenting it to properly introduce and thoroughly explain it to the GA Participants
- c) After Presentation time of any 'New Business' Agenda item, the GA Chair will then allow the General Assembly discussion and question/answer time regarding the Agenda item until exhausted or as time permits. If more discussion time is needed or amendments to the Agenda item are first needed, the GA Chair may move the Agenda item to the next GA Meeting
- d) After the Agenda item has been presented and thoroughly discussed by the GA Participants, the item may be brought forward for First and Second Motions and a final quorum vote for potential adoption
- e) **NOTE:** Remind ALL TCA Participants that 'New Business' Agenda items must be brought to the GA Chair for calendaring minimum 24 hours prior to the day of the GA Meeting

(15) Motion Procedure (First and Second Motion - to Floor for Quorum Vote of Adoption)

- a) Bringing Motions Forward (GA Chair must first allow sufficient presentation & discussion time)
- b) A final Motion Must Be Worded with Specificity (and written exactly as stated in MINUTES)

- c) Motions and Motion wording may be proposed by any Participant for Amendment, Withdrawal, or Temporary Tabling, subject to quorum vote agreement by GA Participants
- d) Motion Adoption - Record the specifically worded Motion and the First names of First and Second Motioners in MINUTES)

Part VI - Closing Statements

(16) REPEAT Reminder of any Announcements and or Upcoming Events/Meetings/Agendas

- a) Second announcement of any TCA Upcoming Events, Special Meetings, Classes, Agendas, Vote Agenda, etc.

(17) Announcement of Following Town Hall Meeting Segment (right after adjournment of Business Meeting)

(18) Business Meeting Adjournment

- a) Before Closing Meeting, GA Chair announces the next GA Meeting <Date> and <Time>, calls for a Motion and Second to adjourn the meeting, then announces "Meeting adjourned" and Recording is stopped.
- b) The First names of who brought the Motion to adjourn and who Seconded the Motion are recorded in the MINUTES along with Date and Time of adjournment. The MINUTES shall record a notation on which platform or media the successful audio/video recording is/will be stored or archived (for easy retrieval purposes) along with any recording identifiers, the date GA Meeting was held, name of who scribed the MINUTES, and the TCA Official Assembly Name, Seal, and final adoption date (GA adoption date is usually at the following GA Meeting) are all added to the MINUTES header field before final archiving in TCA records.

###

(Town Hall Meeting Format Procedure Following)

*** Town Hall Meeting Format Procedure *** -QUICK GUIDE-

(1) Town Hall Set Up

- a) **The Town Hall (“TH”) Moderator Sets Up, Hosts and Moderates the TH Meeting Platform & appoints a Co-Host (if needed):** The TH Moderator may set up a “Co-Host” with equal meeting platform controls for the meeting to aid the Moderator with meeting room management and help maintaining good meeting decorum.
- b) **Co-Host Duties:** The TH Moderator’s Co-Host aids the TH Moderator with monitoring the Meeting Controls, all Attendees, all Chat Room posts, and with any special instructions as specified by the TH Moderator. The Co-Host may also help with muting of unnecessary background noise, and or muting or “benching” any disruptive Attendee(s) after a first or second warning by the TH Moderator as instructed by the TH Moderator in accordance with the TCA adopted Guidelines.
- c) **NOTES:** The TH Moderator remains in control of the meeting at all times and uses measured Mute or “Bench” actions only after one or two warning(s) at TH Moderator’s sole discretion and call.

(2) Town Hall Welcome Message, Notices and Disclaimer Announcements:

- a) “Welcome to TCA Town Hall! This is an Open Public Forum meeting where ALL may participate and speak or comment in order by first raising your hand with the online tool or by saying, “May I,” and waiting to be called upon, and using “I Yield” when finished speaking.”
- b) “All requests to speak are to be directed to the TH Moderator and wait to be called on.”
- c) “Try to keep your questions, comments or points within a two (2) minute time limit, unless TH Moderator allows more time.”
- d) “TCA adopted Guidelines, found on TCA Website, govern this Town Hall meeting and are in effect.”
- e) **“DISCLAIMER:** All statements by Attendees in Town Hall are solely the Views and Opinions of the speaker and not necessarily that of TCA. It is every Attendee’s responsibility to first “DYOR” (Do Your Own Research) before adopting or implementing any opinion shared on Town Hall and you do so at your own risk.”
- f) **“No Expectation of Privacy:** Please know as TCA’s Town Hall Meeting is an Open Public Forum, there is No expectation of privacy regarding anything shared or discussed here.”
- g) **“Equal Participation:** ALL may bring up topics, add comments, ask questions & answer questions.”

- h) “**Free Flow Format with Order**: Please attempt to allow others to exhaust any follow-up questions on a topic at hand before moving to another topic.”
- i) “**Supporting Articles, Cites, and Illustrations**: Any Attendee may post/share supporting documents.”

(3) Town Hall Adjournment - The TH Moderator calls the meeting closing time (Close at an appropriate time). No Motions, including for closing meeting, are necessary in Town Hall.

###

*** (NOTE:** This “**QUICK GUIDE**” is a condensed version “cheat sheet” derived from the formal TCA adopted Master document: **TCA General Assembly & Town Hall Meeting Format Procedure**. Any GA amendments/updates to this Procedure document or to the Main **TCA General Assembly & Town Hall Meeting Format Procedure** document this QUICK GUIDE is derived from requires likewise updating BOTH versions to keep uniformity between them).



The California Assembly

General Assembly Meeting MINUTES Format Template

MINUTES

Adopted: November 12, 2025

Meeting Called to Order: <00:00>

Chair¹: <name>

Audio/Video Recorded?: <Yes/No>

Secretary/Scribe: <name>

Recording Archive Location: <e.g. "TCA Zoom ID 12345" OR, "Peripheral Drive A">

Roll Call

Total Participants: <#> <Note: this is only Business Mtg. eligible "Participants">

Counties Present: <#>: <County, County, County, County, County... >

Routine Recitals

Welcome Message, TCA Mission/Vision Statement, Biven's Decision, Moment of Silence, Inspirational Quote or Scripture Reading, Routine General Assembly Meeting Announcements, Business Meeting Participation Instructions: (Per Procedure)

(Just cut and paste this Section Title and Recitals block into every new MINUTES document "as is")

Chair's General Announcements (Events, Special Meetings, Classes, Assembly announcements, etc.)

1) <Brief Note>

2) <Brief Note>

Old Business (Re: Old Bus. MINUTES)

Presentation/Discussion: <Yes/No> <Optional additional notes here>

Motion: <Specific Worded Motion here>

First: Second: Result:

Assembly Officials² Report

Report by: <Position - First Name> <Brief Report>

Report by: <Position - First Name> <Brief Report>

Report by: <Position - First Name> <Brief Report>

Report by: <Position - First Name> <Brief Report>

Presentation/Discussion: <Yes/No> <Optional additional notes here>

Motion: <Specific Worded Motion here>

First: Second: Vote: Y: to N: Abstain: Result:

Sample "Motion Block" 2

👉 Note: A "Motion Block" is placed directly underneath the "Report by:" speaker who reported - and then brought a Motion item forward to the Chair for Vote,

¹ The term "Chair" (Chairman) herein is replaced by the term "Interim Chair" when voted in OR, "Chair" when elected to said Office.

² The term "Official" herein includes Assembly Officials when elected into office positions OR, "Interim Official" when voted in.

Committee Chair Reports

Report by: <Position - First Name> <Brief Report>

Report by: <Position - First Name> <Brief Report>

Report by: <Position - First Name> <Brief Report>

Presentation/Discussion: <Yes/No> <Optional additional notes here>

Motion: <Specific Worded Motion here>

First: Second: Result:

Sample "Motion Block" 1

👉 Note: A "Motion Block" is placed directly underneath the "Report by:" speaker who reported - and then brought a Motion item forward to the Chair for Vote.

County Chair Reports <If any, or remove this section>

Report by: <Position - First Name> <Brief Report>

Report by: <Position - First Name> <Brief Report>

New Business ("New Business" is for any Pre-calendared or "Urgent Same-Day" New Business Agenda items brought by any Participant)

Presentation/Discussion: <Yes/No> <Optional additional notes here>

Motion: <Specific Worded Motion here>

First: Second: Vote: Y: to N: Abstain: Result:

Chair's Closing Statements

Repeat Reminders - Upcoming Events, Announcement of Upcoming Town Hall Meeting, etc.: (Per Procedure)
(Just cut and paste this Section Title and Repeat Reminders block into every new MINUTES document "as is" or add to it)

Business Meeting Adjournment

Chair Announcement of Next Meeting Scheduled: <Day, Date, and Time>

Presentation/Discussion - Chair: <"With no other business to conduct, I call for a Motion and Second to adjourn the Business Meeting">

Motion: <Specific Worded Motion here>

First: Second: Result: <Motion passed without Objection>

Meeting Adjourned: <0:00>pm

These MINUTES Assembly Ratified: <Date>

###

MINUTES NOTES

- 1) ALL text in Black can stay on every MINUTES document for easy fill-in thereafter, as it's in the same Outline form as the Assembly TCA General Assembly Business Meeting Format Procedure document when adopted, with only exception being consolidating certain Routine Recital section statements, and adding "Motion Blocks" which are placed wherever a Motion-to-Vote procedure comes up (see below). COPY & PASTE THE ABOVE TEMPLATE PAGES ON NEW BLANK PAGES - FOR EASY FILL IN. *** NOTE: SAVE A MASTER FORMAT TEMPLATE FOR REPRODUCING A READY BUSINESS MEETING MINUTES TEMPLATE EVERY TIME.
- 2) ALL Items in RED are "for example only." Delete all RED text and replace with your current MINUTES notes.
- 3) Important Day and Date of the Meeting is placed in top title of document under "MINUTES" on Page 1, in written out style, for example: "Wednesday, March 20, 2024." The Official Assembly Name & Seal must also always be on MINUTES.
- 4) "Secretary/Scribe" field at top right of Page 1, is for adding the name of who scribed the MINUTES.
- 5) "Meeting Called to Order" Time AND "Business Meeting Adjournment" time are recorded in the fields on top left on first page and bottom of last page in the "Business Meeting Adjournment" area, respectively.
- 6) The Chair Announced Date and Time for the next scheduled GA Business Meeting is also recorded in "Business Meeting Adjournment" area.
- 7) When Chair calls for individual Reports from Officials, Committee Chairs, and County Chairs, the "Report by:" field is filled-in first with the Office/Position/Committee Title, followed by first Name of who is reporting, e.g. Treasurer, Bob: <Report following>. Sample notes for Reports given may include: "Gave update report," "Nothing new to report," "Absent," and type in further brief notes of what was reported, presented, or discussed, if important or relevant.
- 8) MINUTE reporting notes remain Brief. When any Assembly Official or Committee Chair called for report is absent, simply add <Position title, First Name:> - and notate "Absent."
- ★ 9) After Presentation and Discussion on any business agenda item is exhausted, it is the "Motion-to-Vote" process that moves the Business Meeting to accomplish things and where it's most important to provide notes in the MINUTES. *Motions must be recorded in specific wording!*
- 10) The Chair may choose one of TWO methods for calling for votes after Motions:
 - a) By call for individual raising of hands and or verbal votes, recording the Yeahs/Nays/Abstains.
 - b) By invoking, "Without objection the Motion is passed," Pause, then Pass Motion if no objections*.

*In the event there is any objection(s), the Chair in his sole discretion may choose to revert to taking a Vote by method of 10(a) above.
- 11) Wherever an agenda item is presented for **Motion-to-Vote**, a handy, pre-formatted "Motion Block" may be placed following directly below that particular speakers Report or request for Motion for easy fill-in. The Motion Block shows all requirements for a proper Motion-to-Vote procedure has been followed, which include:
 - a) Presentation and Discussion time allowed: (Type in Yes or No, and can add more notes, if necessary)
 - b) Motion: "....." (Very important the specific wording of the Motion is recorded here)
 - c) Who made the First and Second to the Motion (Add First names only)
 - d) Vote "Result." (Sample Result statements: "Motion passed without objection" OR, "Motion Passed.")
- 12) Sample "copy and paste" **Motion Blocks** with text meeting all the requirements for a proper **Motion-to-Vote Procedure**:

Motion Block, Sample 1:

(use this one for votes, "without objection")

Presentation/Discussion:		
Motion:		
First:	Second:	Result:

Motion Block, Sample 2

(use this one for "raised hand" & verbal votes - counting Yeahs to Nays & any Abstains)

Presentation/Discussion:					
Motion:					
First:	Second:	Vote: Y:	to N:	Abstain:	Result:



The California Assembly^{©TM}

GUIDELINES

Adopted: November 12, 2025

A) Recitals

- 1) These Guidelines adopted by the People of The California Assembly (herein “TCA”) in General Assembly govern all TCA General Assembly business meetings, Committee meetings, Jural meetings, Militia/Safety meetings, International meetings, Town Hall meetings, and all TCA related events, auxiliary meetings and or field meetings whatsoever, and includes any use of and or entry into any and all TCA online website(s) and or social media channel(s) or platform(s) (herein collectively and or severally “TCA Meeting(s)”) by any and all Participants (“papered up” status corrected individuals), Attendees, Guests, and or online users of TCA website(s), social media channel(s), or platform(s) (herein collectively and or severally “Attendee(s)”);

B) Introduction

- 1) These adopted **TCA Guidelines** govern general expected good behavior, decorum, and discourse for any and all TCA Meeting(s), and include the related, adopted **TCA Dispute Resolution Procedure** made part hereof by reference and extends to any and all Attendee(s); All TCA Attendee(s) are advised to please read and become acquainted with these adopted TCA Guidelines thoroughly;
- 2) TCA is the lawful, de jure, and public Assembly of the people, by the people, and for the people on California state; By attendance, participation, and or use of or entry into any TCA Meeting(s) — All Attendee(s) are expected to treat one another with dignity, honor, and respect;
- 3) The people of TCA recognize that Attendee(s) will not always agree on certain subjects or topics, but expect everyone in attendance at TCA Meeting(s) to honor and abide by these adopted TCA Guidelines as they set the tone for discourse and helps keeps our community respectful, lawful, and peaceful;

C) Attendee(s) Acknowledgments

- 1) Attendee(s) acknowledge, accept, and agree that by using, participating in, or attending any TCA Meeting(s) **Attendee(s) will NOT:**
 - a) Harass, intimidate, provoke, ridicule, name-call, yell at, demean, bully, act confrontational or combative toward others, nor defame, slander, libel, abuse, harass, stalk, threaten, or otherwise violate the lawful rights of others, including but not limited to, the privacy, publicity, and or intellectual property rights of others;
 - b) Solicit, collect, require, or publicize the personal information of others without their express permission;
 - c) Upload, download, post, email, transmit, convey, or otherwise make available in any manner any unlawful or illegal, inappropriate, disparaging, derogatory, defamatory, threatening, or obscene content or foul language written, audio or visual message;
 - d) Attempt to stalk, hound, track, gain access to, or trespass upon any personal or private property or location of any TCA Attendee(s) without the prior express permission from that TCA Attendee(s);
 - e) Impersonate another individual, man, woman, group or entity in any manner;
 - f) Promote, incite, organize, or facilitate physical harm, mental harm, damage, or injury against any individual, man, woman, or TCA Attendee(s), including but not limited to, any TCA Officials/Interim Officials, Moderator, Administrator, Deputy, Appointee, or authorized delegate in either the public or the private;
 - g) Transmit, convey, upload or download any viruses, malware, worms, defects, Trojan horses, or any similar items of a destructive, disruptive, surveillant, and or tracking nature onto or into TCA Meeting(s), including any online TCA website(s) or social media channel(s) or platform(s);
 - h) Post any inflammatory, demeaning, derogatory, slanderous or libelous written, typed, viewable, audio or video content, post, meme, image or picture in any TCA Meeting(s) against any individual Attendee(s), including in any "Chat" post or similar features thereof but rather keep their written, typed, audio, video, or imaged content and posts germane to current TCA business or current TCA topics or subjects being discussed while keeping such content respectful, supportive, without foul language, and treating others with dignity, honor, and respect;

- i) Take, obtain, or convey any audio/video recording, image, picture, and or written or typed content in order to use, copy, or distribute such content of any TCA Attendee(s) of TCA Meeting(s) for the purpose of publicly posting or publishing identifiable text, images or audio/video of any TCA Attendee(s) on any outside of TCA Meeting(s) public or private venue(s), online website(s), social media channel(s) or similar platform(s), or in any correspondence in any defamatory, derogatory, or ill will intent manner against any TCA Attendee(s) without the prior express permission of TCA and any Attendee(s) pictured, imaged or audio/video recorded **subject to the following:**
 - i) While Attendee(s) attending any open public forum type TCA Meeting(s), such as TCA General Assembly and Town Hall Meeting(s) or other public forum venues, Attendee(s) do not possess nor are granted by TCA any reasonable expectation of personal privacy actual, express, or implied when attending, speaking, or choosing to make themselves heard or viewable in such open public forum TCA Meeting(s) or venues; Attendee(s) are herein advised of such should they choose to attend, be heard, or make themselves viewable or identifiable in any manner in any and all TCA Meeting(s);
 - ii) TCA reserves the right at all times to capture, take, obtain, retain, and or use any and all images, pictures, written or typed content, and or audio/video recorded content of TCA Meeting(s) for TCA's own memorial and internal TCA business purposes; TCA further reserves the right to distribute to a TCA Participant a copy of TCA General Assembly Meeting(s) content, such as in the event a TCA Participant was absent from the TCA open public forum Meeting(s) and requests a copy of the recording to be used strictly for the purpose of their own personal review and subject to the terms of these TCA Guidelines at all times; Attendee(s) of TCA Town Hall Meeting(s) on occasion may request a copy from the TCA Chair/Interim Chair of an audio/video recording of special TCA Town Hall Meeting(s), such as when a guest speaker comes on to teach or share a particular subject of interest, subject to the terms of these TCA Guidelines at all times, as well as subject to the discretion of the TCA Chair/Interim Chair or their authorized delegate(s) availability, time, and resources to handle such extracurricular matters; The TCA Chair/Interim Chair also retains the right and discretion to publicly post open public forum venues or Town Hall Meeting(s) in whole or part on TCA online website(s) or social media channels or platforms subject to the terms of these TCA Guidelines;
 - iii) The TCA Chair/Interim Chair or their authorized delegate may have access to, take or obtain any audio/video recording, notes or transcript of any TCA Committee or venue Meeting(s) at any time without prior notice in order to observe the business and productivity of any TCA Committee Meeting(s) or venue for review and internal TCA business purposes;

D) Discourse in General Assembly Business Meetings and Town Hall Meetings

- 1) NO long monologues or dissertations — try to get to your point in under two (2) minutes or less when speaking or asking questions, subject to requesting additional time and permission from the meeting Chair/Interim Chair or Moderator for permission for additional time; Stay orderly and wait to bring your subject up at the right time according to the meeting format flow or subject at hand; Raise your hand to ask permission of the Chair/Interim Chair or Moderator to speak or use, “May I, Point of Information, Point of Clarity, Point of inquiry, Motion to adopt, Motion to table, Point not germane to subject at hand, or Request subject be moved to Town Hall,” etc. always addressed to the Chair/Interim Chair or Moderator to first obtain permission to speak further or wait; Be polite and try not to interrupt the current speaker until they “yield” the floor; At all times the Chair/Interim Chair, Moderator, Administrator, or Committee Chair (in regard to Committee Meeting(s)) is in TCA authorized charge of the meeting, venue, or online website(s), channel(s) or platform(s) order and discourse;

E) Hold Harmless Clause

- 1) TCA and its Officials, Chair, Committee Chair(s), Moderators, Administrator(s), Deputies, Appointees, and or their authorized delegates, whether acting, interim voted in, elected, or delegated/appointed into office or position, assume NO liability whatsoever actual, express or implied, direct, indirect, or consequential in respect to enacting, upholding, or enforcing these General Assembly adopted TCA Guidelines by the people and or for any Attendee(s) individual behavior, views, opinions, or expressions, however expressed, and assumes NO liability for those individual behaviors, views and or opinions made by any Attendee(s) attendance or participation, use of or entry into, any TCA Meeting(s) and or the TCA community; Attendee(s) further acknowledge and agree TCA and its Officials, Chair, Committee Chair(s), Moderators, Administrator(s), Deputies, Appointees, and or their authorized delegates whether Interim voted in or otherwise elected, appointed, or delegated are released from any and all claims of liability by Attendee(s) and Attendee(s) further agree to hold harmless same without recourse; It is up to Attendee(s) to use their own discretion, do their own research, and obtain their own advisement, lawful or legal counsel, or financial advisement before any use or implementation of shared views or opinions however expressed, obtained, or conveyed by Attendee(s) in or through any TCA Meeting(s);

F) Guidelines Enforcement

- 1) TCA takes violations of its TCA Guidelines seriously and will respond appropriately when necessary for and in the interest of maintaining TCA Meeting(s) good decorum and positive productivity; The TCA Chair/Interim Chair, Moderator, Sergeant at Arms, authorized Administrator, or a Committee Chair (in regard to Committee Meeting(s)) or their authorized

representative reserve the right to mute, silence, block or remove any disruptive or non-complying to these TCA Guidelines Attendee(s) from any TCA Meeting(s) at their sole discretion per the authority delegated to them by the TCA General Assembly holding such authorized positions;

- 2) In order not to disrupt TCA Meeting(s) a warning may be given to any disruptor by the TCA Chair/Interim Chair, Sergeant at Arms, Moderator, Administrator, or by a Committee Chair (in regard to Committee Meeting(s)) or their authorized representative, with an opportunity for the Attendee(s) to correct their disruptive behavior before escalating further enforcement of these Guidelines;
- 3) Any non-related to assembly business or personal disagreements or disputes between Attendee(s) escalating to the point it is deemed disruptive or violates these TCA Guidelines will be directed to take their conversation or differences outside TCA Meeting(s) to discuss privately between one another in attempt to clarify, hash out, and or to settle the matter between themselves according to the TCA General Assembly adopted **TCA Dispute Resolution Procedure** made part herewith by reference;

G) Binding Agreement

- 1) By any Attendee(s) attendance, participation, use of, or entry into, any TCA Meeting(s) Attendee(s) acknowledge, accept, and agree to honor and abide by these TCA General Assembly adopted **TCA Guidelines**, including the related adopted **TCA Dispute Resolution Procedure** made part herewith by reference;

H) TCA Guidelines – Amendments and Updates

- 1) Notice: TCA reserves the right to update, change, or amend these TCA Guidelines at any time without prior notice.

(Appendix - Definitions following)

Appendix - Definitions

Administrator: means one who is appointed, delegated, or authorized by TCA to manage, administrate, and or moderate any online TCA website, channel or platform on and for the behalf of TCA;

Assembly: means The California Assembly®, the lawful, de jure and public land and soil jurisdiction State Assembly of the people, by the people and for the people on California, otherwise abbreviated herein as “TCA”;

Attendee(s): means any or all Official(s)/Interim Official(s), Chair/Interim Chair, Appointee, Deputy, Moderator, Administrator, Participant (“papered up” status corrected individual), Attendee or Guest attending, observing, participating, using or entering into any TCA Meeting(s), related venues or events, and or online TCA website(s), channel(s) or platform(s) whether in, by, or through any live, virtual, audio, visual, telephonic, and or other electronic or digital means whatsoever; A “Participant” is also generally considered an “Attendee” in relation to any attendance to TCA meetings, platforms, or venues;

Express Permission: means verbal or spoken permission or acknowledgment made by any individual to another individual or group;

Express Written Permission: means written permission or acknowledgment in any correspondence such as via letter, text, email, online “post,” or similar delivered by any individual to another individual or group;

Officials/Interim Officials: The term “Official” herein means Assembly Officials when elected in to office positions by the people through proper State-wide notice and elections; The term “Interim Official” means Assembly Officials voted in by the people of The California Assembly in General Assembly to hold and carry out the duties of their Office in an “interim” manner until such State-wide elections are held; The same applies to individual office titles such as “Chair” or “Interim Chair”;

Participant: means any individual of, in, or on, the land and soil jurisdiction of California state with singular allegiance to their sovereign nation-state California who is status corrected to that of an American state National or State Citizen, whether native-born or naturalized* who has at minimum repudiated or renounced “U.S. citizenship”/“citizen of the United States” (Municipal/Territorial) and any other foreign corporate citizenship or political status and reverted back to the nationality of their original, organic, land and soil birth state or “adopted” state (after their naturalization period of seven years and a day in America), as verified by TCA and is therefore eligible to participate in

TCA business meetings as a “Participant” and further speak, present, and vote in TCA General Assembly or other business meetings (e.g. General Assembly and or Jural, Militia/Safety, International sub-assemblies) and act in TCA Committees, including as an assembly confirmed Committee Chair;

* Note: Naturalized U.S. citizens who adopt American state National status after seven years and a day of living in America that retain any dual citizenship status with another country need only repudiate the prior U.S. citizenship status alone and may participate as “Participants” in Assembly business meetings and committees, but may not act as an elected/voted in Official/Interim Official nor as “State Citizens” in relation to TCA assembly business meetings or sub-assembly meetings, as such official assembly positions and status require a sole and “singular allegiance” to one’s de jure Sovereign Nation-state to be eligible for such positions.

Without Recourse: means a phrase meaning that one party has no legal or lawful claim and or liability claim against another party and cannot threaten, bring, or attempt to bring, claim or suit against another party or obtain adequate relief even if a lawsuit moves forward.

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The California Assembly©

Dispute Resolution Procedure

Adopted: November 12, 2025

1) Recitals

- a) This Dispute Resolution Procedure pertains to The California Assembly (“TCA”) General Assembly meetings, Committee meetings, Jural meetings, Militia/Safety Committee meetings, International meetings, auxiliary meetings, events, field meetings, and any and all TCA related meetings whatsoever, and includes any and all use of or entry into TCA website(s) and social media channel(s) or platform(s) (herein collectively and or severally “TCA Meeting(s)”) and shall be made part of and added as a Notice clause to the adopted TCA Guidelines governing general expected good behavior and decorum in TCA Meeting(s); This Dispute Resolution Procedure according to the “Matthew 18” Scriptural model adopted by the Participants (“papered up” status corrected individuals) of TCA in General Assembly, extends to any and all TCA Officials, interim Officials, Appointees, Deputies, Moderators, Administrators, authorized delegates, and any and all Participants, Attendees, and Guests in TCA Meeting(s) (herein collectively and or severally “TCA Attendees”).
- b) In order to keep TCA Meetings in good decorum and productive, TCA Attendee(s) are expected to conduct themselves in good behavior between one another while any verbal and or posted comments, remarks, and or disputes made in any TCA Meetings shall not be directed or made in any disparaging or demeaning manner towards any TCA Attendee(s) on a personal basis or as a personal attack but kept only to that of a certain subject or topic matter at hand as adopted in the TCA Guidelines;
- c) By attending, participating, using, or entering into in any TCA Meeting(s) all Attendees acknowledge, accept, and agree to the terms of this TCA Dispute Resolution Procedure and the TCA adopted Guidelines governing all TCA Meeting(s); At no time will TCA entertain hearing, arbitrating, or making determinations regarding personal disputes between individuals or Attendee(s) not strictly related to TCA business; TCA accepts no responsibility nor liability direct, indirect, or consequential for such personal dispute matters between individuals or Attendee(s) at any time whatsoever;

2) DISPUTE RESOLUTION PROCEDURE STEPS: Regarding any Dispute related to TCA business matters, parties to the Dispute are expected to first do their due diligence in good faith by FIRST having gone through the TCA Dispute Resolution Procedure herein according to the following three-step Procedure:

- a) Any party(ies) in a Dispute matter must make good faith attempts to contact one another in private in attempt to resolve their Dispute or differences between each other by attempting to discuss and resolve the matter;
- b) If Step 2.(a) above carried out in good faith does not bring resolution to the parties, a party is advised to take two or three witnesses with them to the other party in another good faith attempt to discuss and resolve their Dispute or differences again;
- c) In the event Steps 2.(a) and (b) above carried out in good faith do not provide reasonable remedy or resolve the Dispute, either party attempting to resolve their Dispute may request of the TCA Chair/Interim Chair to bring the Dispute before the TCA Oversight Committee - **but ONLY if the Dispute is related to a TCA business matter**;

3) A TCA Oversight Committee if not already existing, may then be called for creation and commission thereof by the TCA General Assembly Chair/Interim Chair according to the adopted **TCA Committees Procedure**, first by calling for a “Motion,” “Second,” and then a quorum vote of the General Assembly for its creation and adoption, then by a following quorum vote of the General Assembly. The TCA General Assembly must then call for and interview a nominated or self-nominated Chair for the Oversight Committee who accepts the position; A following call for eligible Participants to populate the Oversight Committee will then be made in order for the Oversight Committee to be “standing” so that it can be brought into session; The Oversight Committee does not always need to be “in session” which may only be necessary on an “as needed basis” such as in the instance for hearing, investigating, examining, arbitrating and or making final determinations in the carrying out of this Dispute Resolution Procedure between parties in Dispute as outlined herein;

4) A TCA Committee is required to have minimum two (2) Participants (“papered up” status corrected individuals) in order to be “standing”; However, an Oversight Committee typically should be populated with a minimum three (3) or more (odd numbers) eligible Participants of TCA in order to have a majority vote on specific matters when necessary, who ideally are individuals familiar with TCA business Meeting(s) format, TCA’s Mission and Vision Statements, adopted TCA Guidelines, and adopted TCA Procedures, as well as should possess good judgment skills, socially responsible and appropriate demeanor, sound arbitrating skills (if any), and ability to keep discretionary matters of individual parties in Dispute Resolution matters discretionary; Any Oversight Committee Participant who may be a direct party to the Dispute matter at hand must temporarily recuse themselves from acting as a Participant of the Oversight Committee itself;

5) The Oversight Committee will provide a private online or telephone meeting venue where one or more parties to a TCA business matter Dispute are provided equal opportunity to speak, bring forth any supporting verified evidence and any supporting verified first-hand witnesses to testify; The parties to the Dispute must first agree and acknowledge they are subject to questioning, examination, and investigation of the parties claims by the Oversight Committee in attempt to get to the truth and facts of the matter and be subject to potential arbitration in attempt to find a resolution to the matter, or further subject to any final decision of the matter made by a necessary quorum vote of the Oversight Committee; **At all times the Oversight Committee must give FIRST PRIORITY to reviewing, supporting, and upholding the standing adopted TCA Guidelines and Procedures in regard to TCA business matters, including this TCA Dispute Resolution Procedure adopted by the people of TCA in General Assembly which shall first govern and supersede in all business matters for TCA Meeting(s);**

6) The party(ies) in Dispute must first provide any supporting evidentiary proofs to the TCA Oversight Committee that Steps 2.(a) and (b) of the TCA Dispute Resolution Procedure herein have first been diligently followed in good faith before entertaining use of Step 2.(c) herein;

7) After thorough hearing, examining and review of the parties Dispute matter and any evidence and or first hand witnesses, the Oversight Committee may then offer an arbitrated solution or may determine the matter via a quorum vote which will stand as the FINAL RESOLUTION regarding the Dispute between the parties, without further recourse to either of the parties; It is understood and agreed to by the parties in this Dispute Resolution Procedure that the Oversight Committee retains full control and discretion as to requesting and requiring any verified evidence and or witnesses to be brought forward for testimony and examination in any Dispute matter and retains full discretion as to determining the FINAL RESOLUTION on Dispute matters including in the event any Dispute Resolution deems requiring a temporary “bench” period or more permanent “ban” resolution of a party from any or all TCA Meeting(s) attendance or participation, including but not limited to, of any repeatedly disruptive or non-complying Attendee(s) who refuses to abide by or comply with the Assembly adopted TCA Guidelines and or this Dispute Resolution Procedure;

8) Alternately, the TCA Chair/Interim Chair may require in their own discretion any disruptive Attendee(s) who has been temporarily “benched” from any TCA Meeting(s) by an authorized TCA Official/Interim Official, Sergeant at Arms, Moderator, Administrator, or Committee Chair (in regard to Committee Meeting(s)) to provide TCA their good faith verbal or written agreement to abide by and comply with the TCA Guidelines adopted by the people in General Assembly of TCA; In the event a party has additionally caused any willful or intentional harm, injury, or damage to any other Attendee(s), TCA may further compel a party into appearing before the TCA Oversight Committee for review, arbitration, or a determination on the matter according to this TCA Dispute Resolution Procedure;

9) In the event any harm, injury, or damage has been made upon any TCA Attendee(s), TCA itself, and or TCA assets or property by any party, the Oversight Committee must give careful attention to and determine at what degree the harm, injury, or damage has been made, obtain verified evidence and or two or more witnesses to the event, if any, and determine whether it was made by the party with willing intent and malice aforethought or without and whether it is rectifiable by that particular offending party or not, in order to determine a remedy as well as to protect a lawful, peaceful, and secure atmosphere for all other TCA Attendee(s); The Oversight Committee may further require the offending party to make the harmed, injured, or damaged party whole, if possible, and such requirement may also be made a necessary part of the TCA Oversight Committee's requirement in its final determination for access of an offending party back to attendance and or full or partial participation in TCA Meeting(s);

10) Giving partial or full access back to any disruptive Attendee(s) to attendance and or participation in TCA Meeting(s) will be determined mainly by the Attendee(s) themselves!; That is, by TCA obtaining the Attendee(s) personal agreement to cease the offending behavior and continue to abide by the adopted TCA Guidelines regarding TCA Meeting(s) made by their verbal good faith agreement in the presence of minimum two witnesses, with one being a TCA Official, Sergeant at Arms, Moderator, Administrator, or Committee Chair (in regard to Committee Meeting(s)) who initiated the temporary "bench" of any Attendee(s) and the other being another TCA Participant OR, as determined by the final determination made by the TCA Oversight Committee in a more involved "bench" or "ban" of any Attendee(s) from any one or all TCA Meeting(s), if deemed necessary;

11) A permanently "banned" Attendee from attendance and or participation may request review by the TCA Oversight Committee only after the adopted TCA Dispute Resolution Procedure has first been followed by the parties in Dispute; Such requests shall be made via email to the TCA Chair/Interim Chair for turning over to the Oversight Committee Chair for scheduling; Permanent "bans" should be extremely rare, but is subject to the party's own refusal to agree to continue to abide by the adopted TCA Guidelines, this Dispute Resolution Procedure, and or the Oversight Committee's final determination.

12) Definition and Terms of a "Bench" or "Ban"

- a) The term "bench" herein means a temporary partial or full blocking and or removal of any TCA Attendee(s) from continued attendance or participation in one or more TCA Meeting(s) determined necessary by the TCA Chair/Interim Chair, Sergeant at Arms, Moderator, Administrator, a Committee Chair (in regard to Committee Meeting(s)), or as determined by TCA's Oversight Committee in a Dispute Resolution Procedure final determination of any Attendee(s) who refuse to comply with TCA Guidelines governing

TCA Meeting(s) and or this Dispute Resolution Procedure; A temporary “bench” may be carried out by partial or full audio muting, video blocking, and or blocking of posting ability in TCA Meeting(s) Chat Room(s), online platform(s) or full blocking of attendance and or participation in one or more TCA Meeting(s) on a temporary basis; A “bench” is used only when an Attendee is being continually disruptive and or refusing to abide by the adopted TCA Guidelines after one or two warnings given by the TCA Chair/Interim Chair, Sergeant at Arms, Moderator, Administrator, or a Committee Chair (in regard to Committee Meeting(s)) before the “benching” of any Attendee may be employed or become necessary OR, as determined by TCA’s Oversight Committee in a Dispute Resolution Procedure final determination;

b) The term “ban” herein means a more permanent blocking of any TCA Attendee(s) from continued attendance and or participation as an assembly Participant (ability to speak, present, post to TCA Meeting(s) Chat rooms, and vote) and is employed only in the event a party refuses to abide by the TCA adopted Guidelines regarding TCA Meeting(s) including this Dispute Resolution Procedure OR, as determined by TCA’s Oversight Committee in a final determination; Attendee(s) should not be permanently “banned” from attendance and observation of open forum public venue TCA Meeting(s) of their lawful, de jure, and public State Assembly except in extremely rare circumstances that include verifiable harm, injury, or damage to TCA itself and or to TCA Attendee(s) by a party, but that party may be banned from further Participation for major violations of the people’s adopted TCA Guidelines and refusal to abide by them, unless otherwise determined by TCA’s Oversight Committee in a final determination;

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The California Assembly

Assembly Official Name and Design Mark(s) Creation, Use and Protection Procedures

Adopted: November 12, 2025

A) Overview

The de jure State (or County) assembly's "Official Name" is the assembly's foundational and primary most valuable intellectual property asset of the assembly, only second to the very people that populate the assembly as its active "Participants."¹ It's not only a type of "branding" for your assembly but it also represents your assembly's purpose, mission and Good Will (aka "reputation").

A comprehensive online search should first be made to find out whether the assembly Official Name your assembly wishes to adopt has already been claimed. That should be searched out to find out whether there's any other priority claim on the name, whether by a common law claim or by a USPTO.gov or Copyright.gov registered claim means. Also pre-search to find out if the name has already been claimed and used by a State or County de facto district assembly or even any other de jure State (or County) assembly it could be confused with. With no other known claims on the name found after diligent search, the assembly may proceed with bringing forth an assembly name to their general assembly meeting for vote and adoption by the General Assembly.

With the State (or County) assembly Official Name first properly adopted through the General Assembly, it should then be formally claimed, recorded and publicly noticed, as further outlined per the following vital processes detailed herein. An assembly then establishes their common law Copyright, Trade/Word Mark claim to their assembly's Official Name and as the assembly's "exclusive proprietary property that may not be used in whole or part without prior express permission of the assembly" authorized through the assembly's designated Official. Your assembly's Copyright, Trade/Word Mark formal claim notice document can include a built-in "Notice of Intent - Fee Schedule" showing a determined penalty amount for any infringements or unauthorized use. (See: Sample claim document: **"Notice of Adoption and Reservation of All Rights, Title and Interest in and to the Copyright, Trade/Word Mark: <assembly Official Name>"** on last page herein). It's essentially a two-page claim notice document that's both lawfully and legally sufficient for claiming your assembly's Official Name and Design Mark(s)) (aka Seals, logos, artwork that include the Official Name) that can then be executed by your assembly's Official Interim Chairman and then be properly recorded, published, and well publicly noticed such as in a legal newspaper of sufficient demographic reach.

Note: It is highly recommended that formal notice of the Copyright, Trade/Word Mark claimed assembly Official Name be published in a legal newspaper for minimum four (4) weeks, preferably in a State-wide (or County-wide) or even USA nation-wide newspaper as it's important that such public notice be established where the general public of the State, County and or nation can be

¹ "Participant" herein means an assembly verified, status corrected, aka "papered up" individual to that of either a State national or State Citizen on California for eligibility to participate, present, partake in discussion, and vote in their lawful, de jure, and public TCA General Assembly Business meetings, Militia/Safety Business Meetings, and International Assembly Business Meetings.

(Note: Other "Attendees" may come in to such meetings and "observe" but are not permitted to present, discuss, debate, and vote in Business meetings. The GA Chair/Interim Chair (or assembly authorized Moderator) may allow temporary invited Guest(s) to speak or present information for purposes of bringing special information to such business meetings).

provided public notice of the assembly's Name and Design Mark(s) having been priority claimed and is not to be infringed upon. This also gives public opportunity for any counter-claimant to come forward who may be able to produce any priority claim to the specific Word Mark. After the four (4) week publication, obtain an Affidavit of Publication from the newspaper publisher for placing in your assembly's secure archive records. Some State assemblies have chosen to publish such Name claim notices in the Epoch Times which has a legal notices section and is a nation-wide publication. Such public notice is vital to lawfully AND legally establish a good faith priority claim to your assembly's exclusive, proprietary property Official Name and Design Mark(s).

With the assembly's Official Name properly assembly adopted, claimed and established, it then becomes the primary "anchor" to all that follows. Such as for the subsequent creation and adoption of an assembly "Official Seal" and any other novelty logos or artwork items whatsoever that bear or incorporate the proprietary property assembly Official Name, otherwise known as "Design Mark(s)" of the assembly.

The assembly's Official Name, its Official Seal, and also any other Design Mark(s) bearing or incorporating the assembly Official Name then become "exclusive proprietary intellectual property" assets owned by the assembly. These important assembly assets must then be carefully managed, controlled and protected by the assembly and its Officials wherever such Official Name and Design Mark(s) are authorized to be used or displayed as they in fact represent the assembly AND the assembly's "Good Will," otherwise known as "reputation." Yes, Good Will, an "intangible" intellectual property asset of the assembly, that has long been recognized as "recoverable" with a monetary value attached to it whenever infringed upon or defamed. Especially so, after a party has been formally noticed of the assembly's priority claim to the Name and has been given formal notice to cease and desist any and all unauthorized use of it. The assembly's Name and Design Mark(s) also have to do with your assembly's public "branding" and can be greatly affected by unauthorized, fraudulent or illicit use which can defame or sully your assembly's good name and reputation. Once an assembly has publicly established their Name and Design Mark(s), the representative symbols of an assembly, that's worked so hard to build and establish its good name and public reputation is allowed to be substantially mis-used, mis-represented, defamed or denigrated in any way by unauthorized use, including by wherever, however and whatever they are displayed with or upon, it could become difficult at best to restore and rebuild that reputation again in the public eye.

Further, it is also vital that the assembly Official Name and Official Seal ONLY be used for assembly authorized or approved official business matters. Always just check yourselves as to whatever you are planning to display the assembly Official Name and Seal with or upon - is it related to **assembly authorized or approved Official business?** These items should NOT be used on people's personal documents or notices! Therefore, assembly Officials and their authorized delegates must know that anything their assembly Official Name and Seal are displayed with or upon should also be in line with the assembly's authorized business purpose, mission or goals and always kept in a positive image which in no way misrepresents or defames the assembly's Good Will in any manner. This is why it should be of high importance to an assembly and its Officials to vigilantly manage and supervise any and all use of the assembly Official Name, Official Seal, and any other Design Mark(s) at all times.

Optional Novelty Logos and Other Artwork

An assembly may also create "novelty logos" or other artwork that is not related to official assembly business for purposes such as adding onto assembly authorized promo merchandise, for example on clothing apparel, hats, pens, coffee mugs, flags, banners, etc. or for use on fun field event announcements, flyers, advertising or promotional materials when approved by the General Assembly or an assembly authorized delegate. However, ALL assembly Design Marks, official or

novelty, must always remain claimed, owned, supervised, controlled and protected by the assembly and its Officials and or their authorized delegates and used only as authorized and approved. **Know that once the assembly Official Name - the “anchor” to it all is properly established, any and all Design Mark(s) with that Official Name in or on them automatically fall under the exclusive proprietary property Copyright, Trade/Word Mark claim of the assembly, whether such Design Mark has already been created and used publicly or is yet still to be created and used any time in the future.**

Optional Merchandise Agreements

Of further note, it would be wise for an assembly using any outside or independent source for creating, designing, producing, selling or even distributing merchandise that in any way bears the assembly Official Name and or any of its Design Mark(s), to create a formal written pre-agreement/contract with the other party(ies), such as a “Printing/Design creation Agreement,” or a “Merchandise Agreement” that includes clauses that specifically pre-obtains the other party(ies) agreement and understanding that the Copyright, Trade/Word Mark claimed assembly Official Name and all Design Mark(s) remain the sole and exclusive propriety property of the assembly at all times with all rights reserved (See: Sample “Supplier Agreement” at end of Committees Procedure document in TCA Procedures Manual). Any assembly authorization for artwork/design creation or for assigning or conveying temporary permitted use of such assembly property, such as with a professional printer to create and print stationary, promo items or assembly materials should include a specifically stated clause allowing for only the stated “limited and temporary purpose use” and does not in any way waive, transfer, assign or share the assembly’s exclusive and sole claim and perpetual rights to the intellectual property with the third party whatsoever. (Yes, beware! These things *have* happened in the past to assemblies!) Further, your pre-agreement/contract with third parties should include terms that specifically state such limited and temporary use authorization for only the limited contracted purpose such as for Seal or artwork design creation, production of stationary or other materials, or for selling of merchandise items with such authorization reserved to be rescinded and revoked at any time with or without cause.

B) Procedure for Choosing and Formal Adoption of Official Assembly Name

1) Official De Jure Assembly Name Format

Lawful, unincorporated, de jure land/soil jurisdiction State (or County) assemblies should choose their assembly Official Name according to the following de jure style and format:

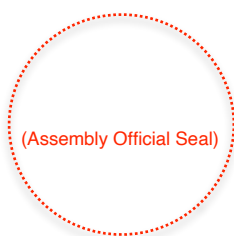
- a) The State (or County) assembly Name should always be styled in proper upper-lower case form and NOT in all CAPITAL LETTERS (de facto/legal/corporate/fiction case style). Proper upper-lower case style reflects the de jure, land and soil jurisdiction style format and does not use the word “of” in the State or County name typically indicative of an inferior corporate or de facto jurisdiction name, which is an entirely different and corporate entity. The assembly Name should start with the word “The” followed by the name of your de jure State (or County) such as “California” (or “Orange County”) and end with the word “Assembly” following. Upper-lower case style means only the first letter of each main word is in capital case followed by all lower case letters for each word, including the prefix word “The.”

Example: “The **California Assembly**,” “The **Ohio Assembly**,” or even, “The **Nevada State Assembly**” OR, “The **Orange County Assembly**,” “The **Sonoma County Assembly**,” in the case of Counties.

2) Formal Adoption of the Assembly Official Name and Establishing your Copyright Trade/Word Mark Claim

With all available Participants assembled in the State (or County) General Assembly (minimum two eligible assembly Participants to qualify), choose one or more optional assembly Official Names to present to the General Assembly for discussion and obtaining a quorum vote for formal adoption. Make sure the vote and adoption date of the assembly Official Name is formally recorded in the General Assembly Meeting Minutes. As the assembly Official Name is considered a foundational asset of the assembly, once it is formally adopted by the assembly, it should immediately be placed under a formal type-written common law Copyright, Trade/Word Mark claim document as exclusive proprietary property of the assembly itself, with only the assembly as the named “owner” or “Name Holder” - and not any individual (Refer to sample claim document at end of this Procedure document). This important common law Copyright Trade/Word Mark claim document should be signed “on and for the behalf of” the assembly by the assembly elected/voted in General Assembly Chairman or Interim Chairman. Such signature shall indicate in type-written text just below the signature line the full First Middle Last name (no initials) of the assembly authorized signer in Blue Ink, followed by the signer’s capacity they are signing in, such as “State Chairman” or “County Chairman”, immediately followed with, “on and for the behalf of <assembly Official Name>.” The signer should then add their right thumbprint in Red Ink just touching the last letter of their last name on their signature, and the document witnessed, including by the assembly Recording Secretary and optionally with an additional added de facto Notary Acknowledgment.

Example signature block (signature block to be placed on bottom right of Copyright Trade/Word Mark claim document with assembly Official Seal beside it):



All Rights Explicitly Retained and Reserved, Without Prejudice:

The California Assembly©™

by: *John Henry Brown©*
 John Henry Brown©, State Chairman
 on and for the behalf of The California Assembly©™

Note: minimum two (2) eligible Participants to qualify for an “assembled” General Assembly and you can grow from there.

***NOTE: It is important for a State (or County) assembly to clearly invoke and establish terms that the claim with all rights, title and interest in and to the assembly Official Name and its Design Mark(s) is the sole and exclusive claim of the State (or County) assembly itself ONLY - and not to any individual nor any other other entity in whole or part such as with any split rights, title and interest thereto.**

Once the Copyright, Trade/Word Mark claim document is properly executed, witnessed, recorded, and publicly noticed, acknowledge it in your assembly Minutes and place these items and evidences in the assembly archived records for safekeeping. It's recommended to have two assembly Participant witness signatures also on the claim document along with the signature and seal of an assembly Recording Secretary and or Notary Public when a notary disclaimer line is added². Public recording of the claim document is also important. The optional addition of a de facto notary public Acknowledgement Certificate attached on the back (Sworn Jurat Certificate not necessary) with a simple added "notary disclaimer" sentence, "Witness by notary does not alter status" to the last paragraph of the claim document itself just above the signature line gives added benefit of recognition in both de jure and de facto jurisdictions for protecting your assembly's proprietary property Copyright, Trade/Word Mark claim to the assembly Name and all its Design Mark(s). Additionally (or optionally), Public Notice of your proprietary claim may be placed in a public legal newspaper run for four (4) weeks and an affidavit of publication obtained for assembly records. State-wide exposure of the advertised claim is necessary for State assemblies and County-wide exposure necessary for County assemblies. However, some State assemblies prefer broader USA nation-wide exposure which some have found 'The Epoch Times' can run such public legal notices nation-wide.

NOTE: If your assembly already has an established public website or access to an online service that provides public notice publication services, an assembly may keep legal newspaper notice costs down by only advertising the main few important subject lines pertaining to the exclusive Copyright, Trade/Word Mark claim by the assembly to the Name and all rights, title and interest in and to it in the newspaper when also including a URL address where the entire final executed claim document can be easily publicly accessed and viewed.

Once the assembly's Official Name is properly claimed as your initial "anchor" claim per the above suggested comprehensive steps, it provides the assembly established lawful foundational grounds to protect the assembly Official Name, its Official Seal AND any other current or subsequently created Design Mark(s) bearing or incorporating the Name in or on it and establishes the lawful foundation for also protecting these important assembly assets as well as the assembly's "Good Will" (aka "reputation") symbolized thereby from any infringement, trespass and or unauthorized or fraudulent use thereof.

C) Procedure for Creation and Adoption of the Assembly Official Seal

After the General Assembly has formally adopted the assembly Official Name (the "anchor" claim) they can then move to create a "Seal Committee" commissioned to create and design a few sample Official Seal's to bring forward to the General Assembly to choose from, edit or amend and then finally adopt one. Record such final moves to adopt your assembly's Official Seal in your assembly Minutes.

Key characteristics of a de jure land and soil jurisdiction assembly Official Seal include the following:

- a) The assembly Name with inclusion of the first word "The" and styled in all upper-lower case lettering only;

² Sample Notary Disclaimer Notice placed in the last paragraph of document above signature(s) when using a de facto Public Notary Certificate with the document is: "Witness by notary does not admit entry into any foreign jurisdiction nor alter status."

- b) The Name is to reflect de jure land and soil jurisdiction style terminology, such as “Orange County” instead of “County of Orange” (corporate/de facto style) or “Lake County” versus “County of Lake” (corporate/de facto jurisdiction generally most often identified by use of the word “of” added in it).
- c) No solid border line or solid circle line around the Seal. Leave its perimeter open OR surround it with something like stars, short vertical lines, dots, leaves, or the like, spaced apart. Know that any type of full solid and unbroken circle or oval border line around your Official Seal (typically used by corporate de facto entities) indicates a lesser/inferior jurisdiction to the superior and unincorporated de jure land and soil jurisdiction.
- d) In addition to the Official Seal bearing the assembly’s Official Name, addition of phrases such as “Official Seal,” “Land and Soil Jurisdiction’, or adding the original date your de jure geographical State or County was originally established (if known - and not corporate) are all purely optional items to add or not add to your assembly’s adopted Official Seal.
- e) Many de jure State (or County) assemblies do NOT add a reference point or star to indicate a State capital symbol when using a graphic outline of their geographical State, as many simply cannot establish whether the capital location is/was purely corporate de facto established or de jure established.
- f) Some assembly Official Seals show all the county lines as well when using a graphic outline of their geographical State in their Seal. Though be forewarned, capturing the tiny County lines in a small Seal graphic may not transfer or print well to be seen on final needed clear vector images (black and white, transparent background, and color versions) when used for printing on letterhead, business cards, or for use by assembly recorders for their stamps, gold foil seals and embossing equipment.
- g) State (or County) Official Seals should include graphics that are related to your sovereign nation-State (or County), that represents things like it’s land, its industries, certain landscape areas, people or natural wildlife and that is NOT related to the Federated Union of States nor of course to the federal corporate UNITED STATES (Inc.) or UNITED STATES OF AMERICA (Inc.). For example use of the American civil peace flag, representing the American Union of States is not appropriate on your sovereign nation-State (or County) Seal. Keep your graphics related solely to just your State (or County).
- h) Seals need to be created in good, clear vector images in both transparent versions (without background) and in the various colors necessary for where and how the Official Seal will be used, such as for Official Assembly stationary or on assembly Recorder stamps that need to be clearly reproducible on paper, foil seals and embossers in various small and large sizes.

D) Creating Sub-assembly Official Name(s) and Seal(s)

De jure assemblies when ready to establish and build their other assembly “pillars,” such as, a Jural Assembly, Safety Committee Assembly, and International Assembly, which are “sub-assemblies” created and under the basic control of the main General Assembly of, by, and for the people of your State (or County”), these “sub-assemblies” of the General Assembly should likewise each adopt a formal Official Name and Official Seal designed and created via their own Committees and preferably in harmony, and not in conflict with, the State assembly Official Name. Examples: “The California Jural Assembly,” “The California Safety Assembly,” “The California International Assembly,” OR “The International Assembly of California.”

In final summary, it is necessary that all assembly Officials, their Deputies, all Committee Chairs, and any other authorized delegates are properly trained and supervised in the use of the assembly's proprietary property Official Name, Official Seal and any other Design Mark(s) when so authorized to use or display them with or on any material, document or message going out to the assembly, a committee, and or the general public. The Official Name and Seal should basically only be used for assembly approved BUSINESS items and agendas such as on official stationary, minutes, records, procedures, announcements, notices, documents, agreements/contracts, public voting material, etc. and can also be used on promotional materials. Whereas novelty seals, logos or other creative artwork bearing the assembly Official Name can be used for things like assembly merchandise and other promotional items. Either way, it is important that basic notice and training be provided to all those in the assembly authorized for such use - and that it always be vigilantly overseen to protect the assembly's good Name, Good Will, and these important assets at all times.

E) Sample De Jure Assembly State Seals:



North Dakota

Founded: 1818



Ohio

Founded: 1803



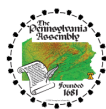
Oklahoma

Founded: 1907



Oregon

Founded: 1861



Pennsylvania

Founded: 1681



Rhode Island

Founded: 1776



South Carolina

Founded: 1818



South Dakota

Founded: 1803



Tennessee

Founded: 1796



Texas

Founded: 1844



Utah

Founded: 1818



Vermont

Founded: 1818



Virginia

Founded: 1818



Washington

Founded: 1818



West Virginia

Founded: 1818



Wisconsin

Founded: 1848



Wyoming

Founded: 1818

F) **Sample Assembly Copyright Trade/Word Mark Claim Document (only Page 1 imaged)**

(NOTE: age 2 of this document would be for your Assembly Recording Secretary block and or Notary Public Acknowledgment Certificate (No sworn/affirmed Jurat necessary with this document)), or both.



**Notice of Adoption and Reservation of All Rights, Title and Interest
in and to the Copyright, Trade/Word Mark:
The California Assembly^{©™}**

Dated and Effective as of the _____ day of [Date Assembly first Adopted Name] 20____:

Effective as of the Date first written above ("Effective Date"), the Copyright, Trade/Word Mark: **The California Assembly^{©™}** has been adopted by The California Assembly as the official common law Copyright, Trade/Word Mark of **The California Assembly^{©™}**, the *de jure* Land and Soil Jurisdiction assembly of the people and People on California;

The California Assembly^{©™} hereby retains and reserves wholly, exclusively, and irrevocably, in perpetuity, throughout the world and the entire universe, all rights, title, and interest in and to the Copyright, Trade/Word Mark: **The California Assembly^{©™}**, in all styles, fonts, and artwork thereof, material, tangible and intangible, and any design mark(s) incorporating the foregoing Copyright, Trade/Word Mark, including but not limited to, any and all adopted or official Seal(s), logo(s), designs, and or artwork and includes any and all business, reputation, and good will symbolized by and or associated with such marks, wherein **The California Assembly^{©™}** exclusively claims, owns and controls in full as its own proprietary property, as of the Effective Date above, *ab initio, nunc pro tunc*, and in perpetuity, and may not be used in whole or part in, by, or through any manner or means whatsoever without the prior express written agreement of **The California Assembly^{©™}**;

Without limiting the generality of the foregoing, the rights hereby claimed and so established, include without limitation, the right to do any and all acts or things necessary or appropriate to protect the rights claimed hereunder, including the Copyright, Trade/Word Mark(s) and said related or associated design mark(s), and to institute any actions for such purpose(s) in the name of **The California Assembly^{©™}** and or by or through any of its officials or agents expressly so authorized for such purpose(s);

Notice of Intent of Fee Schedule: Any and all infringement(s), trespass(es), and or violation(s) for any and all unlawful conversion and or Unauthorized use of the said Copyright, Trade/Word Mark(s) and or related or associated design mark(s), and or any failure to Cease and Desist Unauthorized Use within Ten (10) days of notice, is subject to fees of five-hundred-thousand dollars (\$500,000.00) in lawful money per Unauthorized use, per occurrence of Unauthorized use, per agent or party of Unauthorized use, and shall further be Invoiced by **The California Assembly^{©™}** with said Invoice due within fifteen (15) days of invoicing, payable to **The California Assembly^{©™}**, and further subject to all costs, late fees, interest, and or other charges, including any and all other remedies available at law, and subject to treble damages for failure to timely pay said Invoice in event of trespass, infringement, and or violation;

IN WITNESS WHEREOF, **The California Assembly^{©™}** has executed this Notice of Adoption and Reservation of All Rights, Title and Interest in and to the Copyright, Trade/Word Mark: **The California Assembly^{©™}**, so established and effective as of the Effective Date above, *ab initio, nunc pro tunc*, and in perpetuity.

All rights explicitly retained and reserved, Without Prejudice,

The California Assembly^{©™}

by: _____
First Middle Last[©], State Chairman
on and for the behalf of **The California Assembly^{©™}**



The California Assembly

Committees Procedure

Adopted: November 12, 2025

The California Assembly (“TCA”) accomplishes its business mainly through authorized and commissioned Committees. However, Committees serve only at the pleasure of The California Assembly (“TCA”) General Assembly of, by, and for the people on California and are created, authorized, commissioned, and managed ONLY by and through the TCA General Assembly at all times.

1) Committee Formation

The TCA General Assembly first decides whether there is a need for creating a Committee to meet together “on side meetings” for the purpose of creating, designing, or producing something, participating in meetings or events, or for researching, educating, teaching, or promotion of something as needed by, and or of value to, the purposes of the TCA General Assembly. Therefore, the entire Committee process is decided, created, managed, controlled, and commissioned by and through the people of TCA while in General Assembly (“GA”) according to the following procedures:

- a) It is first decided by the TCA GA that a certain Committee needs to be created to serve the mission, vision, and or purposes of TCA. The specific commission of the Committee is discussed and decided upon by the people in TCA GA and such commission is expressed in writing in specific wording as to what the Committee is specifically being authorized and commissioned to go do and or accomplish on and for the behalf of TCA. The specific worded and written commission the Committee is being authorized for is then added to the GA MINUTES;
- b) A formal name for the Committee is discussed and decided upon as agreed by the GA and added to the GA MINUTES;
- c) Eligible Committee “Participants” are TCA verified “papered up” status corrected individuals who may then be called upon to be nominated or may self-nominate for the position of “Committee Chair” of the Committee with time allowed for each nominee to present their desire, skills, and or qualifications to Chair the particular

Committee, whereby discussion time and or interview questions to the nominee(s) by the GA is allowed. The GA Chair¹ then calls for a “Move-to-Vote” procedure, and it becomes the GA’s decision by quorum vote as to which candidate fits best to appoint as that particular Committee’s Chair;

d) The GA Chair then calls for other eligible Participants that are interested in joining the specific Committee with emphasis on desire and or skills related to the commission of the Committee whereby it takes a minimum two (2) Participants to establish a standing Committee, with the Committee Chair counting as one of the Participants.

e) Once the minimum two (2) Participants establish the standing Committee, the Committee Chair may, at their sole discretion, leave the Committee open to additional Participants joining by open invitation in the GA over one or more GA meetings but not to exceed a 30-day period from establishment of the Committee.

f) The Committee Chair may further, at his sole discretion, authorize temporary invited guest(s) now and then to attend one or more Committee meetings to provide any of their expertise, advice, or aide to the Committee while being careful to protect disclosure of any proprietary business information of TCA to any non-assembly Participant. Such guest(s) shall also be prior informed the TCA Committee and its Participants, including “guests” are subject to the same adopted Guidelines of TCA.

g) The TCA Chair (or other Official or authorized delegate specifically authorized by the TCA Chair) may also request and be provided admission to a Committee meeting at any time in order to observe how things are coming along in order to learn, advise, or provide aide or encouragement to the Committee in any way.

h) Committees, Committee Chairs, and Committee Participants are subject to the direction, re-direction, removal, replacement, resignation, or dissolution by TCA GA, including but not limited to, those Committees that fail to regularly meet, or may become disorganized, off-track, “stagnant,” or unable to timely produce as commissioned.

¹The term “GA Chair” and “TCA Chair” herein means the “Interim Chairman” of TCA when voted in OR, “Chairman” when elected to said Office.

2) Committee Chair Responsibilities

- a) Once the Committee is established, the Committee Chair gathers all contact information of the other Participants and discusses with them the best day and time for all to set up regular Committee meetings, and by what decided meeting platform to meet, such as via ZOOM, FCC, Telegram, physical meetings, etc. The Committee Chair is responsible for providing or obtaining use of the meeting platform, calendaring regular Committee meetings, and noticing Participants thereof. The Committee Chair will also obtain a Participant signed "Committee Participant Acknowledgment" form (See: Addendum Documents herewith) from each Participant on and for the behalf of TCA, and timely submit the executed agreements to the TCA Chair for records and archiving purposes.
- b) The Committee Chair acts as a temporary delegated "appointee" of TCA to the Committee and therefore upholds the integrity and good will (reputation) of TCA, its Officials and Participants in a good light, and keeps the meetings welcoming and productive, and from going off-track or becoming derogatory gossip venues;
- c) The Committee Chair acts as the authorized moderator of the Committee during meetings or events and allows each Participant opportunity to be equally involved and contribute, while keeping Participants focused and on track with the specific purpose and authorized commission of the Committee.
- d) Similar to GA meetings, the Committee Chair upon interview of Participants specific desire or skills may partition and distribute specific "duties" to selected Participants to accomplish on their own as agreed in order to bring back to the Committee for overview presentation, discussion, inclusion, and or execution;
- e) Also similar to GA meetings, the Committee Chair holds consensus voting with Participants within the Committee as to important decisions or a direction the Committee chooses to move forward with, including on decisions of accomplished items ready to bring forward to the GA for further input, questions, direction, presentation or for final adoption by the GA. However, only the TCA GA can adopt as final any item(s) a Committee brings forth to TCA.
- f) The Committee Chair (or their authorized delegate in their absence) will provide weekly updates to the GA on the progress of the Committee when called upon by TCA Chair. Should the Committee Chair have any questions, or need further GA input, clarification, insight, or instruction from the GA on any issue that has come up or decision in the Committee needing such, they may bring it forth in the GA for further discussion on the Committee's behalf.
- g) Should at any time it be decided by a consensus of the Committee that they find they require a more broad or expanded commission authorization from the GA that significantly exceeds the original written and GA adopted authorized commission, the Committee Chair may present that request, explaining the

reasons why it is needed to the GA, and provide the suggested and specifically worded expanded commission authority sought. After discussion time allowed the GA, TCA Chair may then call for a Move-to-Vote decision by the GA on the matter. When any expanded commission authority is adopted by the GA, it will then be added as specifically worded and adopted to the MINUTES and noted as an “expanded authority addendum” to the commission authorized to that particular Committee by the GA.

3) Committee Participant Terms and Expectations

- a) All Committee Participants are willing volunteers gifting their time, skills, and talents on and for behalf of TCA. As Committees operate only under the commission and delegated authority of TCA, at all times any and all tangible and or intangible items obtained, created, designed, produced, and or researched by Participants of the Committee becomes and remains the exclusive proprietary property of TCA, and upon request, completion, or dissolution of the Committee by TCA, all said items must be promptly turned over or returned to TCA at TCA’s request, and do not at any time remain the “sole property” or sole “right, title, or interest” claim of any Participant(s) in whole or part, unless prior, expressly agreed to by TCA through its GA process;
- b) All Committee meetings and events are subject to the TCA “Guidelines” regarding expected good conduct, behavior, and dispute resolution methods as adopted by TCA, and the Committee Chair must inform and remind all Committee Participants of such when conducting Committee meetings or events;
- c) Should the Committee Participants by consensus decide any outside service or product needs to be purchased requiring TCA funds or remuneration of funds in order to accomplish the commissioned tasks of the Committee, all such request(s) for funds or remuneration must be prior, expressly authorized by TCA through the GA subject to availability of TCA funds as acknowledged by the TCA Treasurer. TCA reserves the right to require the Committee Chair to provide 2-3 different quotes before authorizing purchase or remuneration funds thereof. Further, TCA requires purchase invoices and receipts for any TCA authorized service or product obtained that is being funded by TCA, and or before providing any remuneration of funds being released by the TCA Treasurer.
- d) At any and all times any tangible or intangible items, services, products, supplies, or materials that include TCA proprietary property, intellectual or otherwise, or is in any way related to TCA or its good will (good “reputation”), and or that bears or incorporates any ©Copyright, Trademark™, Trade/Word Mark, and or Design Mark(s) of TCA, including but not limited to, the TCA Official Name, Official Seal, logos and or artwork, whether already created, designed, or produced or to be created, designed, or produced must be expressly pre-authorized by TCA through it’s GA before being authorized for

creation, design, production, manufacture, conveyance, use, copy, or distribution public or private, subject to pre-obtaining an executed “Supplier Agreement” on behalf of TCA PRIOR to commencement of services or products ordered (See: Addendum documents supplied herewith).

4) **Outside Services**

- a) **Supplier Agreement.** In the event any outside services, items or products, tangible or intangible, are needed by the Committee (or any other TCA authorized delegate) in order to accomplish its commission as authorized, such as for design or artwork services, vector or other images, media or promotional materials or items, recording/notary items, equipment, or materials, printed, copied, or imaged materials such as stationary, flyers, brochures, or other products or services, whether material, digital or electronic, the Committee Chair or other TCA authorized delegate must pre-provide the selected Supplier with a written “**Supplier Agreement**” obtaining Supplier’s agreement by their authorized signature BEFORE contracting or agreeing to the services or product when any service, item, or product entails creation, design, production, manufacture, conveyance, storage or archival in any manner of TCA exclusive proprietary property and or intellectual property, such as the ©Copyright, Trade/ Word Mark™ assembly name: “The California Assembly©™” and or any Design Marks, such as Official Seal(s), logos, or artwork bearing or incorporating the same in order to protect TCA’s exclusive proprietary property. Such “Supplier Agreement” shall be according to the form supplied in the “Addendum Documents” to this Committees Procedure document herewith.

###

(Addendum Documents following):

Supplier Agreement

This Agreement is entered into by and between:

_____ an authorized principal or agent
(Print Supplier Agent Name and Title/Position)
of _____ (herein collectively and or severally "Supplier")
(Print Supplier Company Name)
and _____, an authorized agent for and on behalf
(Print Name of TCA Authorized Agent)
of The California Assembly©™ (herein "Customer");

Upon Supplier accepting an Order from Customer, the Supplier hereby acknowledges and agrees:
any and all services, items, materials, or products ordered by Customer that Supplier creates, designs, produces, manufactures, supplies, copies, conveys, outsources, distributes, uses, or is stored or archived by Supplier in any manner, and or by any authorized subcontractor(s) or assignee of Supplier, may NOT make any claim whatsoever of or to any right, title, or interest in whole or part, in or to the exclusive proprietary intellectual property of The California Assembly©™, including but not limited to, the ©Copyright, Trade/Word Mark™ "The California Assembly©™" and or any and all Design Marks, Official Seal(s), logos, or artwork, bearing or incorporating the same, whether already existing or yet to be created, designed, manufactured, supplied, or produced; Supplier further certifies that he/she/they are authorized to sign this Agreement as authorized Principal or agent on behalf of Supplier and agrees this Supplier Agreement continues to remain effective to any and all successors and or assigns of Supplier.

Acknowledged and Accepted, this "Effective Date" of: _____ 20_____ .

Supplier:

Customer:

(Print company/Supplier name)

(Authorized Signature)

(Print Name)

(Print company name, address, and contact info)

(Authorized Signature)

(Print authorized signature name and title/position)

TCA Internal Acknowledgment
Received by TCA on date: _____



The California Assembly

Committee Participant Acknowledgement

As a willing volunteer Participant of a Committee commissioned by The California Assembly (“TCA”), I acknowledge I have received a copy of the TCA Committees Procedure document, Adopted Date: _____ , and agree to abide by the Terms and Expectations as stated therein in good faith and to the best of my ability.

Dated this _____ day of _____ 20 _____;

Participant Signature/Autograph: _____

Participant Print Name: _____

TCA Internal Acknowledgment Received by TCA on date: _____
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The California Assembly

Office of Treasurer Procedures

Adopted: November 12, 2025

A) Overview

A State (or County) Assembly Treasurer is an “Official” voted or elected into position by the State (or County) in General Assembly (“GA”) by the Participants¹ of the assembly. All assembly Officials are considered “Interim Official” positions and are considered only “voted” into the position by the people in General Assembly until the assembly is considered fully “standing” with all four of their “pillars” (General Assembly and three sub-assemblies) standing up and operational whereby state-wide or county-wide “elections” can then be properly held for electing Officials and they are no longer considered voted-in “Interim Officials” but elected “Officials.”

As a State (or County) assembly Official, a public servant of the people, the Treasurer position must be a singular allegiant State Citizen in order to act not only in State financial business but also for interfacing with the International jurisdiction (the other 49 several States and abroad) in International financial business for and on behalf of the people of California.

The Treasurer should possess a reasonable, basic ability to work with financial accounting, with ability to balance the assembly financial in-flow and out-flow accounts on a monthly basis. The Treasurer will keep an accounting of not only the assembly’s monthly “income” by gifts/donations or otherwise but also the obligations (debts/bills) and also keep an accounting of ALL of the assembly’s other valuable assets, fixed, tangible and intangible, such as intellectual property. This includes keeping control and up to date records on any assembly owned or leased property, property titles and deeds, financial accounts, property contracts/agreements, service or lease contracts/agreements, merchandise contracts/agreements, royalty contracts/agreements, license agreements, as well as intellectual property of the assembly, such as Copyrights, Trade/Word Marks and Design Marks (e.g. the assembly Official Name and Official Seal(s)), internet domain addresses, URL’s (Uniform Resource Locator), applications, and computer software registrations and licenses, including all related user names and passwords thereof and to all assembly websites, meeting platforms, social media sites, and the like, helping protect them from loss, theft, and or Unauthorized Use, and tracked by keeping an up to date accounting of their whereabouts and the names of those who have authorized access to them kept in an accounting log book privy to only The Treasurer and the Treasurer’s appointed Deputy with option to also provide such information to one other assembly Official or assembly authorized delegate for additional safekeeping to keep perpetual access to, and protection of, the assembly assets for and on behalf of the assembly at all times.

¹ “Participant” herein means an assembly verified, status corrected, aka “papered up” individual to that of either a State national or State Citizen on California for eligibility to participate, present, partake in discussions and debate, and vote in their lawful, de jure, and public TCA General Assembly business meetings. (Note: Other “Attendees” may come in to such meetings and “observe” but are not permitted to present, discuss, debate, and vote in GA Business Meetings. The GA Chair/Interim Chair (or assembly authorized Moderator) may allow temporary invited Guest(s) to speak or present information for purposes of bringing special information to such Business Meetings).

B) Procedure for Nomination and Confirmation of Official Treasurer

A State (or County) General Assembly must first allow and take nominations or self-nominations from eligible Participants in the General Assembly for the position of Treasurer. Nominees will be given equal floor time to speak to present their reasons as to their desire and qualifications (if any) as to why they would be best suited for the position during a General Assembly meeting, and the General Assembly allowed discussion time to interview, ask questions, and vet the nominees. When interview and discussion time is exhausted by the General Assembly, and before a Move, Second and final vote is taken by the General Assembly to confirm their assembly Interim Official Treasurer, a brief background check will be run and passed by the Vetting Committee on the nominee in this important position, and then a Motion, Second and Vote taken from the General Assembly before the chosen nominee is confirmed for the position. The final vote and date of confirmation must be recorded in the assembly Minutes.

C) Affirmation of Interim Officials/Officials and Deputies

For Interim Officials (when voted into office by the General Assembly alone), Affirmations otherwise known as an “Acknowledgment and Acceptance” of the public office must be taken before another assembly Official and or an assembly Recording Secretary. An assembly supplied written Affirmation form will be supplied for the verbal reading of the Affirmation before them and for final written execution by the Interim Official. The form of the Affirmation shall include an “Acknowledgment and Acceptance” of the particular office by title along with acceptance of the General Assembly adopted written Procedure for that particular office (which includes any later amendments and addendums as adopted by the GA) and an affirmation to carry out the duties of the office faithfully and to the best of their ability on and for behalf of the people on the de jure State (or County) and the State (or County) assembly by its official name. The Affirmation will bear the Official name and Seal of the State (or County) assembly on the top of the document with additional space at the bottom for the assembly’s Recording Secretary witness block, signature and seal OR alternately space for two Witness signatures that are Participants of the assembly. The executed Affirmation will then be scanned for publishing (such as on the “Participants Only” access section of TCA Website) with the original kept in assembly archived records. A memorial of the assembly’s receipt of the executed Affirmation will be recorded in the GA Minutes. (An example Affirmation of Acknowledgment and Acceptance of Office for an Interim Official is attached at the end of this document).

For Officials (when elected into office through proper State-wide or County-wide elections) the required official verbiage for that Affirmation will be determined by the General Assembly at that time.

For an appointed Deputy: When an Interim Official has appointment powers of a Deputy (such as in the case for an assembly Interim Treasurer/Treasurer), they may solely nominate that Deputy as long as the Deputy is an active assembly Participant. The Deputy so nominated must then also be presented to the GA for acceptance by a quorum approval vote of the GA. The Interim Treasurer will then require and obtain a similar witnessed Affirmation of Acknowledgment and Acceptance from their appointed Deputy the same as required for the Interim Official yet naming them as an “appointed Deputy” of that particular office title (such as appointed “Deputy Treasurer”), though the

Deputy's Affirmation is not required to be publicly published as is the Interim Official's, but is optional at the discretion of the General Assembly. The original executed Affirmation of the Deputy will be kept in assembly archived records and a color copy kept with the Interim Official's own records.

D) Duties of the Treasurer

- 1) Serves as General Assembly Interim Treasurer on and for the behalf of the de jure people on the State (or County) and the State (or County) General Assembly at all times.
- 2) Keeps all assembly financial and tangible/intangible property and asset accounts tracked, logged and kept up to date.
- 3) Provides transparent financial balances and update reports and any updates or changes to assembly property and asset accounts (tangible and intangible), new or expired contracts/agreements, licenses, etc. at General Assembly Meetings.
- 4) Provides projection reports on assembly financial health and financial needs in order to meet routine and any other General Assembly approved debts/obligations/expenditures.
- 5) Sets up/coordinates any assembly adopted non-interest bearing bank accounts and any ACH/Electronic payment processing system for convenient donations/gifts/payments processing.
- 6) Provides an account of availability of funds whenever the General Assembly wishes to vote in certain new expenditures, in which the Treasurer must first be consulted.
- 7) Requires, tracks and keeps all assembly expenditure receipts, purchase orders, invoices, quotes and True Bills.
- 8) Tracks and keeps records, originals and or copies of all assembly financial and property contracts/agreements, service or lease agreements, merchandise contracts/agreements, royalty contracts/agreements, licenses, property deeds, etc.
- 9) Is responsible for securing finances, logbooks, records, property and assets of the assembly in his/her custody, control and care.
- 10) Sets up their appointed Deputy Treasurer(s) to act as a co-signer on bank signature cards, and large financial instruments and transactions above a determined amount.
- 11) The Treasurer agrees upon leaving office for any reason they will expediently return all property, finances, logbooks, documents and records of the assembly in their custody, care and control, including those they establish or use in the course of their work for and on behalf of the assembly over to the assembly and or their assembly voted in Successor in office.
- 12) The Treasurer agrees that they will prominently label all property, finances, statements, documents, logbooks and records of the assembly in their custody, care and control as **"Property of The California Assembly"** and well pre-inform their appointed Deputy(ies) and their own heirs or executors with instructions as to how and where to access and retrieve the property of the assembly and to instruct and secure their heirs or executors prior agreement to expediently facilitate access for expedient assembly authorized property retrieval in such case (such as for in case of the Treasurer's unfortunate incapacitation/demise). The Treasurer can accept certain property as well as foreign currencies and precious metals such as silver and gold via gift/donation to the assembly when purposed for exchange or financial gain or support to the assembly at some point in time.

- 13) The Treasurer must appoint at least one (1) Deputy Treasurer to aid in the duties of the office as delegated to them by the Treasurer and as outlined herein; and
- a) The Deputy Treasurer can be a State National or a State Citizen who is an active Participant in the State (or County) assembly and must NOT be a spouse or family member of the Treasurer;
 - b) The appointed Deputy Treasurer remains under, overseen by, and accountable to, the Interim Treasurer/Treasurer at all times in the delegated duties of Deputy Treasurer, yet also remains accountable to the people in General Assembly as well;
 - c) The Treasurer can appoint more than one Deputy Treasurer in the event the workload or logistics requires it;
 - d) The Deputy Treasurer can be delegated to act as a second signatory on assembly financial accounts, bank signature cards, investment and other accounts, but is required to co-sign financial instruments for General Assembly approved large financial transactions or expenditures (determined to be at \$500.00 or more) and on all International financial instruments, transactions, and expenditures. The Deputy Treasurer can also act as a document/receipts/invoices/purchase orders/logbook/records co-signer;
 - e) The Treasurer has authority in his/her sole discretion to also relieve his/her appointed Deputy Treasurer of his/her position for any reason, at any time, and to also replace them by appointing another active, willing assembly Participant for the Deputy Treasurer position, further also approved by quorum vote of the General Assembly;
 - f) The Deputy Treasurer will also act as a second backup source for the Treasurer (and the General Assembly) by being provided at all times up to date accessibility information to the exact whereabouts of any and all user names, passwords, access codes and keys for access to assembly property, assets, financial accounts, documents, logbooks, records, storage and archives under the custody, care, and control of the assembly Treasurer for the sole reason of access and successful retrieval of same for and on behalf of the General Assembly in the event of the Treasurer's incapacity or inability to fulfill his/her duties.
- 14) This Procedure for Office of Treasurer document may be updated at any time when approved and passed by the General Assembly and the Interim Treasurer/Treasurer continues to be obligated to abide by it.

###

Example Affirmation and Format for Interim Officials

Notes: If an Interim Official, make sure to add the word "Interim" before the Office Title, e.g. "Interim Treasurer," "Interim Chairman," etc. Two witnesses (who should be active assembly Officials or Participants) signing under the Declarant's signature may replace the use of a Recording Secretary.

The Affirmation is simply an Acknowledgment and Acceptance of Office/Position with a basic pledge to carry out the duties to the best of your ability for and on behalf of the <Assembly Name> and the people on the State (or County) and according to the adopted Procedures defining the basic duties for that Office/Position as adopted by the people of the assembly, when all Offices/Positions are only assembly voted in interim positions. When it is time to formally seat elected Officials, the Affirmations must be updated accordingly, and is still TBD....

Use the Affirmation of "Office" for all assembly voted in Interim Officials.

Use the Affirmation of "Position" for appointed Deputies. (Officials are responsible to fully supervise their appointed Deputy(ies))



The California Assembly

Affirmation of Acknowledgment and Acceptance of Office

I, _____ hereby declare I acknowledge and accept the Office
(Full Name)

of: _____ to which I have been confirmed, for and on the behalf of
(Office Title)

The California Assembly and the de jure people on California state. I pledge to carry out the duties of this Office to which I'm about to enter faithfully and to the best of my abilities and per the "Procedures for Office of Treasurer" as adopted by the people of The California Assembly.

Witnesses:

Signature and Seal

Print Name

Recording Secretary Witness

I, _____ a Recording Secretary approved by The California Assembly, hereby affirm that the Declarant herein is known to me and has been positively identified and I have witnessed their Affirmation of Acknowledgment and Acceptance and their signing/autographing of this document.

Signature [Seal]

Example Affirmation and Format for Appointed Deputies



The California Assembly Affirmation of Acknowledgment and Acceptance of Position

I, _____ hereby declare I acknowledge and accept the Position
(Full Name)

of: _____ to which I have been appointed, for and on the behalf of
(Position Title)

The California Assembly and the de jure people on California state. I pledge to carry out the duties of this Position to which I'm about to enter faithfully and to the best of my abilities and per the "Procedures for Office of Treasurer" and their appointed Deputy(ies) as adopted by the people of The California Assembly.

Witnesses:

Signature and Seal

Print Name

Recording Secretary Witness

I, _____ a Recording Secretary approved by The California Assembly, hereby affirm that the Declarant herein is known to me and has been positively identified and I have witnessed their Affirmation of Acknowledgment and Acceptance and their signing/autographing of this document.

Signature [Seal]