

# Quick Start Manual

The Committees of Correspondence is a loose network of individual Committees each located in different cities. A Committee is created when a gathering of patriots choose at least three individuals to meet regularly to formally conduct business aimed at fulfilling the Committee's twin missions.

Historically, patriots would gather in town meetings to elect a Committee to join the vast Committees of Correspondence network. Here's a guide to creating a new Committee in our modern day.

## Step 1: Deciding to create a new Committee of Correspondence

1. **Read the history.** Learn about the original Committees of Correspondence and their mission.
2. **Check for preexisting Committees in your city.** First check our directory or contact us to make sure a Committee doesn't already exist for your city. If one already exists, see [Joining an existing Committee](#).
3. **Determine who will host the gathering where a Committee will be chosen.** At this one-time gathering, Committee members will be elected by their peers. The host/sponsor is responsible for ensuring that the representatives are fairly chosen by the attendees to serve on the Committee.
4. **Send invitations.** The host/sponsor should send patriots an invitation to meet at a certain time and place and explain the purpose of electing a Committee. The meeting can take place anywhere—an event center, a church, a park, a living room, an office area, etc. Only citizens living in that city are eligible to elect or serve on that Committee.
5. **Choose a Committee.** See [Choosing Members to Serve On a Committee](#).

## Step 2: Choosing Members to serve on a Committee

At the one-time meeting, the host/sponsor should follow this guide.

1. **Introduction.** The sponsor/host of the gathering announces the purpose of the meeting and what is expected of the Committee.
2. **Attendees nominate candidates to serve on the Committee.** Only citizens living in that city can be nominated.
3. **Nominees accept nominations.** Each nominee chooses to accept the nomination. If there are at least three nominees, continue to the next item.
4. **Nominees introduce themselves.** Each nominee should briefly introduce themselves and give reasons why they should be on the Committee.
5. **Attendees elect the Committee.** Each nominee is voted on by the attendees. Only attendees living in that city may vote. A nominee is elected to the Committee with a simple majority vote. If there are at least three elected Committee members, the Committee is now formed.
6. **Committee elects a chairman.** With a simple majority vote, the new Committee selects a chairman. Only the Committee members vote.
7. **Committee elects a secretary.** With a simple majority vote, the Committee elects a secretary. The chairman can't be the secretary but can vote.
8. **Committee chooses time and place of first meeting.** The Committee votes on when and where meetings will be regularly held, and sets a date for its first full meeting.

Congratulations! With a new Committee, you are following in the footsteps of the Founding Fathers.

## Step 3: Conducting Committee business

A Committee has two primary missions:

1. Regularly publish Proclamations articulating rights and identifying when they are violated.
2. Keep neighboring Committees updated on its activities.

A Committee should fulfill these goals at formal, regularly held meetings. Follow this guide.

1. **Secretary alerts Committee members of the meeting.** In advance of each meeting, the Secretary should alert the Committee members of the time, location, duration, and agenda of the meeting.
2. **Is there a quorum?** At the meeting, if a majority of the Committee is present, then there is a quorum. If there is not a quorum, then the meeting cannot be held and the Secretary notifies Committee members of this fact.
3. **Call to order.** The Chairman calls the meeting to order.
4. **Introducing a Motion.** A Committee Member introduces a Motion. For example, “I move to invite the people of the neighboring city of Springfield to elect patriots to a Committee of Correspondence to link our two cities together.”
5. **Seconding a Motion.** A Motion must be seconded by a different Member to be considered by the Committee. If it is not seconded, the Motion is ignored and any Member may introduce another Motion. A Member does not have to agree with the Motion to second it—seconding it only means the Member thinks it is worthy of further discussion. Example, “I second the motion.”
6. **Discussion.** The Committee then discusses the pros and cons of the Motion.
7. **Voting.** The Chairman conducts a simple majority vote on the Motion. Example: “All in favor? All opposed?”
8. **More Business.** A Member can then introduce a new Motion, for example, “I move that a subcommittee be formed to draft the invitation to the patriots of Springfield before next week’s meeting.” And so on.
9. **Meeting is Adjourned.** The Chairman announces the meeting is adjourned when the prescribed time is reached or Members have no more business to discuss.
10. **Secretary disseminates meeting minutes.** Throughout the meeting, the secretary records who introduced motions, who seconded them, and if they were passed (but does not identify who voted for or against them). This document also includes the time, place, and agenda for the next meeting.

## Resources

For information on:

- History of the Committees of Correspondence
- Mission,
- Roles and Rules,
- Drafting Proclamations,

- Methods of Communication,
- Grassroots Organization Benefits,
- Code of Conduct

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