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Policy 1

MEMBERSHIP DUES

Dues of new members shall be pro-rated based ~~on~~ ^{to} the month they join. Annual membership dues shall be due upon the anniversary of the individual or organization's joining date. For those individuals or groups for which HPJC has no recorded joining date, payment shall be due upon the anniversary of the date of the most recent payment.

Policy 2

REQUESTS FOR FUNDING

Preliminaries

1. Inquiries on how HPJC handles funding requests may be referred to any executive committee member who shall help the inquirer find the information below or refer him or her to others for help in making the written submission.
2. Any proposals requesting over \$500 will not be funded utilizing this policy. When more than \$500 is needed, requesters may consider asking for the project to be included in HPJC's next budget, or asking support for separate fundraising efforts, seed money, and/or working through HPJC issue-focused working groups.

Proposal Submissions

1. Proposals requesting funds must be submitted in writing (or email) to any member of the Executive Committee
2. The proposal must be received at least a week before the meeting during which it will be considered for approval.
3. The proposal shall include the following information at minimum:
 - a. The purpose to which the funds will be applied.

- b. How that purpose will advance peace and/or justice in the Houston area or beyond the Houston area when the issue is related to HPJC's Board-specified priorities and/or goals.
- c. Total cost of the project, and other source(s) of support if the cost is greater than the amount requested from HPJC.
- d. If known, the name of at least one HPJC member organization which has already given its support to the request.
- e. How HPJC will be acknowledged and/or how the results of the project will be communicated to HPJC.
- f. Contact information including telephone and address.

Review and Approval

1. Proposals requesting funding will be acted upon at the quarterly board meeting following receipt, if received at least a week before that date. If such action would be untimely, the Executive Committee is authorized to act on the request at its next regularly scheduled meeting provided that the proposal is received at least a week before that meeting
2. If the proposal does not cite the support of at least one HPJC member organization, the executive committee member will help the requester identify member organizations he or she may solicit for support. If no member organization is willing to support the proposal, then it will not be considered for approval.
3. If member organization support is established, the HPJC treasury balance and the currently adopted budget must be reviewed to determine if HPJC has funds available. To further process the proposal, the review must show that HPJC has on-hand, unencumbered money either in a funding requests (donations) category or in categories associated with the proposed action or cause.
4. At the next EC or Board meeting the proposal shall be reported along with the results of HPJC financial review or that no HPJC member organization(s) supports the proposal. The names of the supporting member organizations, or the lack thereof, and the results of the financial review shall be reported in the minutes.
5. If the proposal has at least one member organization's support and money is available, the EC or Board of Directors can proceed to evaluate how the proposal advances HPJC's mission and currently adopted goals. Evaluations should also include consideration of any previous HPJC donations to entities and/or issues related to the proposal. Conclusions from this evaluation shall be recorded in meeting minutes.
6. If a motion is made to do so, the Board of Directors or Executive Committee shall then approve or disapprove the proposal. Approvals can include conditions that must be met before the funds can be disbursed and reporting requirements after disbursement. Disprovals can include actions or information needed for HPJC's reconsideration.
7. A copy of the proposal, whether or not it was approved, shall be attached to the minutes of the meeting

Follow-up Activities

1. Results of the review process shall be communicated to the contact listed in the proposal including the conditions of approval, lack of available funds, and/or mission/goals incompatibilities.
2. If a proposal is approved at an EC meeting, the decision, along with a summary of the proposal, the rationale for approval, the amount to be disbursed shall be communicated to Board members by email within one week after the approval. If the EC disapproves a proposal, the results of its evaluations will be reported at the next Board meeting along with a copy of the proposal for submission with the board meeting minutes.
3. For approved proposals, disbursements shall be made in accordance schedules and conditions set forth in the approval decisions.
4. The executive committee shall assign follow-up activities to track and monitor how the funds

are utilized and report findings as appropriate to the Board.

Policy 3

PUBLIC STATEMENTS

The Houston Peace and Justice Center (HPJC) will encourage area media to include the perspectives and voices of the peace and justice community when they cover issues and events that concern HPJC's membership—nonviolence, human rights, and economic, social, and environmental justice. In pursuing this goal, HPJC will take care to strengthen, not preempt, the work of HPJC's member organizations and institutions.

Authorized Spokespersons -

At its discretion, HPJC may make public statements in its own name. To insure orderly process and the integrity of HPJC, the authorized spokespersons described in the bylaws should be used. These spokespersons may collectively delegate responsibility to another Board member, preferably one who has been designated as a spokesperson for the work group focused on the relevant issue, if the situation warrants.

Processes for making statements

HPJC anticipates making public statements under two different circumstances: 1. It responds to a media request for a statement. 2. It initiates a statement. These differing circumstances require differing processes. In both cases, though, the HPJC leadership will seek guidance from its member organizations whose work is focused on the issue or event in question.

Responding to media requests for statements

If a request is made directly to HPJC from the media, ordinarily t one of the designated spokespersons (see above) may either provide a response based on standard position papers (see below), if they exist, or refer the media to one of the HPJC working groups (WG's), if there is one in the relevant area. The WG may then use pre-approved statements and talking points (see below) in an oral statement to the press. If a press release is warranted, then the WG will promptly write a draft response and send it to one of the designated spokespersons for approval and distribution.

If the WG declines or fails to promptly write such a draft, then one of the designated spokespersons will write a draft. In either case, pre-approved statements and talking points (see below) should be used as much as possible. The reporter(s) will also be referred to one or more of HPJC's member organizations working in the relevant area. If no member organization is specifically involved with the issue and no standard press release or position paper covering the topic has been pre-approved, one of the designated spokespersons should make the statement in HPJC's own name if the designated spokespersons believe they can speak knowledgeably about the issue. [need for an mechanism for approval?] Alternatively, if the issue or event is of such widespread concern to HPJC's members that it may multiply their effectiveness to have HPJC issue the statement, HPJC should do so after as much consultation with its Board members as time permits.

Initiating public statements

Any Board member may request that HPJC issue a public statement on an event or issue. The person initiating the request should prepare a draft statement containing at least the main points to be made. If some version of the proposed statement also has been or will be issued by a member organization of HPJC, a copy of that statement and identification of its source should be furnished with the draft.

The request shall be made to one of the designated spokespersons. That spokesperson shall either (1) issue a statement or press release with material from one or more of the “standard position papers” (see below), or if no such applicable and adequate material exists (2) poll the Executive Committee (EC) within 48 hours of receiving the request to ask for approval to

develop such a new statement. A salient consideration for the EC in this decision shall be whether there is a reason for HPJC rather than one of its member organizations or institutions to issue the statement.

If the Executive Committee approves writing a new public statement (case 2 above), then one or more board members shall write the statement, using the initiator's draft as a guide. get approval from the EC, and a designated spokesperson shall issue it on behalf of HPJC. Material from “standard position papers” (see below) should be used in writing the draft where applicable and as much as possible.

If the Executive Committee does not approve writing a new statement on the topic, within 24 hours it shall notify the person who initiated the request. One recommendation may be that the requester contact particular HPJC member organizations who might be interested in issuing a joint statement, and help in that process may be offered. If the requester is not satisfied with the response, s/he then has the option of polling the full Board. If the Board favors the action, the President or Vice President shall be notified to that effect and one of the designated spokespersons is then obligated to draft and issue the statement as soon as one can be drafted satisfactorily and approved by the EC.

Standard position papers

Each working group should develop position papers containing statements with talking points about their issues, positions, and activities, that may be used when needed in the future for press releases and statements to the media. These statements should be presented to the board for approval, and once that has been done they do not need to be approved again unless they have become outdated due to changes in the issues, positions, or activities.

Addendum approved at the 8/10/02 Board meeting

Notwithstanding the other provisions in this policy, the Executive Committee is authorized to issue public statements any time the United States deploys armed forces under its control in direct hostilities against another nation or people that has not first attacked the U.S.

Policy 4

ANNUAL RETREATS

The Executive Committee elected at the November annual meeting will hold a retreat before the next quarterly Board meeting. The purpose of the retreat will be to orient new EC members to the workings of the EC and to hone organizational skills

A planning retreat open to the entire Board of Directors will be held prior to the beginning of the annual planning and budgeting effort. The purpose of the retreat will be to begin the analysis and planning as well as to help board members hone organizational skills.

Policy 5

DUTIES OF THE COMMUNICATIONS SECRETARY

Maintaining and moderating the HPJC Board list serve.

Writing formal correspondence on behalf of HPJC as directed.

Liaisoning with the webmaster and helping to keep the HPJC website current.

Assuring that the web-based HPJC meeting space reservation system is current and functioning.

Issuing new releases on behalf of HPJC as directed, and serving a press contact/liaison.

(Adopted 8/8/03 when this office was created)

Policy 6
HPJC EVENT ENDORSEMENT/COSPONSORSHIP POLICY

In order to lend HPJC's name as an endorser or cosponsor of an event ("event" used herein can also mean "program", "project", or "campaign") HPJC must:

1. be assured that the event is nonviolent.
2. be assured that the event's objective(s) is (are) consonant with HPJC's mission.
3. have a clear understanding with the event organizer's of how HPJC's name will be used
4. have the means to participate in the event in the role requested.

If the timing of an event and/or its effective orchestration are such that HPJC's decision to endorse/co-sponsor can not be delayed until the next scheduled Board of Director's meeting, the HPJC executive committee (EC) is authorized to respond to a request for endorsement/co sponsorship within the following limits:

1. A good faith effort will be made to contact all the members of the EC, chairs of relevant working groups, and board members representing relevant organizations to communicate the details of the event and HPJC's proposed role and to request a response within three days,
2. Each will be asked to give their opinions as whether or not the event is one which would advance HPJC's work and which HPJC can endorse/cosponsor in accordance with the criteria listed above
3. If any of these responds that the event would not help advance HPJC's work or would not meet the criteria, then the matter will be dropped and the requesting event organizers will be informed that HPJC declines the request to endorse/cosponsor.
4. If all those who respond agree that the event meets the above criteria and will advance HPJC's work, then the event organizers will be informed of HPJC's endorsement or cosponsorship.
5. Even if none of these individuals objects to endorsement/cosponsorship, anyone of them who is of the opinion that the situation warrants the scrutiny of the Board of Director may request that all Board members be polled.
6. If polling of Board of Directors is requested, then each Board member will be emailed the request for endorsement/cosponsorship and additional background information, if available, regarding the event along with a reminder of the criteria listed above. The email will ask the Board member to reply with his or her objections or support within five days.
7. If any Board members object to HPJC's cosponsorship, the matter will be dropped and the requesting event organizers will be informed that HPJC declines the request to endorse/cosponsor.

After a decision to agree to HPJC endorsement./cosponsorship is made, the Board of Directors, the EC will inform board members of the decision by email within one week of the decision. The email will describe the event, list the organizers, the extent of HPJC's role, and the names of all the individuals who participated in the decision.

When the decision is made to decline endorsement/cosponsorship, the decision will be announced at the next quarterly board meeting. Decisions to endorse/cosponsor events will also be announced at the next quarterly board meeting. Regardless of the decision outcome, copies of emails and other documents related to the decision process will be submitted for attachment to the board meeting minutes.

Policy 7

HPJC CONFERENCES

The Board shall approve the topic for conferences sponsored by HPJC. The Executive Committee, from the beginning, shall be closely involved in the planning of a conference. The organizer shall report regularly to the Executive Committee, at a frequency established by the EC, on progress of planning for the conference. The EC shall make a particular point of ensuring that the goals and topics of the conference stay within the approved bounds, and if significant changes to the approved plans are desired, the changes must be approved by the Board as well. (Replaces two previous policies regarding conferences "Conference Committee Policy" dated May 2004 and "Policy Regarding HPJC Conferences" dated May 8, 2004)

Policy 8

GUIDELINES REGARDING TIME LIMITS FOR DISCUSSIONS

Time limits for each agenda item shall be agreed on at the beginning of each meeting, but they shall be considered guidelines and not hard-and-fast limits.

When the time limit for any particular item has been reached, the timer will notify the meeting facilitator.

First time limit: The facilitator shall then ask whether there is consensus to close discussion. If there is no consensus to close, the facilitator shall open the floor for suggestions about how much additional time to allot. Normally, the extension should not exceed 10 minutes, so 5 or 10 minutes will be the norm. Unless there is objection, the person who opposed closing will propose the extension time.

Second time limit: When the time limit for the extension is reached, the facilitator shall again ask whether there is consensus on closing discussion. If someone objects, the matter shall be put to a vote. A 2/3 vote of those present is required to close. Alternatively, the vote can be made on a proposal to postpone discussion until the remaining agenda items are considered.

Third and subsequent times. If a further extension and its length has been agreed upon and that time is exhausted, the facilitator shall proceed as in "Second time" above, but a simple majority now will suffice to close discussion. Approved Exec Committee, July 13, 2004

Policy 9

POLICY REGARDING WAIVER OF DUES

With evidence of regular attendance at quarterly meetings and participation in HPJC activities, any member group may request a one-year waiver of its annual dues requirement based on a claim of financial hardship. Such requests will be decided on by the HPJC Executive Committee on a case-by-case basis.

Adopted by the Executive Committee October 10,2004 (not yet ratified by the Board)

Policy 10

SELECTION OF HOUSTON-BASED HONOREES FOR HPJC AWARDS BANQUET

When nominees are solicited from member groups, a deadline for nominations will be set one month prior to the EC meeting at which the decision will be made. The full list of nominees will then be posted to the HPJC Board list and a two-week deadline will be set for objections to any of the candidates, which Board members must email to the designated EC office. The designated EC officer will bring the objections to the EC meeting where a final decision will be made. This will help assure that all honorees selected represent a consensus of Board members.

GUIDELINES FOR ELECTIONS COMMITTEE

1. The committee will equip itself with descriptions of the responsibilities of all the elected offices.
2. The committee will systematically identify all Board members willing to stand for each office. It will elicit suggestions from each Board member of nominees as well as self-nominations.
3. The committee will recommend to the Board a candidate for each office if it can reach consensus on someone. If it cannot reach a consensus on a candidate for a particular office, it will make no recommendation for that office. In either case, however, it will present to the Board the names of all who expressed willingness to serve in the office.
4. The committee will present to the Board at the annual meeting a written report of all its contacts and which offices, if any, each Board member expressed willingness to assume.
5. Nominations will be accepted from the floor, but the nominee must express a willingness to serve.
6. There will be time for brief candidate speeches.
7. Voting will be by secret ballot if there is more than one candidate for the office.
8. Voting for the two At-large positions will be conducted simultaneously, with the two highest vote-getters declared the winners.

Policy 12

ACCEPTING GRANTS FOR MEMBER ORGANIZATIONS

- A. When so requested by a member organization, HPJC may allow grant proposals to be submitted in its name on behalf of such member organization, but only when the following conditions are met:
1. The activities and projects to be funded by the grant are compatible with HPJC's mission.
 2. The activities funded under the grant will be administered directly by the requesting member organization.
 3. The member organization will have agreed in a statement signed by an authorized leader of the member organization:
 - a. to submit timely, complete, and accurate financial reports on the grant funds, as requested by the grantor, and as needed for IRS reporting, and in accordance with generally accepted accounting principles and where applicable, keeping records as described below. The reports should be submitted to HPJC's treasurer in time for review and revisions, if needed, before submission to meet the grantor and IRS deadlines, along with a certification of accuracy by an authorized leader of the member organization.
 - b. to pay an agreed upon portion of the grant to HPJC to compensate for time spent by HPJC staff and volunteers for record keeping activities and submissions to grantors and the IRS.
 - c. that leader and the members understand how failure to properly account for grant funds could significantly hurt HPJC.
 - d. To deposit funds received from the grant through HPJC in their organization's bank account.
 - e. that the membership organization agrees to the obligations as set forth below in Part B. after the grant funds is awarded and received by HPJC.

4. The member organization will have furnished HPJC the name and contact information of the person responsible for overseeing the programs and activities covered under the grant. At least two alternate contacts must be supplied to HPJC.
 5. Before Board approval, the HPJC treasurer shall have clarified to the board the potential risks to HPJC if proper financial accounting and reporting are not done by the member organization with grant funds.
 6. The HPJC Board of directors must have given approval for the request.
- B. When grant money is received by HPJC under this policy for a member organization:
1. The HPJC treasurer shall deposit the money in the HPJC bank account, and then write a check to the member organization for that amount minus any agreed amount to cover HPJC record keeping and submissions work.
 2. The written agreement may be revised with the approval of the executive committee for minor changes and approval by the Board for major changes.
 3. The recipient organization will segregate, on its books, expenditures of the grant money. It will also arrange with the bank, if it hasn't already done so, to get the cleared checks or photocopies of them with its bank statements. It will also keep all receipts documenting the expenses.
 4. If the organization pays people out of the grant, it will hire them as consultants on an hourly, weekly, or monthly basis and keep track of their time. The consultants' names, addresses, social security numbers, and amount paid will be reported to HPJC's treasurer by January 15 of the following year in time for HPJC to send 1099 forms to them and the IRS.
 5. The recipient organization shall make regular reports to the HPJC treasurer--the frequency will depend on the terms of the grant and will be negotiated. The reports will include copies of the organization's bank statements with grant-related expenditures highlighted.
 6. The recipient organization shall draft all reports that must be sent to the funder for HPJC transmission and send the drafts to the HPJC executive committee through the Executive Director with enough lead time to allow review before funder deadlines.
 7. The recipient organization's and HPJC's obligations regarding the grant will not be complete until the recipient organization submits a final report to HPJC, including complete financial accounting, has been reviewed and approved by the executive committee and signed on its behalf by the HPJC treasurer. Copies of all expense receipts shall be turned over to HPJC to be archived for auditing. The final report can include copies of earlier reports.

Policy 13 PLANNING AND BUDGETING

Overview

On an annual basis, HPJC will analyze its accomplishments in relation to its mission statement and the most recent approved work plan and goals well as its financial records in relation to its budget. Based on this analysis, HPJC will review and, if needed, revise goals and plans and budget.

Timing

At the last quarterly meeting preceding the beginning of HPJC's fiscal year, the Board of

Directors shall review and, if needed, update goals and approve plans as well as approve the budget for the coming fiscal year in relation to these plans.

Preparation

The Executive Committee shall provide Board members with an analysis of the work done in the last year, a financial analysis, and a draft workplan including required resources (financial, staff and volunteer workers). and a draft budget to cover the items in the workplan.

The EC will encourage all board members as well as advisory board members to become involved in the production of the draft analysis, workplan and budget. Special meetings, retreats, and workshops may be needed for this effort, especially in years when substantial changes are anticipated for goals and workplans.

The drafts will be submitted to Board members at least four weeks before the meeting.

Board members will be responsible for reviewing the drafts and submitting suggested changes or additions within two weeks of the board meeting

The EC will compile the comments and incorporate these into the drafts as needed for presentation at the board meeting.

Products

The budget and goals/workplans finalized at the last quarterly Board meeting before the end of the fiscal year shall include actions, programs, campaigns, fundraising events, schedules, and assigned responsibilities in sufficient details so that the EC and the Executive Director can implement the plans with a minimal consultations or authorizations from the Board of Directors. The budget shall be adequate to support the workplans.

Policy 14

TWICE-MONTHLY E-MAIL CALENDAR: GUIDELINES FOR INCLUSION OF EVENTS

(furnished to Melissa Patrick and written by Herb Rothschild. It may or may not have been approved by the board)

1. Be inclusive. With the exceptions that fall under the remainder of the guidelines, I have rarely excluded a submission.
2. Emphasize the political (understood in the broad sense of action, or preparation for action, in the public arena). So, I generally exclude cultural events unless they have a political cast, and I exclude educational programs unless they are on subjects being contested in the public forum.

This is a big gray area, and I do make judgment calls. To use legal language, my judgments may be arbitrary, but they are never capricious or merely personal. Here are two examples:

A. Events encouraging religious understanding. Because of the gross mischaracterization of Islam under the Bush administration and the threats and repression to which it has led, I include some events designed to promote understanding of Islam and peoples in the Middle East. I would do the same regarding Judaism if anti-Semitism were again to raise its ugly head here. On the other hand, I wouldn't post anything explaining, say, Christianity or the people of, say, Alabama. They are not under political threat.

B. Peace education. I post some courses teaching the skills of peacemaking. On the other hand, I don't post meetings of Eckankar and other such groups that promise to help people achieve peace through their religious or meditational pathways. I draw this line for two reasons. One is that if we help a religious or New Age organization recruit adherents, there'll be no end of it. Another is that the courses I do promote are geared to helping people become active peacemakers rather than only finding personal peace.

3. No regular organizational meetings. As the heading of each calendar says, these are posted on our website and in the Houston Peace News. They aren't public enough for inclusion, and they would unnecessarily lengthen the calendar. To this rule I make two exceptions: A. If a progressive group is just beginning, I will post its first couple of meetings just to help it along. B. If at a meeting there is a speaker or program designed to attract the general public, I will include the meeting, especially if the group is an HPJC member.

4. No events by organizations that exist to run candidates for office (i.e. political parties). Here, again, I feel free to make exceptions if the organization has a speaker who ISN'T running for office and IS of interest to the general public.

Also, the event usually must have an identifiable sponsor and always have a clearly stated or obviously implied purpose. Otherwise, we may be helping entice people to an event that they would not have attended had they understood what it was about and who was promoting it.

In this regard that I don't set myself up to make judgments about the sponsoring organizations unless they work against nonviolence, human rights, or economic, social, and environmental justice (I'm not going to include a KKK event). Some people don't like certain progressive organizations and wouldn't attend events they sponsor. That is their decision, not mine. My job as I conceive it is to provide the information people need to make that decision.

Policy 15

NUMBER OF INDIVIDUAL MEMBERS ON BOARD

In regard to representation from individual HPJC members, the number of Board of Directors seats to be filled by individual member representatives shall be changed from one Director for every ten HPJC individual members to one Director for every twenty individual members. (Approved at Board Meeting, February 9, 2013)

Policy 16

SOLICITING & ACCEPTING GRANTS TO HPJC

Preamble

The Houston Peace and Justice Center is a coalition of religious and secular groups that work together to advance peace and justice. They do not however always agree on what peace and justice means or how such advance can be achieved.

As members of the Board of Directors, we must also acknowledge that the values, affiliations, and opinions of individual volunteers impact their willingness to contribute their time to particular projects. These differences become particularly significant when they are part of explicit or implicit stipulations included in financial grants*.

Policy

In order to avoid future difficulties about grant stipulations, HPJC adopts the following policies to guide the solicitation and acceptance of grants to HPJC.

1. Applications for grants must have the consent of the Executive Committee of HPJC before being submitted to donor groups.
2. The HPJC Executive Committee must review any stipulations, whether expressed or implied, accompanying any grant offered to HPJC.

3. If the grant is intended for an event or activity, an HPJC committee formed to organize the event or activity (a) must be informed about the grant by the Executive Committee before budgeting is finalized and (b) can also reject a grant if they reject the stipulations.
4. Once a grant has been accepted and included in the budget for an event, the grant cannot later be rejected because of the previously vetted stipulations unless the sum of money can be replaced from another source.
5. If additional people join the event committee, the committee chair must inform them about any grants that have been accepted and the stipulations that they include.

*By *grant*, we mean any donation from any source organizational or individual large enough to call into question the ability of HPJC to carry out part of its yearly activities should the grant be withdrawn.

ISSUE POSITIONS HPJC HAS TAKEN

Closing the U.S. Army's School of the Americas at Ft. Benning, Georgia. (Adopted 2/21/99)

The creation of an effective Civilian Complaint and Mediation Board independent of the Houston Police Department. (Adopted 5/16/99)

Cancellation of the external debt of the world's most heavily indebted poor nations - a.k.a. Jubilee 2000. (No formal adoption, but agreement to work on the issue Ex. Com 3/23/99 and Board meeting 5/16/99.)

The creation of a Peace Tax Fund, which would provide war tax resisters a legal means to pay taxes without supporting military spending. (Adopted 5/1/02)

Oppose any U.S. deployment of armed forces under its control in direct hostilities against another nation or people that has not attacked the U.S. first, (Adopted 8/1/02)

Policy 17

Requirements for Two Authorizations for HPJC Checks and EFT Transactions

HPJC checks shall be signed only by official signatories of the organizations's checking account.

Checks for up to \$1000.00 need only one signature.

Checks for \$1000.00 or more need two signatures.

Payments may be made by electronic funds transfer (EFT). EFT payments shall be made by the Treasurer or the designee appointed by the HPJC board.

In lieu of a second signature for EFT payments of \$1000.00 or more, the Treasurer must obtain the written approval for the transaction of at least one of the other authorized signatories. The approval communication shall include, at minimum, the amount, payee, the date, and the budget category of the transaction. The approval may be communicated by email message. The printed email message must be filed in the HPJC treasurer records along with other documents supporting the payment.

Approved: February 2, 2019.