



# **THE OHIO ASSEMBLY**

## **ASSEMBLY GUIDELINES**

### **STRUCTURE and MEETINGS**

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|---|-----------|
| <b>Table of Contents:</b>   | <b>2</b>  |
| <b>1. The Ohio Assembly (TOA):</b>                                      | <b>3</b>  |
| 1.1 TOA What, Who We Are:   | 3         |
| 1.2 Decorum of The Ohio Assembly  | 4         |
| 1.3 TOA the Building Process  | 6         |
| 1.4 TOA Four (4) Assemblies:  | 7         |
| Why Four Assemblies:  | 7         |
| General Assembly:   | 7         |
| Jural Assembly:   | 8         |
| International Business Standing Assembly:                               | 8         |
| Militia Special Purpose Assembly:                                       | 9         |
| <b>2. Assembly's Meeting Structure, Guidelines:</b>                     | <b>11</b> |
| 2.1 Meeting Frequency and Venue:  | 11        |
| 2.2 Meeting Agendas:  | 12        |
| 2.3 Bivens Decision:  | 12        |
| The Bivens Reading:   | 13        |
| 2.4 Signs and Symptoms of Infiltration:                                 | 13        |
| 2.5 Meeting Decorum:  | 14        |
| 2.6 Coordinator(s)-Temporary Position:                                  | 15        |
| <b>3. Assembly Officials:</b>   | <b>17</b> |
| Who Are Our Assembly Officials:   | 17        |
| 3.1 Meeting Moderator/Chairman:   | 17        |
| 3.2 Secretary:  | 18        |
| 3.3 Record Keeper:  | 18        |
| 3.4 Committee Chair:  | 19        |
| Recall - Assembly Officials:  | 20        |
| <b>4. Elections, Electors:</b>  | <b>21</b> |
| 4.1 A Republican Form of Government:                                    | 21        |
| 4.2 Electors:   | 21        |
| What Are Electors:  | 21        |
| How are Electors Chosen:  | 22        |
| Eligibility, Qualifications for Electors:                               | 22        |
| 4.3 Ohio Elections:   | 22        |
| <b>5. Vetting:</b>  | <b>24</b> |
| <b>6. Meeting Procedures and Processes</b>                              | <b>25</b> |
| 6.1 Preparation, Announcement:  | 25        |
| 6.2 Attendance, Participation:  | 25        |
| 6.3 Voting Limitations:   | 25        |
| 6.4 Disruptive Members:   | 26        |
| Meeting Disruptions:  | 26        |
| What is Disruptive Behavior:  | 26        |
| Mid-Meeting Adjustment, 1 <sup>st</sup> Report, 2 <sup>nd</sup> Report: | 26        |
| 3 <sup>rd</sup> Report, The Penalties:                                  | 27        |

|  |           |
|--|-----------|
| <b>7. Meeting Functions:</b>   | <b>28</b> |
| <b>7.1 Establishing our Guidelines, Procedures and Processes</b>             | <b>28</b> |
| Where Do Our Guidelines, Procedures and Processes Start:                     | 28        |
| <b>7.2 What is the Purpose of The OGA Meeting</b>                            | <b>28</b> |
| <b>7.3 What is NOT the Purpose of The OGA Meeting</b>                        | <b>28</b> |
| <b>7.4 What Should Be Expected of Action Brought Forward</b>                 | <b>28</b> |
| <b>8. Budget and Purchase Procedures and Guidelines of The Ohio Assembly</b> | <b>29</b> |
| <b>8.1 Introduction</b>  | <b>29</b> |
| <b>8.2 Budget Management</b>   | <b>29</b> |
| 1. Budget Creation   | 29        |
| 2. Expense Approval  | 29        |
| 3. Budget Review   | 30        |
| <b>8.3 Purchase Procedures</b>   | <b>30</b> |
| 1. Purchase Authorization  | 30        |
| 2. Vendor Selection  | 30        |
| 3. Purchase Requisitions   | 30        |
| 4. Purchase Orders   | 30        |
| 5. Receiving and Inspection  | 30        |
| 6. Invoice Processing  | 31        |
| <b>8.4 Expense Reporting</b>   | <b>31</b> |
| 1. Expense Tracking  | 31        |
| 2. Approval and Reimbursement  | 31        |
| <b>8.5 Compliance and Training</b>   | <b>31</b> |
| 1. Policy Awareness  | 31        |
| 2. Consequences of Non-compliance  | 31        |
| <b>8.6 Review and Updates</b>  | <b>31</b> |
| 1. Guideline Review  | 31        |
| 2. Notification of Changes   | 31        |
| <b>9. Fiduciary Guidelines</b>   | <b>32</b> |
| <b>9.1 What are Fiduciary Guidelines?</b>                                    | <b>32</b> |
| <b>9.2 Definition of Fiduciary Duty</b>                                      | <b>32</b> |
| <b>9.3 Fiduciary Responsibilities</b>  | <b>32</b> |
| 1. Loyalty   | 32        |
| 2. Care and Diligence  | 32        |
| 3. Prudent Investment  | 32        |
| 4. Confidentiality   | 32        |
| <b>9.4 Reporting Violations</b>  | <b>33</b> |
| <b>9.5 Compliance and Accountability</b>                                     | <b>33</b> |
| <b>9.6 Training and Education</b>  | <b>33</b> |
| <b>9.7 Review and Amendments</b>   | <b>33</b> |
| <b>9.8 Conclusion</b>  | <b>33</b> |
| <b>References Used In Developing This Document:</b>                          | <b>33</b> |
| <b>Acknowledgements:</b>   | <b>33</b> |

## **1. The Ohio Assembly (TOA):**

### **1.1 TOA What, Who We Are:**

Although anyone can assemble, there can be only one actual, factual, rightful and lawful Assembly that is the foundational part of our American government. The American States Assembly is The Federation of States, comprised of 50 State Assemblies working together for mutual protection and benefit. This is the Assembly that has been summoned by the only legitimate Summoning Authority, The United States of America, Unincorporated. Any other organization calling itself an Assembly is not recognized by the Federation and has no lawful standing as part of the true American Government. We are reconstructing lawful government, not creating something new. Each State has one Assembly composed of all the Americans living within its borders who are claiming their birthright or lawfully naturalized political status. Each Assembly summoned is organized by a State Coordinator working for the Summoning Authority, The Federation of States.

TOA is a peaceful gathering of men and women, on Ohio land and soil, working together to rebuild our lawful government. It is an inclusive, committee based, community building gathering of friends, relatives, and neighbors. It is not an incorporated entity, a hierarchical organization, an Association, or Mob Rule. The rule that no man can serve two masters is very much a part of our law and traditions

To join TOA, one must be over the age of 21, have adopted State National or State Citizen political status, have a permanent home on Ohio, no potential conflicts of interest such as Federal employment or dependency, and have lived within Ohio's geographical borders for a minimum of one year and one day. TOA shall prevent anyone from being an Ohio State Citizen who is allied with foreign government(s) or corporation(s); we limit the participation of Ohio State Nationals to intrastate government issues, where there are no conflicts of interests. The purpose of the Assemblies is to accomplish the serious and necessary business of TOA.

### **1.2 Decorum of The Ohio Assembly**

#### **Decorum of The Ohio Assembly Agreement**

i, one of the people of The Ohio Assembly, hold these guidelines of Decorum for all Assembly and Committee meetings;

❖ i, acknowledge and accept our Mission Statement:

The Ohio Assembly is dedicated to the restoration of a complete and fully operational land and soil jurisdiction Government, State and County court system serving the people of Ohio, the preservation of the National Trust, the enforcement of the Public Law, the upholding of the Federal Constitution owed to our State and People, the re-population of our land and soil jurisdiction, the filling of vacated Public Offices, and the reclamation of our material and intellectual public and private assets;

i affirm that i have expatriated from any presumed citizenship obligation owed to the Territorial United States, the Municipal United States and/or any other foreign jurisdiction; i hold a singular allegiance to the Land & Soil Jurisdiction with The Ohio Assembly;

❖ i, will act without any deceit or profit motive or obligation to any other foreign entity.;

❖ i, affirm that I am one of the people of Ohio and that I am acting exclusively in my natural and unincorporated capacity;

❖ i, acknowledge and uphold the guidelines, processes and procedures of The Ohio Assembly;

- ❖ i recognize our American Government as a whole and maintain the separation of church and state;
- ❖ i uphold the right to freedom of religion and conscience for all;
- ❖ i treat other Ohioans with respect; i respect the differences of opinion and embrace the spirit of constructive debate;
- ❖ i, meet face to face as a community, whether in body or online forum, as a neighbor, familiar with each other, to one common community goal;
  - i, listen to opinions and ideas, in the spirit of free speech, with willingness to consider the merits and comprehend concepts;
  - i, establish an order and mutual manner for the recognition of Assembly meeting participants and agree to the following:
    - All when joining online meetings, must have their full name (First and Family Name) appearing on their profile;
    - All must mute when not recognized to speak;
    - All must raise their hand or state “May I” to be added in a que and recognized in order by the Chairman/Coordinator or Committee Chair;
    - All when speaking, must have their video on;
    - All will approach discussion with proper spirit and language;
- ❖ i, one of the people of The Ohio Assembly, cooperate with others to achieve our ultimate goal, the reconstruction of our lawful government;
- ❖ i, acknowledge that violation of this Decorum of The Ohio Assembly may be met with a progressive and/or serious action, but not limited to, reprimands, sanctions, censures, ejection and/or suspension from current/subsequent meetings;
- ❖ i, accept my duty to serve Ohio and my fellow Ohioans without reservation, coercion, or issue of conscience; i understand that I am, as an Ohio State Citizen or Ohio State National, responsible for upholding the Public and Organic Law of Ohio and that if I should be elected or appointed or otherwise entrusted with assets belonging to Ohio or any County thereof, i am obligated to act as a deputy and as a fiduciary under the Prudent Man Standard until relieved of such duty;

So acknowledged and affirmed, this \_\_\_\_\_ day in the month of \_\_\_\_\_, 2024.

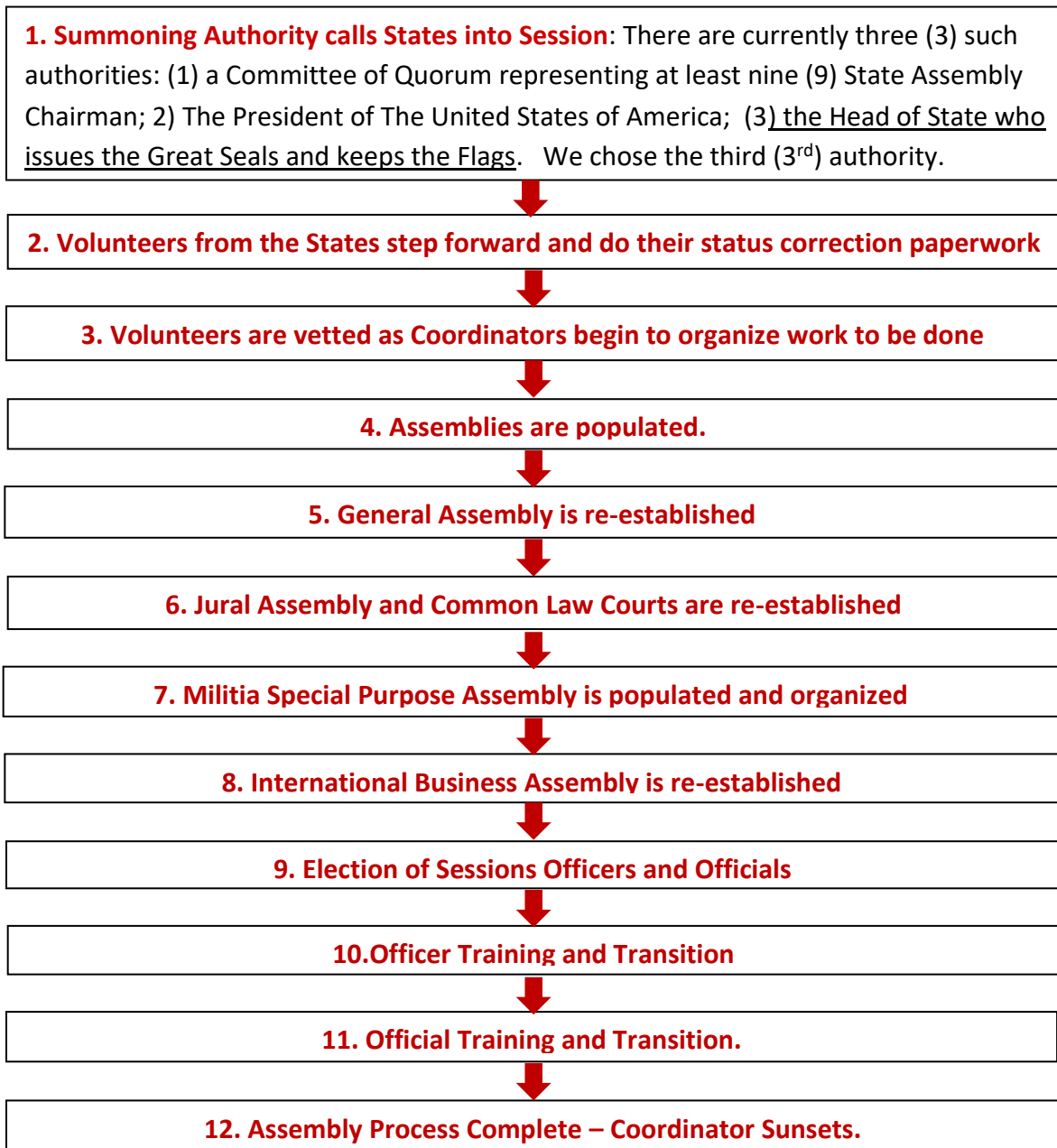
by: \_\_\_\_\_

### 1.3 TOA the Building Process:

**Every man and woman on Ohio plays an important part  
in our reconstruction efforts.**

**We do have a plan to complete that reconstruction**

#### **The Ohio Assembly Process**



## **1.4 TOA Four Assemblies:**

### **Why Four Assemblies:**

In order to organize TOA functions, processes and procedures in a more efficient and workable manner four assemblies shall be established. Each Assembly shall have specific duties and responsibilities as described below.

### **General Assembly:**

The General Assembly (TOA) is where the People/people on Ohio gather to address state and international (when appropriate) level issues. During the assembling process, the main focus of the General Assembly is to educate and inform the People/people so they have the proper tools to become fully standing, self-governing communities.

Ohio General Assembly members must be either a State National or a State Citizen. All Assembly members are automatically Jurors. When a member is serving as a Juror, he or she becomes a State Citizen during the duration as Juror.

American State Nationals and American State Citizens, on Ohio, may vote on intrastate issues where there is no conflict of interest, meaning issues that affect Ohio. Only American State Citizens may vote on interstate issues, meaning issues that affect another State or States. Once the Counties are standing, the people will elect Electors, eligible American State Citizens, who will bring the vote of the people of their County to The Ohio General Assembly. These Electors become the Representatives in order to reconstruct the Representative Republic.

General Assembly meetings are typically public meetings open to all men and women on Ohio. If the General Assembly wishes to conduct any private or sensitive intrastate business, they simply divide the agenda and close that portion of the meeting, so that only qualified State Nationals and/or State Citizens participate. (See TOA Decorum Procedures)

Regular General Assembly Meetings are scheduled and posted in advance.

### **Jural Assembly:**

The primary job of our Jural Assembly is to organize and repopulate the land and soil jurisdiction of Ohio, and then, to finish the reconstruction of the Federal States of States, so that our Government is restored to its intended form and fully functional.

During the assembling phase of our reconstruction, the Jural Assembly bears the responsibility of getting our courts up and running, filling vacated Public Offices, and reclaiming our material and intellectual public and private assets.

To these ends we, the living people on Ohio, have called the eligible Ohio Nationals and Electors to assemble and serve as Jurors, Officials, and Officers. We have established the process and procedure to qualify Jurors and others competent to hold State Citizenship and Public Office. We do this peacefully and without rancor in the exercise of our unincorporated powers and capacities.

Jural Assembly members must be either a State National or a State Citizen, be over 21 years-of-age, established a permanent home on Ohio for at least one year and one day. Jural Assembly members shall also be required to sign an [Ohio Jural Assembly Membership Agreement](#) (see Appendix 1.). All Jural Assembly members are automatically Jurors. When a member is serving as a Juror, he or she becomes a State Citizen during the duration as Juror.

The Jural Assembly is composed of qualified Jurors who are State Citizens and State Electors, that is, people of the republican states who have volunteered to serve the State Government in the capacity of Jurors.

When acting as a Juror, or in any other Public Office of the Jural Assembly, you must accept the rights, responsibilities and duties of a State Citizen.

During the assembling phase of our reconstruction, our Jural Assembly bears the responsibility of getting our courts up and running while being the organizational unit of land and soil jurisdiction courts.

Jural Assembly meetings are special meetings organized by the active members of the Jural Assembly, all of whom are members of the Jury Pool, able to serve on both the Grand Jury and Trial Juries or as officers of the courts.

The Jural Assembly is also responsible for:

- ✓ creating States and Counties;
- ✓ organizing the land and soil jurisdiction courts owed to the people of Ohio;
- ✓ ensuring candidate members are eligible to serve;
- ✓ ensuring our organized courts are courts for people.

Regular Jural Assembly Meetings are scheduled and posted in advance.

#### **International Business Standing Assembly:**

The Ohio International Business Assembly (IBA) is responsible for setting up the State of State organization needed to conduct international business and oversee the day-to-day “within our state” business.

Our IBA convenes only when necessary and does not remain in constant session. Meetings are relatively rare events at first but become increasingly important going forward.

Remember that since each state is actually a nation state, “international issues” are those that exist between states. When a state interacts with other states as a whole, it is doing so at the level of the “State of State” business organization. Some examples of international business might be agreements that involve infrastructure connecting Ohio’s bordering states or treaties involving the agreement of all states.

All 50 State-of-State organizations will join together to reconstruct the Confederation, which acts on behalf of the 50 states as a whole in international trade. International trade in this case refers to trade between the states and also with other countries, international and global.

Our State of State organization also manages in-state day-to-day business such as infrastructure projects within the state (for example, roads), often contracting with private businesses to do so.

Since the IBA only assembles when needed, our State of State organization is what “minds the store” when the Business assembly is not in session.

Each Ohio County shall have an IBA. Counties can’t conduct business directly with other states or countries. At our county level the IBA acts as a liaison with the State IBA so that the voices of the people can be heard. It also “minds our county store” in the same way that the state level Business Assembly minds our state level store. Ohio County level infrastructure projects would be overseen by this organization.

Our counties are isolated from international affairs to protect them from being picked off one-by-one by foreign interests.



- **State Executive Committee:**

The State Executive Committee is elected at the Ohio General Assembly (OGA) as one of the first acts of the State General Assembly each year.

The State Executive Committee is populated by astute Ohio business men/women who have a State Assembly Chairman, State Treasurer, State Secretary and IBA Assembly Members from on the land within our State. These are called Postal Areas today to delineate them from the sea-going Postal Districts.

The State Executive Committee continues to function throughout the year and is enabled to conduct routine business for the State, including issuing Public Notices, conducting elections, overseeing use and sale of State resources such as timber sales and public land leases, preparing ballot initiatives for the OGA, and serving as an interface for communications with the Federal Government (de facto government), including direction of the Federal State of State Corporation. The direction of the Federal State of State occurs once Reconstruction is completed.

The State Executive Committee also has the power to call the State General Assembly into Special Session if needed.

Together the General Assembly, Jural Assembly, and International Business Assembly conduct the international business of Ohio, and work together to enforce the Public Law, make decisions about land and natural resources, ensure protection of property rights, postal roads, free public elections and other business of our State.

### **Militia Special Purpose Assembly:**

Our Militia Special Purpose Assembly is focused on promoting public safety within the boundaries of our State and is the "well-regulated" militia guaranteed to each State for its internal security. The nature of a State Militia is to function entirely and exclusively within the State's borders. Committees associated with this pillar provide for training and provisions needed by the participants.

The word militia simply means "people" in Hebrew language. Civilian militias are simply people, banded together to face dangers, defend against invaders, deal with outlaws, and survive natural disasters. There is nothing improper about a group of men and women gathering together to keep their communities safe. This is why our republican States of the Union are guaranteed the right to create, keep and maintain a well-regulated militia. As an Assembly, we will ensure the education and training of State Militia forces, so they know their role and avoid trespass.

All State Citizen eligible men and women over the age of 21 may join their State Militia. It is your birthright to participate in this civilian office, however, it is necessary to have completed the package of paperwork called 928s. While serving, people become State Citizens, or people.

We the people are militiamen operating in the capacity of public servants, the State Citizens.

Militia Officers below the rank of Colonel are appointed by the State. At higher levels, Congress is involved. Congress is also Constitutionally appointed to provide funding, training, and armaments for the State Militias; the distribution of the resources is handled on State level.

Civilian militias have functioned in every country on Earth, attached to the land and soil jurisdiction, except in Britain.

State Citizens are “We the People”. We are the only ones who can enforce the Constitutions. We may do this as Justices, Jurors, Electors, and/or Militia.

All four Assemblies are further organized and recognized as one of TOA Four Standing Pillars. Within each of the Assemblies are Pillars and Committees specific to their respective responsibilities which develop and oversee functions, guidelines, processes and procedures of that Assembly .

Further description of TOA Four Standing Pillars, the Four Standing Pillar Committees, their functions, guidelines, processes, procedures, and responsibilities can be found in [The Ohio Assembly \(TOA\) Four Standing Pillars / Committees](#) document..

Everyone in TOA needs to participate in the necessary work associated with our Assemblies. There is no hierarchy. Some will be appointed or elected to specific Assembly Offices, but these are not power positions. Ideally, any Assembly member would be sufficiently educated to step into any role, as needed.

## 2. Assembly’s Meeting Structure, Guidelines:

### 2.1 Meeting Frequency and Venue:

The TOA Assemblies shall meet as required to address and deal with issues that are within their responsibilities. Any regularly scheduled meeting frequency shall be as outlined in the specific Assembly sections below.

Meetings should be scheduled with at least a two week notice to allow all assembly members to accommodate the meeting time. Ideally upcoming meetings should always be a part of the previous meeting agenda.

Emergency meetings shall be scheduled as needed and will have to be adjusted to suit the Assembly and their availability.

As TOA grows and our numbers increase, we look to hold Assembly meetings in person, at least at the County level to start and then move to in person meetings at the State level as well.

Assembly meetings venue currently is Zoom web hosted. Zoom hosting links shall be distributed to all Assembly members at least one (1) week prior to the scheduled meeting.

### 2.2 Meeting Agendas:

Meeting agendas shall be prepared by the Assembly’s Secretary and distributed to all Assembly members at least one (1) week prior to each Assembly’s next scheduled meeting.

Meeting Agenda shall as a minimum be formatted as follows:

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**The Ohio Assembly (Meeting Name) Meeting**

**Date: June 17, 2024 (example)**

**Agenda**

**Link to Meeting on Date:** <https://wwwmeeting link>

**Call to Assemble:** by a TOA Coordinator/MAA

**Bivens Decision:** read by Assembly member

**Other items that may be of significance to Assembly security.**

**Purpose:** read by Coordinator.

What is the purpose of this Assembly?

**Mission Statement:**

Our Ohio Assemblies are dedicated to the restoration of a complete and fully operational land and soil jurisdiction State and County court system serving the people of Ohio, the preservation of the National Trust, the enforcement of the Public Law, the upholding of the Federal Constitution owed to our State and People, the re-population of our land and soil jurisdiction, the filling of vacated Public Offices, and the reclamation of our material and intellectual public and private assets.

**What is the purpose of this meeting?**

The Purpose of this meeting is to report on committee activities, discuss and approve issues of The (Assembly Name) and The Ohio State Dejure Government – Discuss Committee Reports & Motions.

Special Purpose Meetings will state the intended purpose.

**Any additions to the Agenda?**

**Coordinators report:** only given in the General Assembly Meeting by the Coordinator.  
News from the Federation

**Chair/Speaker's report:** by the (Assembly Name) Chair, Speaker, Moderator  
General issues for discussion

**Standing Pillars-Committee Reports:** by Committee Chairs

**Pillar Committee Reports:** each Assembly shall hear Committee reports specific to their respective Assembly responsibilities. The General Assembly shall hear reports from all other Assembly Committees.

**Old Business:** any new business to be brought before the Assembly?

**New Business:** any new business to be brought before the Assembly?

**Adjournment:**

Next Meeting Date:

Call for Move to adjourn:

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**2.3 Bivens Decision:**

Before each Assembly meeting within The Ohio Assembly (TOA), the Bivens Decision is read three (3) times. Any man or woman living on Ohio may attend a General Assembly meeting as long as they are not receiving compensation from either the Federal or Municipal government. A non-status corrected man or woman must self-identify as a guest after hearing the Bivens statement. Penalties can be introduced for failure to disclose financial ties to the Federal or Municipal government.

A non-status corrected man or woman may observe The Ohio General Assembly Meeting but may not speak, vote-on or interrupt the business of the Assembly. We encourage non-status corrected men or women to contact a recording secretary to ask questions or inquire about status correction. Contact may be made at MyOhioAssembly.com.

**Bivens v. Six Unknown Named Agents, 403 U.S. 388 (1971) is a US Supreme Court case involving an illegal raid by Federal Agents.**

In TOA, we are in a higher jurisdiction than the Federal agents. We expect them to understand that even though their statutes do not apply to the General Public, the agents do have an obligation to follow their own laws. It is unlawful to improperly apply a “legal” code, regulation or statute to a State National. Remedy, therefore, may be sought. TOA has a duty and right to keep the peace, uphold Public Law, and attempt to avoid controversy. Reading the Bivens Decision is a way to allow the undeclared agents to bow out gracefully before they find themselves in controversy.

**References:**

[https://en.wikipedia.org/wiki/Bivens\\_v.\\_Six\\_Unknown\\_Named\\_Agents](https://en.wikipedia.org/wiki/Bivens_v._Six_Unknown_Named_Agents)

**The Bivens Reading:**

**The Bivens Reading** must be read three times by a member of the TOA meeting being held.

**The Bivens Decision**

**Read Three Times:**

“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 today’s meeting who is a member or agent of any law enforcement agency or public agency of the federal, state, county, city or township agencies present? Is there a response to the Bivens decision for the first / second / third time?”

**Follow by reading once:**

“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 or this conference call.”

If they subsequently show up as Federal Witnesses they are discredited for failure to disclose.

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**2.4 Signs and Symptoms of Infiltration:**

What we are doing is so big, so important and so powerful that there are those who would like to see us fail.

Some can be highly trained and well-paid operatives with the patience to carry out a long-term plan of disruption. Some have personal agendas of gaining positions of power or control. Both are adept at concealing their actual motives, easily gaining our trust with charisma and so-called “leadership” skills. They may repeatedly lie, manufacture “truths”, twist or bend the actual truth, speak half-truths, or omit truth to gain advantage.

On the other hand, some may be assembly members who have been easily manipulated, bribed, paid or duped into aligning themselves with these higher level infiltrators. Some are people who are members of other assemblies that for some reason think they are in competition with us.

Regardless of their origin, their goal is the same: to distract, disrupt and derail us from our mission.<sup>2</sup>

### Signs and Symptoms of Infiltration

**Infiltrator:** a person who enters or gains access to (an organization, place, etc.) surreptitiously and gradually, especially in order to acquire secret information. Synonyms include:

- ✓ informer, stool pigeon
- ✓ counterspy, double agent, sleeper
- ✓ spymaster, superspy
- ✓ courier
- ✓ agent, asset, emissary, intelligencer, mole, operative, spook, spy, undercover

**Lurker:** one that lies hidden in or as if in ambush; a lurker in the shadows.

*“It troubled me that there should have been a lurker on the stairs, on that night of all nights in the year” ...Charles Dickens*

**What are some of the classic behaviors, signs that infiltrators can display:**

- ✓ attack the Leaders: Coordinator, Anna, James;
- ✓ attack the foundational elements:
  - paperwork;
  - Assembly process;
- ✓ attack any progress made so far;
- ✓ divide and conquer;
- ✓ gossip;
- ✓ accuse others of what they are doing themselves;
- ✓ attempt to set up a gravy train out of Assembly Members;
- ✓ secret meetings/agendas;
- ✓ attack Assembly ability to make money;
- ✓ hijack agenda;
- ✓ lead with Ego: Me, me, me, I, I, I;
- ✓ elect themselves into several different offices;
- ✓ try to engage the assembly in conflict;

**Anna added:**

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- ✓ seek to control Assembly assets -- records, seals, websites;
- ✓ avoid oversight of their activities;

- ✓ immoral honey pot schemes and actions, seduction of other's husbands and wives, especially targeting Assembly officials;
- ✓ talk about State's rights, but don't honor State's responsibilities --- like support for the Federation of States;
- ✓ attempt to sell information about our Assemblies and Members for profit;
- ✓ advocate high fees for simple services;
- ✓ ooze disapproval and superiority -- snob attitude, brag about their IQs, use obvious, insulting fake names, sneak around collecting data;
- ✓ are "preachy" and drag religion into our Assembly business; show no respect for separation of church and state. Refer to our State Assembly as an "ecclesia" or other theocratic form of government----which it is not;
- ✓ advocate various forms of insurrection against the lawful government --- creation of "new" States out of existing States, formation of unauthorized security forces, using "committees of safety" and "contingency planning" to promote violence;
- ✓ are hyper-critical and "down on everything" that advances the Assembly's efforts to learn and grow and establish the needed organizational structures;
- ✓ are attention-seekers, always trying to make everything about them and their "concerns" and their "questions" and their "issues" at the expense of everyone else.<sup>3</sup>

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## 2.5 Meeting Decorum:

To ensure that Assembly meetings are held with respect and honor shown to all, the following guidelines shall be used by all Assembly members when attending an Assembly meeting:

### Decorum of The Ohio Assemblies

We, the people of The Ohio Assemblies, hold these guidelines of Decorum for all Assemblies and Committee meetings;

We are capable of accomplishing our Mission;

We are discussing the serious future of Ohioans and building The Ohio Assemblies to align with our mission;

We, Ohioans, treat each other with respect;

We meet face to face as a community, whether in body or in virtual space, as neighbors, familiar with each other, to one common community goal;

We listen to opinions and ideas, in the spirit of free speech, with willingness to consider the merits and comprehend concepts;

We establish an order and mutual manor for the recognition of Assembly Members;

All members, when joining online meetings, must have their name appearing on their profile;

All members must raise their hand or state "May I" to be recognized by the Chairman/Coordinator or Committee Chair;

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<sup>3</sup> Article 3374 – "The Warning Signs That You Have District Infiltrator" A.V. Reitz

All Members, when speaking, must have their video on;

We will approach discussion with proper spirit and language;

We, the people of The Ohio Assemblies, cooperate with each other to achieve our ultimate goal, the reconstruction of our lawful government.

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## Breaking Decorum and Disciplinary Measures

The Ohio Assembly voted on procedures to maintain peace on The Assemblies.

Outbursts, rancor or rancor in the 'Chat', that interrupts the business and peace of the Assembly Meeting will not be tolerated and will be met with the following procedure:

- 1) The Marshal-At-Arms will first mute the participant and warn them as to their behavior.
- 2) The Marshal-At-Arms will, upon a second occurrence, remove the participant to a 'Breakout' Room or physical room for a discussion. The Marshal-At Arms determines if the participant may be returned to The Assembly Meeting or is removed for the duration of the Meeting.
- 3) If upon subsequent meetings the Participant cannot control their behavior and follow decorum the Participant may, upon the vote of The General Assembly, be subject to the following discipline:
  - "the Member/Participant" shall be allowed to attend upcoming assembly meetings with the stipulation that for the next two (2) meetings he or she shall not be allowed to speak and must remain silent during all meeting proceedings. All voting rights shall remain in effect and shall not be infringed upon.
  - 3 months Censure, meaning they may not speak/comment on any meeting, including Committee Meetings. They also suffer the loss of internal issue vote for said time period. This is to give the man or woman time to attend and listen to the meetings in the hope that they will learn the decorum and comprehend the business/process and resume as a productive Participant
  - 6- months censure may be given for additional breeches of decorum or egregious breeches of decorum, especially in international settings, that disrupts the business of The Assembly or damages the reputation of The Assembly, its officials and officers.
  - One (1) year and one (1) day Suspension may be given for continued breeches and repeated rancorous behaviors that interrupt the business of The Assembly or damages the reputation of The Ohio Assembly

It is the desire of The Ohio Assembly to keep the peace and maintain a decorum in the spirit of cooperation and mutual respect.

## 2.6 Coordinator(s)-Temporary Position:

Coordinators are men and/or women from Ohio who step up as volunteers, receive training, are background checked and vetted.

The State Coordinators are employed by the Federation. They are not elected State or County officials, nor are they appointed by the State Assembly. The Federation has the hiring and firing responsibility. They try to honor the desires of the local assembly, but sometimes it is not in the best interest of the Assembly to do so.

Federation always has the Assembly's safety as its number one priority, so their actions will always be in line with what is best for the Assembly.<sup>4</sup>

Because Coordinators work as volunteers for the Federation and play such an important role, they must be vetted by the Federation before assuming the position. This goes for both county coordinators and state coordinators. State Coordinators are vetted by a Continental Marshal. County Coordinators are vetted by The Ohio General Assembly Vetting Committee.

In many states, or even larger counties, it can be a good idea to have a team of co-coordinators with complimentary skillsets.

Our Coordinator(s), whether County or State, act as State National(s) on assignment for the Federation to help our Ohio Government get organized. The Federation works with whomever TOA produces as a Coordinator(s).

Coordinators, do not function as State Citizens until they retire from the position of Coordinator or the position naturally sunsets once the entire Assembly structure is up and functioning properly.<sup>5</sup>

**Eligibility:**

- ✓ must be an American State National (ASN) living on Ohio;
- ✓ must be an Ohio State National and completed 928 documentation package;
- ✓ has no dual citizenships and no licenses that create divided allegiances,

**Qualifications,**

- ✓ basic word processing and spreadsheet skills; sufficient knowledge of an email program to create groups for contacts, folders for organizing emails;
- ✓ ability to organize large amounts of information in a logical file structure for recordkeeping;

**Vetting:**

- ✓ State Coordinators are vetted by the Federation.
- ✓ State Coordinators must also be vetted by a Continental Marshall.
- ✓ County Coordinators are vetted by The Ohio General Assembly Vetting Committee

**Responsibilities:**

- ❖ acts as the go-between for TOA and the Federation until Ohio is fully seated and in session; County Coordinators act as the go-between Counties and TOA.
- ❖ acts as an organizer, expeditor, rallying point for TOA and its activities ;
- ❖ oversees and manages the formation of TOA Four Standing Pillars;
- ❖ distributes information to the people on your state/county
- ❖ ensures that all legal and lawful requirements are met allowing Ohio to function with full authority and standing among the nations of the Earth;
- ❖ must be honest and inclusive and stand above politics and propaganda;
- ❖ must refrain from direct participation in votes concerning International matters while working for the Federation.

**Elected/Appointed:**

- ✓ State Coordinator is neither elected or appointed, but rather a Federation position.

A Coordinator cannot hold any other office in the TOA with one exception. A Coordinator can also serve as a Recording Secretary, as a Recording Secretary can be either a State National or a State Citizen. If a man or woman serves in both capacities, he or she is serving as a State National. The Coordinator forms

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<sup>4</sup> Excerpt- Reitz Article 3296 -"The Status of Coordinators and How to Withdraw"-A.V. Reitz

<sup>5</sup> Excerpt- Article 3014- "Orientation for Newbies"-A.V. Reitz



the base position initially on the Vetting Committee, with the Treasurer and another American State Citizen as Chair.

A Coordinator who is incompetent, dishonest, or compromised will be fired by the Federation and another man or woman from Ohio will be asked to step up.

### 3. Assembly Officials:

#### Who Are Our Assembly Officials:

Each of the Ohio Assemblies shall ask the men and women of Ohio to step up and assume positions in these Assemblies to help lead efforts to meet, implement, and manage the functions and procedures in each of these Assemblies.

All elected Ohio Assembly Officials are sworn deputies, not representatives. A deputy is an agent of the people who elected him or her and is accountable for his or her performance.

TOA four Assemblies:

- ✓ General Assembly
- ✓ Jural Assembly
- ✓ International Business Assembly
- ✓ Militia Special Purpose Assembly

The following Official positions shall be filled and seated to carry out Assembly business:

- **Meeting Moderator ( may be filled by the Marshal at Arms or Chairman)**
- **Secretary**
- **Record Keeper**
- **Committee Chair(s)**

Each of the Assembly positions shall have requirements as described below:

#### 3.1 Meeting Moderator/Chairman:

The Meeting Moderator's or Chairman's job is to open and close the meeting and ensure that the agenda is followed. The Moderator acts as a neutral party ensuring that all voices are heard as is appropriate in the context of the meeting. The Moderator works with the Marshal at Arms to enforce any participation guidelines that have been set, ensures that the meeting follows the Agenda, and keeps basic order by calling on individuals who desire to speak; should remain neutral in policy debates and vote only to break a tie.

##### Eligibility:

- ✓ must be a State Citizen;
- ✓ has completed 928 documentation package;
- ✓ has no dual citizenships and no licenses that create divided allegiances;

##### Qualifications:

- ✓ understands the detailed functions of the Assembly;
- ✓ has basic meeting management skills,
- ✓ can remain calm when things get heated;
- ✓ has ability to keep meetings to the predetermined time constraints;

##### Vetting:

- ✓ Moderator/Chairman for the State Assembly is vetted by the State Vetting Committee.
- ✓ Moderator for the County Assembly is vetted by the County Vetting Committee, if there is one.

##### Responsibilities:

- ❖ opens and closes the meeting;
- ❖ ensures agenda is followed;
- ❖ acts as a neutral party ensuring that all voices are appropriately heard;
- ❖ works with the Marshal at Arms to enforce participation guidelines;

**Elected/Appointed:**

- ❖ elected by the Assembly;

**Term of Office:**

**One (1) year- if Chairman, serves at the will of the people and may yield to an elected Meeting Moderator.**

**3.2 Secretary:**

The Assembly Secretary is responsible for creating meeting agendas, taking minutes at Assembly meetings, and assisting the Chairman with administrative tasks. The secretary also is responsible for issuing and distributing all meeting related information and documents.

**Eligibility:**

- ✓ must be a State Citizen;
- ✓ has completed 928 documentation package;
- ✓ has no dual citizenships and no licenses that create divided allegiances;

**Qualifications:**

- ✓ ability to understand meeting process while taking accurate notes of all key discussions and actions;
- ✓ has or has access to computer, word processing software and printer;
- ✓ has good word processing knowledge and skills;
- ✓ has good skills at organizing information;
- ✓ must be easy to work with;

**Vetting:**

- ✓ Secretary for State Assembly is vetted by the State Vetting Committee.
- ✓ Secretary for the County Assembly is vetted by the County Vetting Committee.

**Responsibilities:**

- ❖ taking accurate minutes during each assembly meeting;
- ❖ assists Moderator or Chairman with administrative tasks;
- ❖ prepares meeting agendas;
- ❖ issues and distributes all correspondence and documents to the appropriate people as required;

**Elected/Appointed:**

- ✓ Is elected by the General Assembly;

**Term of Office:**

- ❖ **Three (3) years.**

**3.3 Record Keeper:**

The Record Keeper safeguards TOA records for the preservation of documents. It is important that everything be documented and saved.

County level Record Keepers maintain the records for their county. State Record Keepers maintain a duplicate copy of all records from all counties on their State.

**Eligibility:**

- ✓ State or County level, must be a State Citizen;
- ✓ has completed 928 documentation package;
- ✓ has no dual citizenships and no licenses that create divided allegiances;

**Qualifications:**

- ✓ well organized and detailed in work effort;
- ✓ possesses ability to handle and manage large amounts of paperwork and miscellaneous files;
- ✓ understands and plans for the redundancy in recording all assembly documents and files;
- ✓ maintains the integrity of all records;
- ✓ must be trustworthy and ethical;
- ✓ safeguards confidential information.

**Vetting:**

- ✓ Record Keeper for the State Assembly is vetted by the State Vetting Committee.
- ✓ Record Keeper for the County Assembly is vetted by the County Vetting Committee, if there is one.

**Responsibilities:**

- ❖ County Record Keepers keep their own County records, and State Record Keepers maintain duplicate copies from all counties, as well as from State business;
- ❖ All published documents, paper copies of all meeting minutes, and digital copies of all meeting recordings or their transcripts;
- ❖ records and or files shall be kept in a fireproof locked location.

**Elected/Appointed:**

- ✓ Is elected by the General Assembly;

**Term of Office:**

- ❖ **Four (4) years**

**3.4 Committee Chair:**

Committee Chair shall be needed for each Committee within the Assemblies. Committee Chairs shall also follow general guidelines and policies as outlined in [TOA Four Standing Pillars - Standing Committee Meetings, Members and Expectations](#).

The Chair shall call and chair the meetings and meet all parameters as described below:

**Eligibility:**

- ✓ State or County level, must be a State Citizen;
- ✓ has completed 928 documentation package;
- ✓ has no dual citizenships and no licenses that create divided allegiances;
- ✓ must be competent in The Committee Business and be a Member of The Ohio General Assembly in good standing;

**Qualifications:**

- ✓ understands the detailed functions of The Committee;
- ✓ has basic meeting management skills;
- ✓ can maintain and restore meeting order and de-escalate tension;
- ✓ has ability to keep meetings to the predetermined time constraints;

**Background Check & Vetting:**

- ✓ Background check required if funds are handled per Federation of States requirement;
- ✓ Vetting by the State Vetting Committee is required for all Committee Chairs;

**Responsibilities:**

- ❖ opens and closes the meeting;
- ❖ ensures meeting invitations are distributed with adequate notice;

- ❖ ensures that minutes or recordings of the meeting are available in a timely fashion;
- ❖ ensures agenda is followed;
- ❖ acts as a neutral party ensuring that all voices are appropriately heard;
- ❖ reports to The Ohio General Assembly in General Assembly Meetings;

**Elected/Appointed:**

- ❖ endorsed by The Committee and elected by the Ohio General Assembly;

**Term of Office:**

- ❖ One (1) year

**Recall - Assembly Officials/Officers:**

All elected Ohio Assembly Officials are sworn deputies, not representatives. A Deputy is an Agent of the people who elected him or her and is accountable for his or her performance.

A Deputy functions under the **Prudent Man Rule<sup>6</sup>** and The Ohio General Assembly Fiduciary Standard must be followed. All Officials and Officers operate as Fiduciaries in honor.

Deputies (Ohio Assembly Officials) may be recalled at will by the Assemblies that elected them.

**No arduous recall petition process is required.  
The affected Assembly votes to recall them.**

**Vacation of Office or Elected Position**

If an Officer, Official or Committee Chair steps down from office during their elected term, they may not resume any Officer, Official or Chairman positions for at one (1) year and one (1) day. It is a serious disruption to the affected Assembly when positions and Offices are vacated prior to the completion of term. The exception to this would be, at the request of the Assembly, to step up to another Position or Office.

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<sup>6</sup> **prudent man rule:** a rule giving discretion to a fiduciary and especially a trustee to manage another's affairs and invest another's money with such skill and care as a person of ordinary prudence and intelligence would use in managing his or her own affairs or investments (called also prudent person)

## 4. Elections, Electors:

### 4.1 A Republican Form of Government:

You've corrected your political status, joined The Ohio Assembly, and revoked your District voter registration. Now that you know about the corporate shareholder elections and rigged electronic machines, you are relieved to be part of a lawful system. It's time to participate in a government that is by the people, for the people. Original jurisdiction elections are a bit different than the ones we have participated in our whole lives. Your voice may be heard, but Electors are not Voters, and we all have a few things to learn.

The United States of America, unincorporated is not a democracy. The purpose of government is to protect property rights; our founders knew that democracies do not protect individual men and women nor their assets. On Ohio, we definitely do not want to ignore 49% of the People. So are we a republic? No, our founders did not choose this form either, which is best described as an elected oligarchy. Although representative, republics tend to benefit a few, rather than the whole. We have a republican form of government. We meet locally, in grassroots fashion, to decide how America should be run and represented around the world.

The Assembly we build today must resemble what existed in the 1850's, or we won't have standing today. We are adding to what remained, not replacing anything. Considering 20th century headlines regarding voting rights, this seems alarming, but most Americans have been taught incorrect history. Even in the 1790's, free black men were voting and holding high offices in the States. It was the corporate State of States that had the rules, not the organic States. All free people were welcomed into all State Assemblies. Women were generally busy with home duties, and were not encouraged to join the men in government meetings. These days, it is more than evident the women have earned their equal rights, and no barriers exist to participation.

With a republican form of government, everyone has both rights and responsibilities. All people have the right to own land, and a duty to defend our State's borders. We are equal in political status, all enabled to elect fiduciary deputies to conduct our public business. We are equally protected by Public Law, which we are duty bound to uphold. There are no quorums, either. If only one Elector shows up, all the power of choice has been left to one living soul. Many are happy to let others make decisions for them, which is why we are in the mess we are in. If everyone stands up in their unique way, no one has to worry about a few powerful people making all the rules.

### 4.2 Electors:

#### What Are Electors:

Some are going to have trouble getting used to the republican idea of Electors, because the democratic idea of voters, *the majority rules*, sounds so fair. It seems right to have one man or one woman make one vote, but with voters, a small majority in large cities could decide an issue against the wishes of all rural Ohioans.

Our Electors shall be that man or woman that is chosen by their Counties to represent them in all voting issues at our State Assembly levels.

As with our original Constitution and its 14<sup>th</sup> Amendment, the voting process was never intended to be a majority vote regarding States issues, but rather a representative vote by chosen electors.

### How are Electors Chosen:

Ohio men and women at the County level vote their Electors to office by a simple show of hands vote. Our people choose Electors, who then govern, with the intent of providing common welfare for all. As we go over Assembly election procedures, it is evident and necessary that:

1. **every voice is heard on the County level;**
2. **but the Counties each have equal standing on the State level.**

Each Ohio County shall hold an election to nominate and elect their Electors during the month of December. The Elector voted in by his or her County will start serving in that position on the 1<sup>st</sup> day of the new year.

❖ Electors term of office:

one (1) year for a limit of 2 terms in 4 years

### Eligibility, Qualifications for Electors:

The requirements for eligibility are as follows:

- ❖ must be majority age, which is currently 21;
- ❖ must have a permanent home on Ohio;
- ❖ must be a State Citizen; (some may serve as Electors for certain circumstances, as long as there is no conflict of interests. i.e. Just moved here from another State? To deter dual citizenship issues, Ohio allows Assembly participation after a year and a day).

The requirements for qualification are as follows:

- ❖ must be willing to listen to all viewpoints;
- ❖ must be capable of working with many people at one time;
- ❖ must be a good communicator, the Elector is the voice of his or her County at the State level;
- ❖ must be voted to the Elector position by the men or women of his or her County;
- ❖ must commit to present the concerns and interests of his or her County as per the vote or voice of the men and women of the County;

### 4.3 Ohio Elections:

**Ohio Elections have no quorums. Electors are responsible for representing their Counties, and if they don't show, entire Counties will be silenced.** County Nationals must choose their Electors carefully.

On the County level, all American State Nationals can voice their views on issues as long as their de facto voting registration has been revoked. These elections would be a show of hands, and not a secret ballot. This is where every voice may be heard. A 2/3rds majority would be a passing vote. **Each County chooses one Elector**, which may be of Ohio State National or Ohio State Citizen status, **to report the result to the County General Assembly**. This is the republican form of representation. A man or woman, having foreign or international conflicts, are not eligible to become Electors.

**For State issues, each County reports one Electoral vote to TOA.** The position with the highest number of Electoral votes from Counties wins. **This procedure also applies to Election of State Officials.**

**Jural Assembly Officials** are unique in that they are elected by Electors in the Jural Assembly, not the Ohio General Assembly, and they should be free of international conflicts. County Jural Assemblies Electors report one vote each, for State Offices. Officials then hire/appoint Officers.

**Ohio General Assembly** is composed of one Elector per county, chosen by voters each year. The Elector acts as a Deputy (Fiduciary) for each County. Although Electors may be Ohio State Nationals or Ohio State

Citizens, the Elector should not have any conflicts that would prevent them from acting on interstate issues or any municipal or territorial liabilities; otherwise, they would have to abstain from votes, and their County would lose representation. Note that the meeting may be public, but only Electors have a say in outcomes.

**The State Executive Committee** is elected each year by the Ohio General Assembly, which is described above. The State Treasurer and State Chairman are regular members, and the rest should be business minded people who conduct routine activities all year, such as Public Elections and Notices. They do international business, interact with the municipal and territorial offices, and therefore must have no conflicts of interest.

<http://annavonreitz.com/beingcolorblind.pdf>, <http://annavonreitz.com/justrepublics.pdf>,  
<http://annavonreitz.com/historylessonformarilyn.pdf>, <http://annavonreitz.com/answersforjuralassemblies.pdf>  
<https://www.civiced.org/lessons/lesson-3-what-is-a-republican-government>  
Jural Assembly Handbook, Anna von Reitz



## 5. Vetting:

Our Ohio Vetting Committee is governed by Common Law principles, not strict procedural rules; this Committee vets people for appropriate character and mindset; absence of unforgiven trespass against men and women; and knowledge, experience and skillsets appropriate to the Office to which the Candidate aspires (fitness for Duty);

The aforementioned attributes of the Candidate are of paramount importance and are prerequisites, while the Vetting Procedure itself may vary;

### Process Example:

1. Candidate declares official interest in a specific Office in an Ohio General Assembly meeting or County General Assembly meeting, especially before appropriate Electors and/or appropriate Governing Authority;
2. Meeting Chairman/Coordinator (Chairman) /Treasurer provides current Office description and/or guidelines for the Office sought (when available); keep in mind that these Office descriptions and/or guidelines are subject to change as we all (including you as a Dutiful Official on Ohio) re-establish Lawful Offices on Ohio Land and County Soil;
3. Candidate gets appropriate Background Check through Continental Marshal Service relevant to the Office they are seeking. Background check fees may vary depending on the office for which a member may be seeking. Candidates who will be handling Assembly assets require an extended Background Check. Cost may be reimbursed through the State or County Treasurer, depending on the Office sought. Candidates may submit receipts to the appropriate Treasurer for reimbursement of this out-of-pocket cost;
4. Once completed, Candidate sends the Background Check report to the Vetting Committee Chair and Record Keeper(s) (State and County as appropriate);
  - a) For a Peacekeeper position employed by The Federation of States, Candidate must contact the Postal Area 4 Chief Continental Marshal;
  - b) For a Peacekeeper position employed by The Ohio Assembly, Candidate must contact the Ohio Marshal-at-Arms; Candidate sends Vitae/Resume to Ohio Marshal-at-Arms;
5. Candidate responds to Ohio Vetting Committee email for an interview appointment; this interview appointment will be set within 30 to 60 days of receipt of Candidate's background check, sometimes sooner depending on availability;
6. When vetting is completed by the Vetting Committee, Candidate's information is forwarded to General Election and Quorum Committee for election coordination.

The Vetting procedure is now complete, candidate proceeds to the election process.

## 6. Meeting Procedures and Processes:

### 6.1 Preparation, Announcement:

All Ohio General Assembly (OGA) meetings shall be conducted using policies and procedures as described above and generally as follows. All meetings shall:

- ✓ be prepared by each of the Assembly's Secretary and distributed to all Assembly members at least one (1) week prior to the Assembly's next scheduled meeting;
- ✓ have the agenda formatted in general as described in **2.2 Meeting Agenda** above;
- ✓ be announced and have a published venue, date, time and agenda;
- ✓ have notification sent to all Assembly members and any general invitations as determined by the Assembly members;
- ✓ have all items planned for discussion and or presentation attached as part of the meeting agenda to allow review by the Assembly members prior to the meeting;
- ✓ agenda item/issue presenters in attendance at the meetings in which those items/issues are to be discussed;

### 6.2 Attendance, Participation:

The OGA is our official and traditional government, our means to self-govern, that by being properly organized and declared guarantees this government to us.

All Ohio State Nationals and Ohio State Citizens are encouraged to attend OGA meetings on a regular basis. We are the strength that is needed to move our efforts forward successfully.

While participating in OGA meetings proper meeting etiquette is required, policies as outlined above, in **2.5 Meeting Decorum**, shall be followed at all times.

### 6.3 Voting Limitations:

OGA meeting participation is always encouraged but there are limitations and exceptions to participation as well as voting:

- ✓ Those who are employed by the Federal Government or the Federated State of State Government should, generally speaking, be participating in their own District Assembly, and while they are welcome as State Nationals to attend public meetings of the State Assembly and share their opinions about in-State issues, they are not eligible to function as State Citizens and are not eligible to vote on or influence interstate decision-making until they retire or otherwise sever their obligations to the Federal Government.<sup>7</sup>
- ✓ **You cannot vote or act as State Citizens in our State Assemblies while you are adopting foreign citizenship obligations.** You can participate in discussion but may not vote in your local county government regarding local issues as a State National Dual Citizen. That can mean: State National/U.S. Citizen, State National/Municipal citizen, State National/Israeli, State National/Reign of the Heavens, State National/LIFE FORCE, or State National/United States of North America, et alia. All of these foreign "Dual Citizenship" obligations automatically knock you out of position to enjoy your American status and subject you to the foreign "law" of these incorporated entities.<sup>8</sup>

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<sup>7</sup> from Article 3014-Orientation for Newbies- A.V. Reitz

<sup>8</sup> from Article 2846-For All State Coordinators-A.V. Reitz

Note that participation in foreign governments including the "government" of foreign corporations, leads inexorably to conflicts of interest and enfranchisement to foreign interests, which is incompatible with our mission and against our best interests as Americans and as State Governments.

The rule that no man can serve two masters is very much a part of our law and our traditions, so that our State Assemblies are enabled and indeed, required, to remove would-be State Citizens that are compromised by forming relationships with foreign governments and foreign corporations. This is why we limit the participation of State Nationals to local government issues.

#### **6.4 Disruptive Members:**

##### **Meeting Disruptions:**

During any Assembly/Committee meeting session it is expected that all members in attendance shall follow guidelines as outlined above in **2.5 Meeting Decorum**. These guidelines allow Ohio Assemblies to carry on our Assembly business in an orderly and respectful manner.

We are capable of accomplishing our Mission;...

We meet face to face as a community;...

We listen to opinions and ideas, in the spirit of free speech;...

We the people of The Ohio Assemblies; cooperate with each other to achieve our ultimate goal, the reconstruction of our lawful government.<sup>9</sup>

When a member becomes disruptive during meeting proceedings steps shall be taken to return the meeting to our expected Decorum.

##### **What is Disruptive Behavior:**

Disruptive meeting behavior is anything that may distract, disrupt, or in other ways negatively (and significantly) impact our Assembly and Committee meeting discussion. Meeting situations that consider a member as being disruptive shall include:

- ✓ becoming involved in a personal attack or accusation of another member;
- ✓ making or inferring statements and/or information, knowing those statements and information are not true;
- ✓ repetitive interruptions without first seeking recognition from the meeting chair/speaker/moderators;
- ✓ repetitive interruptions not allowing another member to clearly finish their comments or statements;
- ✓ repeatedly dominating meeting discussions;
- ✓ repeatedly taking meeting agenda off topic;
- ✓ ignoring "suggestions to adjust meeting behavior" from the Chair, Speaker, Moderator and/or The Marshall at Arms;

##### **Mid-Meeting Adjustment, 1<sup>st</sup> Report, 2<sup>nd</sup> Report:**

Our Assembly and Committees may from time to time have to deal with disruptive behavior during the meeting. If there is a flagrant offense, the Assembly or Committee may invoke the 3<sup>rd</sup> Report below.

Other behaviors shall be addressed in the following manner.

1. **1<sup>st</sup> Report-** The Chair/Speaker/Moderator shall use their discretion to choose the point at which the disruptive behavior must be addressed and challenged. A non-insulting **1<sup>st</sup> Report** reminder is given to the member who has exhibited "disruptive behavior" as described above, or any other

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<sup>9</sup> In part-Decorum of The Ohio Assembly

behavior not listed that causes a disruptive atmosphere during an Assembly or Committee meeting. The verbal reminder shall be as follows: Member may be muted:

*“(Member Name) We are honorable men and women who expect to carry on our business in this assembly in a respectful environment, please refrain from (the disruptive behavior exhibited), thank you. Let’s move on”.* No further discussion is needed.

2. **2<sup>nd</sup> Report**, the **1<sup>st</sup> Report** has been ignored, the situation continues or escalates. Reports shall be cumulative for any and all Assembly/Committee meetings and shall be tracked by The Marshal-at-Arms. The Marshal-at-Arms now takes part in adjusting the disruptive behavior by requesting the disruptive member to join him or her in an out of meeting discussion.

For our current web-based meeting venues, a direct message shall be sent to the disruptive member using the web-based chat. At the time when our meetings are held in physical venues, the disruptive member would be asked to join the Marshal at an area outside of the assembly meeting room.

The Marshal-at-Arms restates the verbal reminder as stated in the **1<sup>st</sup> Report** informing the disruptive member that he or she has now received the **2<sup>nd</sup> Report**. The disruptive member is informed that the Reports have been recorded and that the **3<sup>rd</sup> Report** in any future Assembly/Committee meeting shall be the final notification and penalties are implemented. Those penalties as described, in **The Penalties** below, shall be read to the disruptive member by the Marshal-at-Arms.

### **3<sup>rd</sup> Report, The Penalties:**

If a member has shown himself or herself to be repetitively disruptive at the level as described above, some corrective action must be taken by the TOA to ensure the integrity of our Assembly/Committee meetings.

The disruptive member (“the member”) has moved on to his or her 3<sup>rd</sup> Warning, the **3<sup>rd</sup> Report** and **The Penalties** shall be as described below:

1. “the member” shall be allowed to attend upcoming assembly meetings with the stipulation that for the next two (2) meetings he or she shall not be allowed to speak and must remain silent during all meeting proceedings. All voting rights shall remain in effect and shall not be infringed upon.
2. In case an Assembly or Committee perceives a flagrant offense, the Assembly or Committee may remove the man or woman to a temporary, private meeting, or impose the penalty of an ejection, with the additional possibility of suspension from all meetings for up to one year and a day. An ejection penalty must be voted on by the Committee and/or the General Assembly.
3. Any further additions to The Penalties shall be addressed by the Oversight Committee at the appropriate time.

## **7. Meeting Functions:**

## **7.1 Establishing our Guidelines, Procedures and Processes**

### **Where Do Our Guidelines, Procedures and Processes Start:**

Each Assembly of our Four Pillars has a specific function. The Assemblies contain working Committees, dedicated to the research, debate and recommendation of guidelines, processes and procedures. All of the work, is done in the committees. The committees may have issues that cross over into other committees, which would require cooperation of the various committees, their input and endorsement. The decision and recommendation of the committee is brought to their respective Assembly and then to the Ohio General Assembly

The Ohio General Assembly is the final adoption of all guidelines, processes and procedures.

## **7.2 What is the purpose of OGA meetings?**

The Purpose of this meeting is to report on committee activities, discuss and approve issues of The Ohio Assembly and The Ohio State De jure Government – Discuss Committee Reports & Motions.

## **7.3 What is NOT the purpose of OGA meetings?**

The OGA meetings are not the forum for conducting committee work. Open discussions or specific comments regarding committee actions will only be entertained as permitted by the OGA Chair/Meeting Moderator.

## **7.4 What should be expected of actions brought forward from the sponsoring committee?**

- The following would be a typical sequence of actions for an item brought forward to the OGA for consideration.  
An OGA member requests the OGA to consider addressing a specific item. Examples of such requests include, but are not limited to the following.
  - ❖ Questions or concerns regarding current OGA processes or methods of functioning,
  - ❖ New item(s) within the OGA purview of functional responsibilities.
- All new items must have a recognized sponsor to present the item to the appropriate Assembly. The proposed action should be submitted to the OGA Secretary in advance for designation and consideration;
- The OGA Secretary shall perform one of the following actions:
  - ❖ A designation will be assigned;
  - ❖ Forward the request to the appropriate committee chair(s) for action, including sponsor contact information, or
  - ❖ Place on the next OGA Agenda, as a new business item, for clarification as to which committee shall address the item, or Assemblies may form an “Ad hoc” committee to address the item.
- The appropriate Committee shall communicate with the new item’s sponsor to invite them to the next committee meeting. The sponsor is expected to introduce the item and participate in committee discussions to facilitate action clarification.
- Following adequate introduction of the item, the committee shall prepare a formal response to the proposal and send to The OGA for consideration.
- Generally, all actions brought forward to The OGA that require a vote or election shall have been introduced to the OGA in a prior OGA meeting a minimum of seven (7) days before a vote may take place.
- It shall be customary that all committee actions brought forward to the OGA for first (1st) consideration have a quick introduction by the committee spokesperson to explain the purpose of the

item. No discussion is expected to occur at that time. All comments/concerns are to be addressed during the interval between OGA meetings.

- It shall be customary that all comments/concerns regarding the proposed action be discussed face to face by the interested party. A written discussion may be provided expressing the concern and forwarded to the committee chair for distribution prior to the meeting.
- The committee chair is responsible for addressing all issues with written responses that will become part of the background record for the item.
- The committee chair shall also be responsible for communicating with other committees when the item content affects others area of interest.
- Once the sponsoring committee has reached approval of the item, it is forwarded to The OGA Secretary for inclusion in the agenda for the next OGA Meeting and indicate whether the item is ready for an OGA vote or is being issued for information.
- Agenda items ready for vote are introduced by the committee chair, or their designee, and motioned for vote. Since the item has already undergone Assembly member scrutiny, little or no discussion is expected. It shall be the responsibility of the OGA Chairman to monitor or limit discussion of the item.
- It is the responsibility of every OGA member to be true to their "Decorum of The Ohio Assembly Agreement" by participating in committee meeting activities if possible, and actively review agenda content and comment on proposed actions if there are specific concerns/comments.
- It is The OGA's desire to address all concerns, however, last minute comments at the time of a vote will not be entertained.

## **8. Budget and Purchase Procedures and Guidelines of The Ohio Assembly**

All expenditures of The Ohio Assembly and its Agents must adhere to proper fiscal responsibility of general accounting principles of carriage accounting and "The Prudent Man Standard".

### **8.1 Introduction**

This Budget and Purchase Procedures and Guidelines outlines the financial guidelines and procedures for managing expenses and purchases within The Ohio Assembly, hereafter referred to as "The Assembly." These Procedures and Guidelines are designed to ensure responsible financial management, maintain transparency, and promote efficiency in procurement and budgetary processes.

### **8.2 Budget Management**

#### **1. Budget Creation**

**Annual Budget:** The Assembly shall create an annual budget that includes income projections, expense forecasts, and capital expenditure plans.

**Committee Budgets:** Each Chair head is responsible for developing and adhering to their respective committee budgets, in line with the overall annual budget.

#### **2. Expense Approval**

**Authorized Personnel:** Only designated individuals within The Assembly, typically department heads or managers, are authorized to approve necessary expenses. An example would be operating supplies. All other expenses outside normal operating expenses will need to be submitted and endorsed by the respective committees, then submitted to the Treasury Committee for review and final endorsement before being brought before The Ohio General Assembly for approval.

Exceptional expenses may be brought before The Ohio General Assembly directly without going through the committees in the case of urgency.

**Expense Justification:** Expenses must be justified and aligned with committee or project objectives.

Budget Compliance: All expenses must stay within the approved budget limits. Budget variations, excluding reallocation, must be approved by the appropriate Committee, the Treasury Committee and The Ohio General Assembly and/or its assigns.

### 3. Budget Review

Regular Reviews: The Treasury Committee/Treasurer shall conduct periodic budget reviews to track actual expenditures against the budget and make necessary adjustments.

Variance Analysis: Significant budget variances shall be analyzed and addressed promptly.

## 8.3 Purchase Procedures

### 1. Purchase Authorization

Authorization Levels: The Assembly defines authorization levels for purchase requests based on the estimated cost of the purchase.

Approval Chain: All purchase requests must follow a defined approval chain before procurement can proceed.

### 2. Vendor Selection

Competitive Bidding: Whenever possible, The Assembly shall solicit a minimum of two (2), no more than three (3), competitive bids for significant purchases.

### 3. Purchase Requisitions

Form Submission: All purchase requests must be submitted using a standardized Purchase Requisition Form.

Details Required: Purchase requisitions must include a detailed description of the items or services to be purchased, estimated costs, and the business need.

### 4. Purchase Orders

Issuance: A Purchase Order (PO) shall be generated for approved purchase requisitions. Purchase Orders must be issued either by the Treasurer or the Chair of the Committee.

Binding Agreement: The PO serves as a binding agreement with the vendor and includes terms and conditions, delivery schedules, payment terms, and the Committee responsible for the purchase and budget item.

Purchase Order Processing: The PO must be submitted to the Treasurer/Assignee for retention and verification of final invoicing.

### 5. Receiving and Inspection

Receipt Confirmation: The receiving committee must confirm the receipt of goods or services as per the PO. Any variations should be immediately addressed.

Quality Inspection: Goods received must undergo a quality inspection to ensure they meet specified standard

### 6. Invoice Processing

Match and Verify: Invoices must be matched with the corresponding PO and receiving documents (packing list) to ensure accuracy.

Timely Payment: Invoices should be paid promptly in accordance with agreed payment terms. Invoices which list a favorable discount term, may be paid according to the terms of the contract.

#### **8.4 Expense Reporting**

##### **1. Expense Tracking**

Expense Reports: Committees/Assignee are required to submit expense reports and must use The Assembly's designated form.

Receipts: Receipts for all expenses must be attached to expense reports.

##### **2. Approval and Reimbursement**

Treasurer/Committee Chair Approval: Expense reports require approval from the Treasurer/Committee Chair.

Reimbursement: Approved expenses shall be reimbursed to the purchasing agent in a timely manner.

#### **8.5 Compliance and Training**

##### **1. Policy Awareness**

Training: Committee Chairs, members and elected officials shall receive training on these guidelines and procedures. Retraining shall be required and provided when procedures and guidelines are substantially altered.

Compliance: All Committee Chairs, members and elected officials are expected to comply with these procedures and guidelines.

##### **2. Consequences of Non-compliance**

Non-compliance: Failure to adhere to this policy may result in disciplinary action, up to and including impeachment.

#### **8.6 Review and Updates**

##### **1. Guideline Review**

Periodic Review: This guideline, procedure and process shall be reviewed at least every five (5) years and updated as needed.

##### **2. Notification of Changes**

Communication: Committee Chairs, members and elected officials shall be notified of any changes or updates to this policy.

This Budget and Purchase Procedures and Guidelines is intended to guide financial decisions and ensure fiscal responsibility within The Ohio Assembly. It is the responsibility of all Committee Chairs, members and elected officials to familiarize themselves with and adhere to these procedures and guidelines.

### **9. Fiduciary Guidelines**



### **9.1 What are Fiduciary Guidelines?**

This Fiduciary Policy outlines the standards and expectations regarding the fiduciary responsibilities of members and stakeholders within The Ohio Assembly (TOA). A fiduciary is a TOA member entrusted with the management of assets, funds, and/or responsibilities on behalf of other women and men. This policy sets forth the principles and guidelines that should be adhered to by all wo/men acting in a fiduciary capacity on behalf of TOA.

### **9.2 Definition of Fiduciary Duty**

A fiduciary duty is a lawful and ethical obligation to act in the best interests of all Ohioans. Fiduciaries are expected to exercise diligence, loyalty, and care in fulfilling their responsibilities.

### **9.3 Fiduciary Responsibilities**

#### **1. Loyalty**

Fiduciaries must prioritize the best interests of the TOA and all Ohioans above all else.

Avoid conflicts of interest that could compromise the ability to act impartially and in the TOA's best interests.

#### **2. Care and Diligence**

Fiduciaries must act with due care, skill, and diligence in the performance of their duties.

Take appropriate steps to stay informed about the TOA's financial and operational performance.

#### **3. Prudent Investment**

If responsible for investment decisions, fiduciaries must make investments that are in line with the TOA's risk tolerance and objectives.

Diversify investments to mitigate risks, where applicable.

#### **4. Confidentiality**

Private information of private people must remain private unless prior permission to disclose is made by the wo/man.

Do not use or disclose confidential information for personal gain or to the detriment of the TOA.

### **9.4 Reporting Violations**

Ohioans are encouraged to report any suspected violations of this policy. The TOA will not tolerate any retaliation against a wo/man who make good faith reports of potential violations.

### **9.5 Compliance and Accountability**

The TOA's Officials, Officers and committees will oversee compliance with this policy. Fiduciaries will be held accountable for any breaches of their fiduciary duties, and appropriate actions will be taken, which may include lawful action, as warranted.

### **9.6 Training and Education**



The TOA will provide training and educational resources to wo/men serving in fiduciary roles to ensure a clear understanding of their responsibilities and duties.

## 9.7 Review and Amendments

This policy will be reviewed every three (3) years to ensure its continued relevance and effectiveness. Amendments may be made as needed, with approval from the appropriate committees and TOA.

## 9.8 Conclusion

This TOA Fiduciary Policy serves as a guide for all wo/men acting in a fiduciary capacity. It underscores the importance of acting with integrity, diligence, and loyalty in the management of TOA assets and responsibilities. Adherence to these principles is essential to maintaining the trust and confidence of Ohioans. The “Prudent Man” principle applies to all wo/men acting in fiduciary capacity.

### References Used In Developing This Document:

(references below are general references not listed in the document foot notes)

➤ **How to Build an Assembly**

Section 1: – Section 13:

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➤ **The Jural Assembly Handbook**

Section 1: For All The Jural Assemblies

Anna Von Reitz

***Notice Regarding Terminology:* The Ohio Assemblies and Committees strive to stay true to Land and Soil Jurisdiction terminology according to Bouvier's Law Dictionary Revised Sixth Edition 1856**

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We Thank You,  
The Ohio Assembly