



CAZENOVIA CALL TO ACTION

Member Guidebook

Version 2
April 1, 2017



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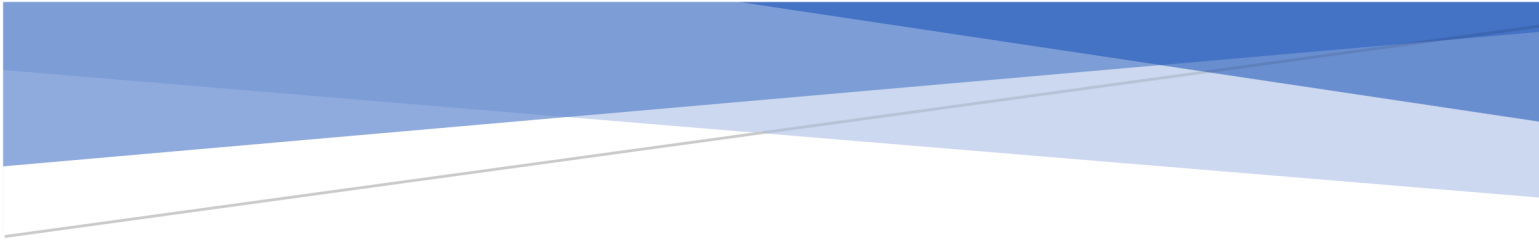
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Purpose This guidebook introduces the **Cazenovia Call to Action (CazCTA)** organization and its mission/goals, operating principles, teams, communication tools, external networks and other information relevant to our group. This guidebook was created for the purpose of orienting new members and sharing our methodology with similar resistance and advocacy groups.

The Cazenovia Call to Action organization is still in development so keep in mind that guidebook revisions will be done periodically. Contact the people listed in Appendix 1 for the most up to date version or access it on the Caz CTA Google Doc drive.

Mission

The CazCTA is a grassroots organization dedicated to:

- Defeating the radical and harmful elements of the Trump agenda
- Advancing progressive values, objectives and goals in Cazenovia and in the 22nd Congressional District
- Facilitating dialogue with and understanding of people with different points of view and with people who may be facing different life challenges



Major Objectives

- Influence our 22nd District Member of Congress (MoC) to effectively represent progressive values and concerns.
- If our MoC fails to represent our interests and concerns, aggressively seek out and support a winning candidate who shares our goals for the 2018 election
- Resist the Implementation of reckless and radical Trump/ McConnell/Ryan policies, executive orders and legislation
- Support our elected representatives who act in accordance our values and promote progressive causes, encouraging them to “be bold”.
- Our progressive concerns cover but are not limited to:
 - Civil Rights (Racial and ethnic minorities, LGBT, Women’s Health, immigrants and refugees)
 - Free and fair elections (fair redistricting, voter registration and participation)
 - Stewardship of the environment (fracking, water quality, air quality, protection of public lands, environmental remediation, climate change)
 - Consumer protection (financial reforms, food and drug safety, product safety, firearm safety)
 - Justice (fair pay, job growth, affordable health insurance and healthcare, protect social security, educational opportunity)

Operating Principles

- Maintain local grassroots focus and participation
- Allow for different levels of participation
- Enable members to contribute according to their interests
- Respect differing points of view
- Represent progressive values independent of Republican or Democratic Party affiliation



Organizational Structure

The CazCTA is made up of three functional groups which work together to achieve our goals: General Membership, Topic Of Concern Teams (ToC's) and the Steering Committee.

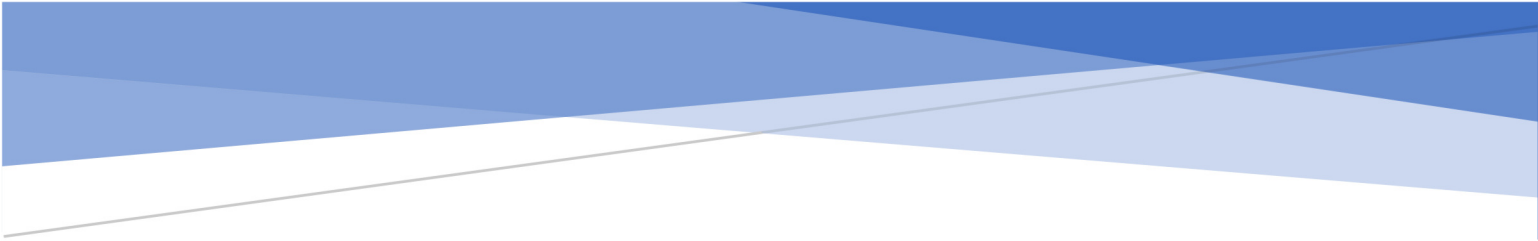
General Membership

Anyone who signs up for our email list is considered to be a member. Members should attend monthly meetings and will receive Monday Call to Action emails with suggested actions steps and update information. Members are requested to act on specific issues when there are opportunities to influence the media, legislators or others. Any member who has a particular passion for a topic may choose to form or join a Topic of Concern team, but it is not a requirement to volunteer or to join a team.

Topic Of Concern Teams

Topic of Concern Teams are the information and action hubs of the CazCTA. There are too many important issues demanding attention and activism to permit one team to handle them all. Some topics are of general interest but many others require some particular technical or regulatory background.

- The Topic of Concern Teams allow us to cover a wide range of topics, distribute leadership and enable members to contribute where they have skills and interests.
- The Topic of Concern Teams (ToC's) are small groups made up of CazCTA members who have the passion, interest, skills and time to monitor a particular issue, taking action when appropriate and prompting the full organization to act when greater numbers are required

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- We anticipate that each team will have a small number of members, to allow them to be nimble in their work. Some “teams” may even have just one person: someone willing to do the work around that particular issue. Seven to 10 people per team is probably the average.
 - Members of the CazCTA organization are free to identify the Topics of Concern which need action and to join the ToC’s which interest them. Members are also free to not join a ToC, working as a resource when asked to take action.
 - The responsibilities of a Topic of Concern team include:
 - Keep informed of developments pertaining to their topic on the national and state level.
 - Define tactics to resist government actions which affect or threaten the topic such as new regulations, loss of funding, new legislation, executive orders, etc.
 - Educate the general membership on the topic, outlining the risks, who is affected, what the adverse effects will be, etc.
 - Maintain a written summary to serve as a reference on the topic
 - Prompt and lead resistance actions, such as letters, calls, town hall questions, demonstrations and others.
 - Seek input and support from the CazCTA Steering team
 - Join forces with other resistance efforts in the district when greater numbers are required



Steering Committee

The Steering Committee is the central hub of the CazCTA. This team is responsible for representing and acting on behalf of the whole organization as well as leading activities required to make the CazCTA function effectively.

- Modify and maintain the mission, goals, operating principles and tactics of the Caz CTA as required
- Lead communications within the organization
- Lead the monthly meetings (locating the space, organizing speakers, and handling the finances required to cover costs)
- Train, encourage and recognize successful actions by the ToC's
- Handle external interface with press and other media
- Share progress with other political resistance organizations and bring back the learnings to CazCTA.
- Coordinate the activities of the ToC teams



Tactics

CazCTA resistance and advocacy tactics may be found in the **Indivisible Guide** available on line at <https://www.indivisibleguide.com>. We recommend that everyone download and follow the guide.

Communications Methods

Within CazCTA is a group of people dedicated to the communication and dissemination of news, events, updates and opportunities. Several tools have been put in place to facilitate communication efforts.

Email Anyone wishing to communicate with CazCTA may send an email to cazcta@gmail.com This is the best way to communicate directly with the Steering Committee. Please allow a day for a response.

Newsletter The newsletter is CazCTA's primary means of communication to all members. Published weekly, the Newsletter "It's Monday in America" lists three actions to take throughout the week, updates and news items, briefings from our Topic of Concern groups, Senator and Representative contact information, useful links and upcoming events. We invite submissions from any CTA member.

Facebook Page & Twitter CazCTA has a social media presence! "Like Us" & "Follow" for updates on CTA's actions and involvement, news articles and shared posts of interest. Members are invited to use the messaging feature on both sites to contact the steering and communication committees. (Facebook: Cazenovia Call to Action/ Twitter: #CazCalltoAction)



External Networks

Networking plans are being developed with resistance groups throughout the central New York region and will be described in the next revision.



Appendix #1 CazCTA Steering Committee

Kristi Jean Andersen	andersen@maxwell.syr.edu
Lynne (Otter) Berry	otterberry@gmail.com
Joan Brooks	joan.brookscaz@gmail.com
Elisha Davies	Elisha.davies@gmail.com
John Druke	jmdruke@gmail.com
Liz Moran	LMoran@ecologicllc.com
Maureen Zupan	Mzupan@twcny.rr.com

Appendix 2 Topic of Concern Teams

as of 3-3-17			
FIRST NAME	LAST NAME	GROUP	Contact emails
John	Haynes	ACA/Medicare/Social Security	jhaynes101@msn.com
Jim	Coufal	Attacks on Science	wanakena@windstream.net
Sarah	Hughes	Campaign Finance Reform	sgh4213035@gmail.com
Geoff	Navias	Climate Change	gnavias@mac.com
Elisha	Davies	Communication/PR	elisha.davies@gmail.com
Julia	Harrod	Education	juliaharrod@gmail.com
Beth	Seeley	Food/Nutrition/Agriculture	bethjseeley@hotmail.com
Pat	Carmeli	Foreign Policy	patcarmeli@hotmail.com
Diane	Carney	Housing	dmcbland@gmail.com
Dara	Harper	Immigration Policy	yosoydara@gmail.com
Otter	Berry	LGBTQ Rights	otterberry@gmail.com
Jennifer	Hamlin-Navias	LGBTQ Rights	revjenniferhamlinnavias@gmail.com
Andrew	Joseph	Monitor Political Activity in the 22nd District	andj87@gmail.com
John	Druke	Outreach to all Political Persuasions	jmdruke@gmail.com
Cliff	Donn	Policing and Prisons	donn@lemoyne.edu
Baird	Hansen	Reproductive Justice/Women's Rights	hbh24@mac.com
Tammy	Hayes	Support Senator Gillibrand	thayes11252@gmail.com
Geoff	Navias	Support Senator Schumer	gnavias@mac.com
John	Cawley	Tax Law	jhcawley1@gmail.com
Jim	Barna	Torture	jbarna1@twcnny.rr.com
Kristi	Andersen	Voting Rights	andersen@syr.edu
Below are listed "topics of concern" for which we have no one signed up			
		Financial regulation and consumer protection	
		Gun Safety	
		Jobs	
		SCOTUS	
		Support Free and Independent Media	
		Trump Conflicts of Interest	