

Operational Document for TST North-East Gulf Coast

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Invocation of The Satanic Temple

Let us stand now, unbowed and unfettered by arcane doctrines born of fearful minds in darkened times. Let us embrace the Luciferian impulse to eat of the Tree of Knowledge and dissipate our blissful and comforting delusions of old. Let us demand that individuals be judged for their concrete actions, not their fealty to arbitrary social norms and illusory categorizations. Let us reason our solutions with agnosticism in all things, holding fast only to that which is demonstrably true. Let us stand firm against any and all arbitrary authority that threatens the personal sovereignty of One or All.

That which will not bend must break, and that which can be destroyed by truth should never be spared its demise.

It is done. Hail Satan.

Transformation to Congregation

Adoption Date: 2021.07.14

The members of the Chapter known as The Satanic Temple - West Florida agree to transition into a Congregation, hereafter known as The Satanic Temple - North-East Gulf Coast, via the process provided in the documents presented by The Satanic Temple's international governing body.

The members of the Chapter known as The Satanic Temple - West Florida recognize the authority of the governing body of the TST Congregations.

It will be the responsibility of the current Chapter Head to ensure any documentation required on behalf of the pending Congregation be filed, per instructions from The Satanic Temple's international governing body.

It is the responsibility of the Chapter/Congregation Head to communicate the documentation needs transparently to the Membership.

Congregation Definition

The local organizational unit for The Satanic Temple; in this document, it refers specifically to The Satanic Temple - North-East Gulf Coast Congregation.

Congregation Policy Aggregation Process

Adoption Date: 2021.08.08

The mission of these policies is to permit participation, inclusiveness, and equality in our Congregation; to provide a clear set of operating instructions for Congregation business; to maintain policies that can be applied fairly and equally for all Members; to ensure a balance of empowerment, responsibility, and accountability for Membership and leadership; provide transparency of information on the state and functions of the Congregation; to ensure a legitimate selection process of the Congregation leaders, backed by member support; and to prevent conflicts of interests.

Items shall be added to the Congregation Operational Document after they have been proposed and reviewed in a Business Meeting consisting of a quorum of Voting Members, then passed by either a simple or Satanic Majority vote which can consist of attendee and *in absentia* votes.

Unless otherwise noted, all sections of this Operational Document were adopted and ratified on 2022.02.17.

Operating Policy Conflicts

Adoption Date 2021.12.01

The policies of The Satanic Temple's Society of Congregations (TST-SOC) take precedence over this Operational Document; if there is a discrepancy between something in TST-NEGC's policies and TST-SOC policies, SOC policy will be held as the final authority. The Congregation's Operational Document, constitutions, and internal documents exist to expand on and clarify operational expectations; all members in any Congregation are responsible for understanding and abiding by both their group's and TST's policies.

Geographic Structure

Mississippi

The municipal areas in the state of Mississippi which we consider a part of our Congregation's region include the following counties:

- Hancock
- Harrison
- Jackson
- Pearl River
- Stone
- George
- Marion
- Lamar

- Forrest
- Perry
- Greene

In particular, our activity focuses on the following cities:

- D'Iberville
- Biloxi
- Gulfport
- Hattiesburg
- Laurel
- Long Beach
- Bay St. Louis
- Picayune

Whenever possible, the Congregation will also provide support to Satanists living the the following counties outside of our primary coverage area:

- Walthall
- Lawrence
- Jefferson Davis
- Covington
- Jones
- Wayne

Alabama

The municipal areas in the state of Alabama which we consider a part of our Congregation's region include the following counties:

- Baldwin
- Mobile
- Escambia
- Washington
- Clarke
- Monroe
- Conecuh
- Covington
- Geneva
- Houston

In particular, our activity focuses on the following cities:

- Bay Minette
- Daphne
- Fairhope
- Foley
- Mobile
- Chickasaw

Whenever possible, the Congregation will also provide support to Satanists living the the following counties outside of our primary coverage area:

- Choctaw
- Marengo
- Wilcox
- Butler
- Crenshaw
- Pike
- Coffee
- Barbour
- Dale
- Henry

Florida

The municipal areas in the state of Florida which we consider a part of our Congregation's region include the following counties:

- Escambia
- Santa Rosa
- Okaloosa
- Walton

- Holmes
- Washington
- Bay

In particular, our activity focuses on the following cities:

- Pensacola
- Pace
- Navarre
- Fort Walton Beach
- Destin
- Niceville
- Defuniak Springs
- Freeport
- Panama City

Whenever possible, the Congregation will also provide support to Satanists living the the following counties outside of our primary coverage area:

- Jackson
- Calhoun
- Gulf
- Gadsden
- Liberty
- Franklin

Membership

Adoption Date: 2021.07.14, 2021.08.08

Congregation Members must sign the TST Code of Conduct.

Congregation Membership shall have 3 stages: Prospective Member, Probationary Member, Congregation Member. Allies are non-members who, at the discretion of the Congregation, also may be involved in assisting with Congregation business.

Congregation Members are freely permitted to volunteer for TST Campaigns without impediment from other Congregation Members or the Congregation Leadership Team.

Congregation Members and Allies are freely permitted to participate in outside activities without impediment from other Congregation Members or the Congregation Leadership Team.

No Congregation may charge a fee for membership.

Participants

Any person attending a function of any sort hosted or sponsored by the Congregation.

Photo/Personally-Identifiable Information Release Policy

A paper or electronic version of the Personally Identifiable Information Usage Release Form must be signed by a participant prior to any use for commercial, publicity, or informational purposes in print, audio, video, digital media, or any other formats of any of the following information about that participant:

- Name or pseudonym, image, likeness, and biographical information.
- Photographs and video footage
- Quotes, paraphrasing, reproducing, publishing, or otherwise use all or any portions of any interviews

No remuneration or counterpart of any nature, commission, or royalties, are owed to or will be received by participants for such authorized use.

This form should be stored in the Congregation's TST-managed Workspace Drive share.

See [Appendix I](#) for a copy of this form.

Functions, Meetings, Events

A function is any activity hosted or sponsored by the Congregation.

- Meetings: in-person or online functions that permit interaction with the rest of the Congregation, Meet-and-greets, Congregation socials, Congregational Campaign meetings business meetings
- Events: in-person functions that further the goals of the Congregation, e. g., Community outreach, rituals, Campaign-based events. A minimum of one Event per Calendar Quarter should be planned.

Calendar Quarter

A quarter refers to one-fourth of a year, and for our purposes, follows the sequence of the year starting with January 1st, i. e., January 1st through March 31st is the first Quarter, April 1st through June 30th is the second Quarter, and so on.

Participant Age Requirement

Age or Legal Age

The age a person is at the time the information is requested, based on their birth date and -time documented with state and federal governing bodies.

Membership Minimum Age

No person shall be granted membership in the Congregation at any level unless they are at least 18 years old at the time of their Prospective Membership.

Participant Age Guidelines

A person who is 18 years old or older and has passed standard vetting steps by the Congregation is permitted to participate in Congregation functions appropriate to

their relationship with the Congregation (for example, some functions are Probationary and Voting Members only, while others permit Allies and Prospective Members to attend) unless the venue has additional restrictions on the ages of people permitted. In all circumstances, local law and venue restrictions must be respected.

Any person who is under 18 years old (a legal minor) must have a parent or legal guardian present for **the entire time** that the legal minor is in attendance at any event or meeting, irrespective of their parent or legal guardian's relationship to the Congregation.

Providing Age Information

All members and participants are expected to truthfully represent their age to the Congregation. The Congregation leadership team shall take any necessary steps, within legal restrictions, to verify member and participant ages. Members and participants shall assist and enable the Congregation leadership team in their efforts to ensure compliance with this policy.

Misrepresentation of Legal Age

Misrepresentation of legal age by the member/participant themselves, their parent/legal guardian, Congregation member, or any part of the Leadership team shall result in the member/participant and any other person involved in the misrepresentation being expelled from the Congregation and banned from future functions.

Membership in the Congregation is based on participation. To maintain Congregation Membership, each participant shall attend, at minimum, one Meeting (virtual or in-person) and one in-person Event per calendar Quarter.

Code of Conduct

Prospective, Probationary, and Congregation Members must sign the TST Code of Conduct.

Allies, volunteers, and any participants at functions must be trained on Code of Conduct expectations, as Congregations and Members are committed against condoning Code of Conduct violations, implicitly or explicitly.

The Satanic Temple's organizational Code of Conduct takes precedence over local Codes; if there is a discrepancy between something in TST-NEGC's Code of Conduct and The Satanic Temple's Code of Conduct, TST's Code will be held as the final authority. Local Codes of

Conduct exist to expand on and clarify conduct expectations; a member in any Congregation is responsible for understanding and abiding by both their group and TST's conduct guidelines.

Electronic Signature Form

Pending a permanent electronic signature solution from The Satanic Temple, Congregation members may use the following form to acknowledge and sign the Code of Conduct:

<https://forms.gle/UJ5WniFfTNUYUxLp6>

It is the responsibility of the Congregation Head to update the Code of Conduct Form if a new version is released by Suryan Council. Current version used for the form above: **r.20210620**

This section should be updated to reflect the SatanOps-authorized solution when that is provided to the Society of Congregations; as this is required by TST global policy, no vote is required to effect this change, but an update should be provided to all Congregation Members to ensure they complete the required steps.

TST Code of Conduct Violations

If any member feels that any other member, regardless of position, has acted in a way that constitutes a violation of TST's Code of Conduct, all members are mandated to contact the Suryan Council so they may open an investigation of the behavior.

Note: Congregation-level Code of Conduct violations are investigated by the Congregation itself or by the Concerns Committee. Suryan Council only investigates issues involving the primary TST Code of Conduct or global TST policies.

You may contact Suryan Council (SurCo) by either:

- Filling out SurCo's web form: <https://forms.gle/QvnjYzMAQ3W9MXox6>
- Emailing SurCo directly: suryancouncil@thesatanictemple.com

Reporting Concerns

If any member feels that any other member, regardless of position, has acted in a way that is cause for concern, they have the right to bring that concern before other members. For events or actions that do not constitute a violation of TST's Code of Conduct but may constitute inappropriate activity/behavior and/or a violation of the Congregation's Code of Conduct, we suggest the following process of communication and resolution:

- If you feel comfortable, address your concern directly to the Member in question.
- If you don't feel comfortable doing so, address your concern to any member of the Congregational Leadership Team.
 - The most appropriate person would be the Regional Organizer, but whomever you feel most comfortable with is acceptable.

- If you do not feel that a member of the Congregational Leadership Team is the appropriate person to speak with, you can submit a report to the Society of Congregations' Concerns Committee via two methods.
 - Fill out Concerns' web form: https://docs.google.com/forms/d/e/1FAIpQLSdsqhQ2khKvnabSII9xdmSw1HyFlNlmb-kCfbwYYj9EZ2G_Q/viewform
 - Email Concerns directly: committee.cc@thesatanictemple.org
- If your report involves a single member of the Concerns Committee, you may either
 - Fill out Concerns' web form, as the other members of Concerns are mandated to exclude the reported member from the investigation.
 - Contact the Administrative Committee (AC)
 - Fill out AC's web form: <https://forms.gle/9QnGhQuCPTBmJzLP6>
 - Email AC directly: committee.ac@thesatanictemple.org
- If your report involves multiple members of the Concerns Committee, you should contact the Administrative Committee.
 - Fill out AC's web form: <https://forms.gle/9QnGhQuCPTBmJzLP6>
 - Email AC directly: committee.ac@thesatanictemple.org

Non-Members

Non-Members consist of Prospective Members and Allies.

Ally

- Has contacted the organization and satisfactorily answered vetting questions either online, on a call/meeting, or in-person.
- Does not necessarily have to identify as a Satanist; understands TST is a non-supernatural organization but may identify with supernatural practices personally
- Has attended a function with the sponsorship/as the guest of a Congregation Member.
- Allies do not get voting privileges on Congregation decisions.
- In the case of business meetings, Allies should primarily observe, but may be recognized by the attendees to add to discussions or offer amendments to Proposals with a second from a voting Member.
- Allies cannot bring new Proposals forward, though if an Ally offers an idea a Voting Member supports, that Member can put a Proposal forward.

Prospective Member

- Has contacted the organization and satisfactorily answered vetting questions either online, on a call/meeting, or in-person.
- Is comfortable identifying as a Satanist and agrees to TST's policy of non-supernatural practices as a group; understands TST does not police individual Members' personal practices

- Has not attended any type of function. The Congregation Leadership team is responsible for ensuring every effort is made to offer Prospective members opportunities to participate.
- In the case of business meetings, Prospective Members should primarily observe, but may be recognized by the group to add to discussions.
- Prospective Members do not have voting privileges on Congregation decisions.

Members

A person who has passed the Congregation's standard vetting process at least to the point of Probationary Member of the Congregation. Members consist of Probationary Members and Congregation Members. Members of The Satanic Temple's International arm who have NOT been through vetting and participation requirements for membership in the local Congregation will not be counted as Members for the purpose of this document, though they may attend events as a Participant, as deemed appropriate by Congregation leadership.

Probationary Member

- Has been vetted through the Prospective Member process.
- Has attended some but not all of the Member-required functions.
- Probationary Members do not have voting privileges on Congregation decisions.
- In the case of business meetings, has a Voice; voices are noted as such in voting rolls.
- Can offer amendments to Proposals and can make new Proposals, each with a second from a voting Member.

Congregation Member (a. k. a., Voting Member)

- Has been vetted through Prospective Member and Probationary Member processes
- Has attended at least two Social Meetings (virtual or in-person) and one in-person Event per calendar Quarter.
- Has full voting privileges on Congregation Decisions.
- Has full rights to offer Proposals, Amendments, and seconds on any discussed items.
- Follows "one person, one vote" philosophy. Regardless of any other position held, each Voting Member gets a single vote on any issue, equal to all other votes cast.

If a Congregation Member cannot attend the requisite number of functions per Quarter, they shall be granted a grace period for attending through the end of the next Quarter. If a Congregation Member is unable to attend the requisite number of functions for two consecutive Quarters, that Member shall be temporarily shifted to a Probationary Member until they have an opportunity to attend functions again.

If a Probationary Member has not attended the requisite number of functions for any Quarter in a calendar year, they shall be removed from the Member rolls and considered an Ally, but can rejoin as a Prospective Member unless additional concerns are brought forward by Congregation Members and a vote for permanent removal is held.

Member Responsibilities

As TST is a volunteer-operated organization, Members are vital to the operations of the Congregation.

As a Member, one should endeavor to meet the following responsibilities:

- To operate with the Seven Tenets as guiding principles in word and action in the public sphere.
- To abide by the Code of Conduct of The Satanic Temple and of the Congregation.
- To refer inquiries to the Congregation Leadership Team as the best source of information; intentional or not, partial details or misinformation can be detrimental to the Congregation's efforts.
- To participate in Congregational Business Meetings as often as feasible; no work can be progressed without the consent of the Membership.
- To speak up if they notice something that could cause harm to the Congregation or to the work of The Satanic Temple. An early warning is a gift.
- To be present at in-person Events as often as feasible; every Member is vital to an Event's success.
- To commit only to the work they can deliver on; it is reasonable and responsible to hold space for your own needs. Better a realistic "no" than an unreliable "yes."

Leadership Team

Leadership Roles

Adoption Date: 2021.08.08

Congregation Leadership Team (CLT)

The elected or appointed leadership team for TST North-East Gulf Coast Congregation, including but not limited to Congregation Head(s), Congregation Ambassadors, Congregation Spokesperson(s), and Regional Organizers.

Congregation Head

The Congregation Member(s) accountable for running the Congregation. This position must be an Ordained Minister of Satan in TST's Society of Congregations (SOC), which is the Congregations Pillar of The Satanic Temple body.

Congregation Ambassador

A Congregation Member who represents the Congregation in an external way, such as serving as the Congregation Spokesperson, or sitting on a SOC committee. Ordination is often required for Committee membership.

Congregation Spokesperson

A Congregation Member who is trained and vetted to speak on behalf of the Congregation to public or press entities, serving as a Spokesperson and/or media liaison for their Congregation. Must complete training with the Satanic Representation Campaign to understand recommendations, requirements, and what support is and is not available from TST Inc. Ordination is recommended but not required for this role.

Regional Organizer

Minimum of one Congregation Member per regional center who can provide on-the-ground support for organizing events in an area. Current regional centers: Pensacola, Mobile-Fairhope, Gulfport-Biloxi. Pending regional center: Panama City Beach-Fort Walton Beach.

Campaign Manager

A Congregation Member who has agreed to be the point-of-contact for a Campaign supported by the Congregation and specific to our local work. While not considered a member of the Leadership Team for the purposes of the management of general Congregational business, Campaign Managers play a vital role in spearheading activities and focus for the Congregation. They will work closely with the Congregation Leadership Team and provide them with updates, reports, and resource requests.

Leadership Nominations

Leadership can be nominated by another member or volunteer for nomination (self-nomination). If nominated by another member, the nominee has the freedom to decline the nomination. All nominees require a second from a voting Member to be considered a Candidate for the position.

Leadership Approval

Candidates for Leadership may have different approval requirements, depending on their roles.

Congregation Head

Candidate approval requires a majority vote of the entire Congregation. Candidate is then submitted to TST-SOC's Recognition and Onboarding Committee (ROC) by a representative of the Congregation. The Congregation Head Candidate cannot take up the Congregation Head position until they have been vetted and approved by the ROC. **Any claims of leadership status before approval by the ROC will disqualify the Candidate from the Congregation**

Head role. Candidates can identify themselves as a “candidate for the Congregation Head role.”

Congregation Head Requirements

- Submit a Satanic Resume
- Complete Ministerial Ordination
- Pass criminal background check
- Pass ROC vetting requirements
- Signee to TST's Non-Disclosure Agreement
- Signee to TST's Code of Conduct
- Signee to a TST Leadership Agreement

Congregation Ambassador/Spokesperson

Voted for approval by majority vote of the entire Congregation.

Regional Organizer

Nominated by the Congregation Head. Appointment if they accept nomination. Appointment can be countered by a Call for Vote, with no second required. If a Call for Vote is made, approval requires a majority vote of the entire Congregation.

Campaign Manager

Self-nomination. Approval by Congregation Head, contingent upon sponsorship by another member of the Congregation Leadership Team AND the Campaign being approved by the processes outlined under Congregational Campaign policy. Appointment can be countered by a Call for Vote, with no second required. If a Call for Vote is made, Candidate approval requires a majority vote of the entire Congregation.

Contested Positions

In the case of any position, whether by appointment or vote, is contested, the Candidates for the position may write up a Candidate Statement to support their qualifications for the role. The Candidate Statements will be provided on a ballot (ballots may either be a poll on an online platform or a web-based form). The voting will be ranked-choice format.

If fewer than 66.6% of voting Members participate in an election, a good-faith attempt will be made to garner more participation within the week following. If an additional week has not resulted in enough votes, the election must be held again.

Ranked-Choice Voting

In ranked-choice voting, voters rank candidates by preference on their ballots. If a candidate wins a majority of first-preference votes, he or she is declared the winner.

If no candidate wins a majority of first-preference votes, the candidate with the fewest first-preference votes is eliminated. First-preference votes cast for the failed candidate are eliminated, lifting the second-preference choices indicated on those ballots.

A new tally is conducted to determine whether any candidate has won a majority of the adjusted votes. The process is repeated until a candidate wins an outright majority.

Leadership Term Length

Members of the Leadership team serve a one-year term. Voting on Congregation Heads occurs in May. Voting on other Leadership Team members occurs in August. In the case of unexpected vacancy, a vote may be called at the next business meeting.

There is no specific maximum number of terms Leadership Team members are permitted to serve; they may serve as many terms as the Congregation sees fit and consents to through voting.

Leadership Assessment

Having an accessible assessment process for organizational leadership provides many benefits. It can:

- Reaffirm the relationship between Members and the Congregational Leadership Team
- Assess the Congregational Leadership Team's accomplishments
- Provide suggestions for improving skills or performance
- Set new goals for the Congregational Leadership Team
- Measure progress toward Congregational goals
- Identify challenges within the Congregation

Assessment Timing

Assessment for the Congregation Head and Congregation Ambassador/Spokesperson (if applicable) will open at the business meeting in March and close one week before the business meeting for April.

Assessment for Regional Organizers and Campaign Managers will open at the business meeting in July and close one week before the business meeting in August.

Assessment Criteria

Assessments will be presented via a form available online. Assessment questions will present the following response options: Not sure, Not Applicable, Poor, Fair, Satisfactory, Excellent. Each assessment question will also present a space for respondents to provide optional additional information and feedback.

Leadership team members will be assessed on the following items:

- Administrative tasks, reporting, and record-keeping
- Leadership and team management
- Problem-solving and decision-making skills
- Relationships with members, the community, and the general public
- Congregational growth and development
- Event planning
- Fundraising and budgeting
- Risk management

Questions and qualities to consider when assessing the Congregational Leadership Team (CLT) Members:

Leadership skills

- Is the CLT Member able to inspire members and allies to do their best work?
- What is attrition like under this executive, and what do people say if they leave the Congregation?
- Where does the CLT Member want to build more leadership skills? This is an especially important area that affects almost everything else the executive director does.

Relationship-building skills

- Has the CLT Member built rapport or allyship with other complementary nonprofits or community organizations?
- Has the CLT Member worked to build trust with other CLT members and the Membership at large?

Problem-solving and decision-making skills

- Does the CLT Member meet standards of timeliness and professionalism?
- Can they demonstrate an ability to develop and follow an action plan?

These considerations not only affect growth and the effectiveness of Congregational impact, they also affect how the Congregation is represented to the public. If your CLT Member makes questionable decisions in the public spotlight, it can adversely affect your organization for years to come.

Assessment Results

Assessment data will be compiled by two assessment-management (AM) Members of the CLT who are not under evaluation in the current period. If there are not two members of the CLT who are not under assessment, voting Members can be asked to participate in the process to fill one or both of the AM Member roles.

Once the evaluation information is compiled, the AM Members will discuss the findings and agree on a summary of the assessment before meeting individually with the CLT Members. The summary should focus on the CLT Member's performance, not their personality, and include both praise and concerns. Also, keep in mind any changes or challenges the CLT Member might have experienced during the review period and how those might have affected their performance.

Next, the two AM Members will meet individually with each of the CLT Members being assessed. Consider putting one person in charge of keeping the meeting on track and making sure everyone has a chance to speak. During the meeting, review the CLT Member's accomplishments and strengths and then move on to areas of concern and opportunities for growth. Use examples to support your points and be specific with any recommendations.

After the review meeting, an AM Member should write up the evaluation as a formal report and ask the CLT Member to sign and date it (agreeing that they understand what the report states).

An assessment period poses a great opportunity to provide constructive feedback. It shouldn't, however, be the only feedback Congregational Leadership receives. Maintaining close communication with your CLT throughout the year can help keep them on track—and prevent surprises when the formal assessment occurs.

Leadership Removal

Members of the Leadership Team serve based on the consent of the Members, plus vetting by TST-SOC in select cases. Lacking that consent, no one is permitted to claim a leadership role.

Vote of No Confidence

Any member of the Leadership Team at any level can be recalled by a Vote of No Confidence, as outlined in the Congregation Leadership policy of TST's Society of Congregations. Any member may call for a Vote of No Confidence. If this process is blocked, TST-SoC's Concerns Committee should be contacted to intercede.

Meeting Procedure

Adoption Date: 2021.08.08

Quorum

The minimum number of Voting Members needed to approve business. A quorum is composed of 50% of the Voting Members plus one additional Voting Member.

Chair

A member of the Congregation's Leadership Team who will direct and manage a meeting. Can change from meeting-to-meeting. For online meetings, the Chair must have host privileges. May also take notes if no Scribe is selected.

Scribe

Optional role. A member of the Congregation's Leadership Team who agrees to take notes during a meeting. Can change or be rotated on a schedule from meeting-to-meeting. For online meetings, the Scribe may have co-host privileges.

Robert's Rules of Order

The Congregation may refer to the documents below for basic meeting procedures; these shall be considered guidelines. Policies and procedures voted into the Operational Document supersede suggestions within these documents.

[Roberts Rules Short Format.pdf](#)

[Roberts Rules Reference Chart.pdf](#)

Documentation Procedure

Note-taking

Meeting notes will be taken for all meetings. If a Scribe is appointed, they are responsible for taking notes appropriate to the meeting type.

The notes for any Socials or Meet-and-Greets can be a simple Attendees list, to ensure Members get credit for participating. These Attendee lists do not need to be read at the beginning of the next Meeting of the same type.

Business Meetings and Campaign Meetings should record Attendees, Discussion topics, Proposals, and changes to Member status, at minimum. All Voting results should be documented; naming voters is not required in the notes. Notes should be posted as soon as possible after the meeting. They may be revised as needed to include *in absentia* votes and updates to action items. Meeting notes for the last-most-recent Business or Campaign meeting should be reviewed, in brief, and approved by the Chair and at least one other member of the Leadership team at the next meeting of the same type.

Redactions

Individual and Congregational names or clear identifying features will be automatically redacted from publicly-shared meeting notes unless the Congregation Leadership Team votes specifically otherwise. Generic indicators, e. g., “a Congregation,” “a Committee,” or “a member”, will be substituted. Every effort should be made to keep changes minimal.

In the case of confidential information that does not fall into the category of directly identifying a group or individual, which will be determined as such by the present Congregation Leadership Team members, sensitive information may be redacted. Any redactions of this type should be accompanied by a description of the reasoning for redaction.

Meeting Notes will be held open for additional details, in absentia votes, redaction suggestions, etc. as needed, and be considered “locked” by the end of the following scheduled meeting.

Documentation Storage

Unredacted copies of Notes shall be stored in the Congregation’s Google Workspace shared Drive folder, via the following file path:

North-East Gulf Coast - Congregation >
[Docs. Confidential >](#)
[Meeting Notes. Unredacted >](#)

A redacted copy of the Notes should be created prior to the next Meeting of the same type and be kept available for review by all Congregation Leadership Team members until the end of the next Meeting of the same type, via the following file path:

North-East Gulf Coast - Congregation >
[Meetings. Agendas and Notes >](#)

In the case of documents related to the notes or items having a deadline, once the deadline is passed and the relevant discussion is considered complete by the Congregation Leadership Team, the related documents will be moved to a folder labelled “zzz Archived Business,” via the following file path:

North-East Gulf Coast - Congregation >
[Meetings. Agendas and Notes >](#)
[zzz Archived Business >](#)

If multiple documents are related to a single issue, a folder will be created to keep those items together, to be clearly labeled for convenient reference, if needed, in the future.

If the archived documents contain identifying features such as names of people or Congregations, they should have CONFIDENTIAL appended to their filename, and stored in the “CONFIDENTIAL Completed” subfolder, via the following file path:

North-East Gulf Coast - Congregation >
[Docs. Confidential >](#)
[CONFIDENTIAL Completed >](#)

Meeting Recordings

If there are any recordings and chat logs generated from a meeting, they shall be stored within 48 hours after the meeting in the Congregation’s Google Workspace shared Drive folder, available to all Congregation Leadership Team members, in the following file path:

North-East Gulf Coast - Congregation >
[Docs. Confidential >](#)
[Meeting Recordings >](#)

Voting

Adoption Date: 2021.08.08

Simple Majority

50% support of the present and *in absentia* Voting Members +1 or more additional present or *in absentia* Voting Member’s support

Satanic Majority

66.6% or more support of the present and *in absentia* Voting Members; constitutes a supermajority for Congregational decisions.

Voting in absentia

Members voting *in absentia* can opt-in via email prior to a posted business meeting to be considered part of a quorum for that meeting. Such opt-in indicates an agreement to review the meeting information and participate in voting on proposals. This does not count toward Member attendance but allows Congregation business to progress.

In order to be counted, *in absentia* votes must be received before the next business meeting, at which time the notes will be read, approved, and locked.

If a Member who agreed to vote *in absentia* fails to cast their vote prior to the next business meeting, the previous notes will be updated to include the vote as “Blank.”

Vote Casting Options

- Aye: A vote in support of a proposal
- Nay: A vote in opposition to a proposal
- Abstain: A statement of non-voting. Members choosing to abstain contribute to the quorum, and their vote is subtracted from the total number of voters when determining majority, e. g., if 8 votes are cast on an item that requires a simple majority, and the vote results are 4 Ayes, 3 Nays, and 1 Abstain, the majority goes to the Ayes.
- Blank: A Blank vote is a vote agreed to *in absentia* but not cast. A Voting Member casting a Blank vote is treated as completely absent when calculating quorum, and their vote is subtracted from the total number of voters when determining majority

Bringing Proposals

Adoption Date: 2021.08.08

Policy

A rule or rules about what is and is not allowed or how business will be conducted. All policies should be recorded into the Congregation Operational Document.

Proposals

Action items for the Congregation, amendments to current policies in the Operational Document, additions of policy to the Operational Document, or any other topic that impacts Congregation Members and requires agreement and action. Proposals must be submitted for review and voting.

Amendment

A change to an existing policy.

Inconsequential Changes

Inconsequential changes can be made to submitted proposals when adding them to the Operational Document to correct or improve clarity in terminology, grammar, or other aspects that do not significantly impact the meaning of the text. Changes may be discussed with the member, if concern exists over wording. Good-faith efforts should be made to enable a proposer to put their idea before the group.

Proposal Submission

Members may submit a proposal at any time to the Congregation Leadership Team (CLT). Proposals may only regard matters that impact the local Congregation or the Congregation Pillar of TST.

Proposal Withdrawal

A proposer may withdraw their proposal at any time up to the beginning of voting.

High-level Proposals

High-level proposals are not detailed enough for implementation as policy or go into the Operational Document, but can be voted on to create an action item. For example, a vote to permit a Campaign to start is a high-level proposal or a vote to determine if others think a more-refined policy is warranted.

Proposer Refinement Responsibility

Either in the initial proposal or upon determination that more refinement is needed, the proposer is responsible for refining it for further vote.

Proposal Task Force

The proposer can include a request for a task force of up to 2 members to assist with proposal refinement; if specific members are requested, each retains the right to decline without additional explanation needed. Any retributive action against a requested member will be handled per Code of Conduct violations.

Detailed Proposals

Detailed proposals are detailed enough for implementation immediately. These proposals should indicate whether they're calling for policy change or an action item. They should include a plan for the implementation that addresses who is responsible, what they should do, and when the deadline for completion is expected; for example, "Meeting Chair [who] is responsible for [what] adding Proposal text to the appropriate section of the Congregation's Operational Document [when] before the next business meeting."

Proposal Assessment by Leadership Team

The proposal will be assessed by a minimum of three members of the CLT to determine if the proposal is "urgent" (needing immediate implementation), or "non-urgent" (future improvement); the proposer can suggest the urgency they feel is applicable as part of the proposal.

Urgent Proposal Handling

If the proposal is urgent, it has been deemed so necessary that it cannot wait until the next Business Meeting. The proposal will be communicated for votes via email as well as posted for review in a members-only social media group.

Urgent high-level proposals may not contain enough information to be actionable immediately. They can still be brought to a vote to determine that additional steps are warranted. If the proposal passes, the proposer is responsible for refining the proposal for implementation, which will require an additional vote on the final wording, and may request a 2-member task force, as above, though every effort to assist should be made by the CLT and Congregation Members with applicable skill-sets.

Non-urgent Proposal Handling

If the proposal is non-urgent, it will be added to a preliminary notes document (a. k. a., pre-notes) for the next Business Meeting. The chair or secretary for that meeting will provide a link to that document in a members-only social media group and provide a link to the pre-notes via email with the meeting invitation so that interested parties can review it before discussion.

Congregational Campaigns

Adoption Date: 2021.11.18

A Campaign is an ongoing area of activism or community aid, supported by the Congregation and in accord with the Seven Tenets and the goals of The Satanic Temple. Unlike a Congregation Project, which is ongoing work by the Congregation which must be driven by the core Congregation Leadership Team, a Campaign can be driven by any Voting Member.

If our Congregations would like to carry out local goods drive or other initiatives to benefit local charitable organizations, Congregation Campaign Managers should work with TST's Good Works Campaign in order to receive guidance about best practices and receive general support.

If our Congregation would like to organize local projects involving visibility in the public sphere, Congregation Campaign Managers should work with TST's Satanic Representation Campaign to understand recommendations, requirements, and what support is and is not available from TST Inc.

Campaign Approval

Campaigns shall be proposed by a Member and voted on by Congregation Members.

Campaign Proposals must include:

- Title of Campaign
- City and State of proposed activities
- Description of Campaign scope and goals
- Nomination for Campaign Manager (self-nomination permitted)

Campaigns shall be approved by a simple majority vote from the total Congregation Members, either present at a Business Meeting or *in absentia* before the next business meetings.

Campaigns that do not receive the required number of votes for approval can be re-proposed as early as the next business meeting.

Campaign Updates

A Campaign Manager is expected to provide updates on their Campaign's progress and current status at least once a month during a Business Meeting.

- If a Campaign Manager cannot attend a meeting, they can provide an update prior to the meeting date/time for inclusion in the agenda.
- Campaign Managers can request another Member to deliver their update as their proxy, but are still responsible for ensuring the update information has been provided either on the meeting agenda or to their proxy.

Campaign Statuses

Campaigns may be Active or Dormant once they have been proposed and approved.

Active

Campaign is approved, has a Campaign Manager, is reported on at one monthly Business Meeting, and will be taking some action each Quarter.

Dormant

Campaign is approved, but has not been reported on for at least one Business Meeting and/or is missing either a Campaign manager or opportunity for action within the next 3 months from the most recent Business meeting.

Campaign Termination

A Campaign will be considered Terminated if a majority of Congregation Members vote to end it. Terminated Campaigns are archived and shall not be reviewed at meetings, unless re-added to a meeting agenda by a Congregation Member.

Online Assets and Communication

Used to ensure continuity of data management.

Pre-Congregation Gmail Account

The Congregation has a Gmail account that pre-existed the TST-managed Google Workspace:
thesatanicemplewestflorida@gmail.com

The Google Drive associated with this account is here:
<https://drive.google.com/drive/u/3/my-drive>

Once transfer of all contact information has been made to the Workspace, this will be archived.

TST.org Google Workspace Shares

Access to the Google Workspace is managed by TST via SatanOps. SatanOps can be contacted here: satanops@thesatanicemple.org

Congregation Share

Google Drive Share for Congregation data:
<https://drive.google.com/drive/u/0/folders/0AEpYFmauOULmUk9PVA>

Congregation Leaders mailing list

Goes to Cong leaders with TST.org emails: cl-cong.west-florida@thesatanicemple.org

Congregation Membership mailing list

Goes to Cong Members with TST.org emails: cong.west-florida@thesatanicemple.org

Facebook

Facebook Page

The Congregation's public-facing FB point of contact page is
<https://www.facebook.com/TSTNEGC>

Access to page moderation is managed by SatanOps through Sendible. SatanOps can be contacted here: satanops@thesatanicemple.org

FB Members group

The Congregation's Facebook group for vetted members, set to secret, is <https://www.facebook.com/groups/279903302382603>

Instagram

The Congregation's Instagram is **thesatanictemple.negc**

Access to Instagram is managed by SatanOps through Sendible. SatanOps can be contacted here: satanops@thesatanictemple.org

Twitter

The Congregation's Twitter handle is **@TSTNEGC**

Access to Twitter is managed by SatanOps through Sendible. SatanOps can be contacted here: satanops@thesatanictemple.org

Website

The Congregation's website is currently only a place-holder page, located at: <https://thesatanictemplewestflorida.com/>

The domain was registered by Malcolm Jarry, and the website is hosted by Penemue, who has the domain administration credentials. He can be reached at penemue@thesatanictemple.com

It is built on WordPress. Upon request, Penemue has offered to install a fresh WordPress installation so the Congregation can redesign the page.

Appendix I - Personally Identifiable Information Usage Release Form

I, _____, the undersigned, residing at _____

Address

City Country Postal Code

Do hereby authorize The Satanic Temple of the North-East Gulf Coast's mandated members or their representatives, the following commercial use, publicity, or informational purposes in print, audio, video, digital media, or any other formats:

- Name or pseudonym, image, likeness, and biographical information.
- Photographs and video footage
- Quotes, paraphrasing, reproducing, publishing, or otherwise use all or any portions of any interviews

I understand that no remuneration or counterpart of any nature, commission or royalties, are owed to or will be received by me.

By signing this authorization, I hereby release TST North-East Gulf Coast mandated members or their representatives, from any and all claims and liabilities arising from the rights granted herein.

This authorization is effective on the date of this document and will remain effective indefinitely. I understand, however, that the within authorization can be revoked at any time.

Signed on the _____ day of _____,
Location _____,
Signature _____

An electronic version of this form is located at: <https://forms.gle/DkKRLtxjCfGFJKzr5/>