



PROCEDURES

NWPC-STL

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Chapter 1.

Friends of the Caucus

Mission Statement

- The purpose of the Friends of the Caucus delineation is to create the opportunity for the NWPC-STL to:
 - Expand our membership with additional elected officials
 - Begin to build and then maintain relationships with those politicians
 - Ensure these politicians understand and value the causes and values we stand for
 - Support more candidates

Who is eligible and how is a Friends of the Caucus status awarded?

- Upon local election results in April, the Friends of the Caucus committee will invite first-time local election winners to be Friends of the Caucus
- These elected officials qualify to be a Friend of the Caucus if they are Pro-Choice and Pro-Equality, and they identify as a woman. These requirements will be specified in their invitation.

What do they get?

- Free membership to the NWPC-STL for one year, including invitations to all free events and membership meetings, as a non-voting member
- Friends of the Caucus event, featuring a local elected official speaker(s)
- Discounted entrance fee to fundraisers/other paying events
- NOTE: additional benefits may be added if finances or resources allow.

DISCLAIMER:

- Friends of the Caucus status is not an endorsement. However, Friends of the Caucus are encouraged to apply for endorsement when running for State Representative, State Senate, or City / County elected positions as defined by the NWPC-STL endorsement process.

BUDGET INFORMATION:

- A budget for invitation letter postage and space for 1 event will be needed each year. Free venues are preferred.

BENEFITS TO THESE CHANGES:

- For April elections, the timing between filing and election is too tight for a Friends status to achieve our goals for the candidates, especially since there is no financial support provided.
- This clarifies the important role of the Training Institute – to offer training in a timely fashion to new candidates in January, and the mentorship program which extends our support for those who need and are willing to use that support.

- The caucus achieves many of the same end goals without spending so much time finding candidates, some of whom are more serious than others.
- The caucus can source the City and County election results to create a list of elected officials to be invited, so none will be missed.

Mentorship Committee

Mission Statement

- The purpose of the Mentorship Committee is to support a candidate for local office (mentee) in a personal one-on-one manner.
- This support is defined as 1) helping the candidate understand the mission of the Women’s Political Caucus, 2) helping set directions for the campaign, 3) enhancing the candidate’s ability to run and organize their campaign, and 4) providing moral support.

Program Description:

- A candidate is provided with a mentor, which is an individual who will personally engage by phone, video conference, or in-person with a mentee on 2-3 occasions in order to accomplish the above items.

Who is eligible and how is a candidate awarded a mentor:

- Candidates running for local office in the St. Louis metro area who have completed a training with the Training Institute, who are pro-Choice and pro-Equality, and identify as women are eligible to apply for a mentorship.
- The Chair of the Mentorship Committee shall coordinate with the Training Institute to invite candidates to apply for membership upon completion of their training and connect mentors and mentees within approximately 2 weeks of any application deadline put in place each election cycle.
- Each election cycle (April election / November election), mentorships will be awarded to a maximum of 5 candidates.
 - NOTE: additional mentees may be added at the committee’s discretion if additional mentors are available.

DISCLAIMER:

- The mentor position is a supportive role and not designed to take the place of the candidate’s own volunteers or staff. The Mentor acts solely as an advisor the relationship between Mentor and Mentee is not a personal endorsement of the candidate by the Mentor and should not be construed or presented as such by the candidate.

BUDGET INFORMATION:

- There is no budget required except for the printing of the application to be provided to the Training Institute.

BENEFITS TO THESE CHANGES:

- The caucus will be able to run the program within clear parameters without risk of offering mentorships to candidates who do not share the goals and values of the Caucus.
- Timing supports the work of the Training Institute as well as the Friends of the Caucus Standing.
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Chapter 2

Procedure for Short-Notice Endorsement Requests for Special Elections & Appointments

NWPC of Metro St. Louis may endorse a candidate for a special election or appointment on short notice if the following requirements are met:

- A Policy Council member must request the vote
- The candidate has an endorsement questionnaire on file and a verbal affirmation from the candidate that her views still align with the questionnaire and that they are interested in receiving the Caucus' endorsement
- The President of the Policy Council must call the vote via email or at an in-person meeting
- A majority of Policy Council members must vote to endorse, via email or in person, within the time period set by the President

Chapter 3

THE INCLUSION FUND

NWPC-STL hereby establishes a scholarship fund. This fund will be known as The Inclusion Fund. The purpose of the fund is to make our events and state and national conventions more affordable to all our members.

The committee shall consist of a chairwoman and no more than 2 associates who shall be members in good standing of the NWPC-STL organization. The duties of the committee shall be to –

Raise money for The Inclusion Fund.

Identify events that may require financial assistance and seek approval from the Policy Council,

Identify paid members in good standing who may need assistance.

Send and review completed applications for aid to be approved by the Policy Council.

The Caucus Treasurer shall be an ex-officio member of The Inclusion Fund committee. Her duties shall be to –

Deposit and track funds raised by The Inclusion Fund committee.

Administer funds for scholarships approved by the Policy Council.

Maintain a separate record for the fund and report to the Policy Council on a monthly basis.

Chapter 4

Endorsed Candidates and Friends of the Caucus

NWPC-STL shall email to our membership list, on letterhead, fundraising events for endorsed candidates and Friends of the Caucus designees upon written request.

- Previously endorsed state legislative incumbents, seeking the same office, may request early endorsement at the January Membership Meeting.
- Dual endorsements of candidates within the same political party are not permitted. If there are 2 equally qualified candidates meeting our requirements, the Caucus shall without due cause to the contrary endorse the Primary winner.
- Logo Use: An endorsed candidate may be granted access to the NWPC-STL logo for use in their promotional material in that election only.
- The NWPC-STL membership lists will not be made available to members, candidates or Friends of the Caucus.
- NWPC-STL will publicize requests from endorsed candidates and Friends of the Caucus for campaign assistance (including canvassing, and poll workers) to our membership and supporters. All requests must be submitted in writing to the Caucus President [-mary.nichols1@outlook.com](mailto:mary.nichols1@outlook.com).