

Checklist:

<https://claimyourinheritance.info/>

- a. County Coordinator
- b. Utilize Ombuds service
- c. Write down and implement Decorum for Assembly meetings
- d. Create own Federation Vetting Committee for County Coordinators
- e. Oversight and Accountability of Assembly Committees and Officers' Conduct (Pilot) –
Assembly of 13 Sovereigns, Government Accountability & Transparency Portal on your official government website
- f. Secure a Recording Secretary – (List of Federation Recording Secretaries)
- g. Elect Treasurer
- h. Elect County Organizers (Chair of County Assembly)
- i. Develop Training Modules for County Coordinators, Recording Secretaries, County Organizers, Treasurer
- j. Start drafting handbook that outlines the duplicatable steps to the assembling process for our Counties
- k. Map out your State of Nationals recorded on each County
- l. Create a Baseline Graph with these indicators for your County and the best estimated numbers from your records
- m. Write out your Assembly's conflict resolution protocols that you follow on your County Assembly or your suggestions for protocols
- n. Discuss with your Assembly some design ideas for your government website: We want to create a standard for all Counties of your State to base theirs on.
- o. Perform an Assembly Reconstruction Vitals Check and chart it out:
 - i. Organizer(s) properly elected, trained and vetted
 - ii. Nationals paperwork properly recorded and published – at least 3 declared Nationals assembling to constitute an Assembly
 - iii. Outreach Committee chair properly elected and vetted
 - iv. Elected at least one Recording Secretary, trained and vetted
 - v. Ombudsman Committee and Oversight Committees – 3 on each elected, Chair elected and vetted
 - vi. Government Website live with correct content
 - vii. Schedule of General Assembly Meetings, Calendar of Events and Minutes posted on website
- p. Discuss with your Assembly the optional pathways for your County's to achieve seatment and decide on one ((Refer to Training Modules 1-8)
 - i. International State Assembly will focus on their Seatment first, so you will focus on being in-session and outreach

- ii. International State Assembly seats at same time seat one County Assembly
- iii. County Assemblies work together on standing their National State Assembly same time seat International State Assembly

q.

- i. Playlist of Execution Videos, Advisory Videos, Training Modules:
https://www.youtube.com/playlist?list=PLfLAa56-1Nb_WxA_3A173CdJYRDXKCLly