



AE911Truth Action Group Guidelines: How to Create your own AE911Truth Action Group June, 2010

A) **Organization and getting started**

#1) A document called “Notice of Formation of an AE911Truth Action Group” is available on the AE911Truth website at <http://www.ae911truth.org/downloads/actiongroups/FormationNotice.doc>. The person(s) forming the Action Group should fill in the name, city, email address and phone number of all the initial members and send a copy of the completed Notice to ActionGroups@ae911truth.org and to each member of the Action Group.

There is no fee to form, join or run an AE911Truth Action Group.

#2) As the “Notice of Formation of an AE911Truth Action Group” says, the AE911Truth Action Group is encouraged to create a Code of Conduct. It may not be necessary right away or ever, depending on how the members work together. AE911Truth has a Code of Conduct which the AE911Truth Action Group may use. You can download it from <http://www.ae911truth.org/downloads/CodeOfConduct.pdf>

#3) Use the internet to get and stay organized. The person(s) forming a new AE911Truth Action Group should create a website on Meetup.com using a template that AE911Truth will provide. The URL for your Meetup site should use this format:

<http://www.meetup.com/AE911TruthActionGroup-SouthBayCA>

where your City would replace “SouthBay” and your State’s 2 letter abbreviation would replace “CA”. Please remember the dash after the word “Group”.

Please add our AE911Truth Action Group National Co-ordinator, Jeff Lostrie, as a co-organizer of your Meetup site. Jeff can assist you with the website setup. Jeff can be reached at ActionGroups@ae911truth.org. A & E will have someone designated as a Regional Coordinator to work with all the Action Groups in an area. The National Coordinator will oversee editing of the website and guidance of the Action Group for 3 to 6 months.

#4) Keep your AE911Truth Action Group working together well. The most valuable assets your AE911Truth Action Group has are time and goodwill - the desire of each member to cooperate

with other members. Both of these are finite and can be quickly lost unless the AE911Truth Action Group members have a plan and the intention to preserve them.

Time and goodwill can be used wisely by

#a) Preparing an organized agenda and following it to the greatest extent possible

#b) Limiting social time. Given the complexity of 9/11 and the desire of 9/11 Truth activists to share what they know with each other (especially considering that family members and friends often won't listen to this) an Action Group of 6 members could easily spend 5 hours straight talking about 9/11. Assuming a 2 hour meeting, nothing else would get done. Social time is valuable for building the social bonds in an AE911Truth Action Group. However it should be intentionally limited to a certain amount of time. One option is to leave social time for the end of the meeting after completion of everything on the agenda. Or it could be at the start. Refreshments can be helpful also.

#c) Not monopolizing the conversation. This usually happens when one or two members have dominant personalities and are unaware of how much they are talking relative to all other members. The other members feel it would be impolite to interrupt and point out that the conversation is being monopolized. As a result 1 or 2 people talk, everybody else listens, and time and goodwill go out the window.

Our suggestion is this: No matter how brilliant you think you are when you are talking in your AE911Truth Action Group (and you may indeed be brilliant) please make a conscious effort to let other members speak. You may think you are like a fine wine that just gets better the longer you talk. On the other hand your fellow Action Group members may think you are fermenting as you ramble on. Gradually as their frustration levels build from having to listen to you pontificate, they change from wanting to help you to not particularly wanting to help you to wanting to oppose you or even leave the group. Your courtesy in keeping your statements brief and to the point will be appreciated and repaid in kind by your fellow AE911Truth Action Group members. Self moderation is essential.

B) Suggested Action Group Structure, Meeting Process and Content

#1) Structure

a) The AE911Truth Action Group should have 2 to 12 members. The expected benefits of limiting the size to 12 members are greater participation by all members and fewer cooperation related difficulties.

b) The AE911Truth Action Group should not have a Leader, but different members should voluntarily take turns serving as Facilitator for the meetings. This makes it harder for one person to dominate the AE911Truth Action Group.

c) When the AE911Truth Action Group gets up to 2 dozen participants or so we recommend splitting it into 2 groups.

#2) **Meeting Process**

One person should be designated as the note taker or Secretary for each meeting and take notes. AE911Truth has created a document called Action Group Minutes which is available on the AE911Truth website at

<http://www.ae911truth.org/downloads/actiongroups/ActionGroupMinutes.pdf>. AE911Truth Action Groups are encouraged to use it. Using the Action Group Minutes will go a long way toward seeing that everybody knows what was agreed on. You are welcome to share your meeting minutes with us at ActionGroups@ae911truth.org

It will be the responsibility of the Facilitator for each meeting to see that the following things are accomplished in a way that makes sense to him or her:

- a) The Facilitator should give each member the opportunity to add items to the Agenda, which should be prepared in advance of the meeting. Ideally it should include the amount of time to be allotted to each item. Agenda items should be identified as those requiring Action Group approval (for Group actions) and those requiring only a discussion (for individual or subgroup actions). The Facilitator should prioritize the items in the Agenda.
- b) Brief introductions if there are any new members in the group.
- c) Brief review of the Agenda before starting with the first agenda item.
- d) Facilitator should open each item to discussion and if necessary a group decision.
- e) Facilitator should limit his or her own participation in discussion, serving to guide the discussion toward an appropriate resolution. Facilitator may allow additional time for discussion of an item, if requested, as long as no one says “no” to the request - keeping in mind that this will come at the expense of other items on the Agenda. At the request of any member an item can be tabled, i.e. put off for further consideration at a future meeting.
- f) The AE911Truth Action Group may be able to reach consensus on many decisions or to make some decisions without getting into the whole question of group decision making. For example if 5 of the group’s 10 participants want to do a particular action, let them! The AE911Truth Action Group should decide at some point how it is going to make group decisions. One method is by consensus. Another is by vote. The AE911Truth Action Group could decide that some types of decisions will be made by a simple majority and others by a supermajority such as 3/5. There are pros and cons to all types of group decision making. These decisions are up to each AE911Truth Action Group.

For important issues, the AE911Truth Action Group need not feel that you need to decide them at the same meeting at which they are raised. The more important the decision is, the more

meetings the AE911Truth Action Group should take to finalize the decision.

When using consensus, please consider addressing items in this order: questions, concerns, and objections.

For those who wish to learn more about group decisions by consensus, there is a booklet available on line by Lawrence Butler and Amy Rothstein at <http://www.consensus.net/>. The title is On Conflict and Consensus: A Handbook on Formal Consensus Decisionmaking.

g) There are 4 steps that the AE911Truth Action Group should accomplish before the meeting is over. All of these should be recorded on the Action Group Minutes or in some other format and shared with all Action Group members including those not present:

- #i) Determine the date, time and place of the next meeting
- #ii) Determine the Facilitator for the next meeting
- #iii) Be clear about what the AE911Truth Action Group has decided at this meeting
- #iv) Each person should state what he or she has committed to do before the next meeting, or by when

h) After all Agenda items have been addressed, the AE911Truth Action Group should evaluate the meeting process. It will be valuable for the AE911Truth Action Group to discuss what went well and what could have been done better. This is a chance for members of the group to bring suggestions for helping future meetings run more effectively. When offering criticism, please be mindful of others' sensibilities, and deliver your criticism in a way that is effective. When receiving criticism please focus on the content and do not take it personally. It is probably not meant personally.

#3) **Meeting content**

a) Actions should be in line with the AE911Truth mission statement. "Our mission is to research, compile, and disseminate scientific evidence relative to the destruction of the three World Trade Center skyscrapers, calling for a truly open and independent investigation and supporting others in the pursuit of justice."

b) Suggested actions. AE911Truth Action Groups will support Architects and Engineers for 9/11 Truth by promoting, supporting and creating events or actions. Examples are: Reaching out to architects and engineers and others, getting the video [9/11 Blueprint for Truth: The Architecture of Destruction](#) shown on local access channels and / or public TV as well as public showings at libraries and theatres as often as possible, encouraging the formation of AE911Truth Action Groups at local colleges and universities, forming alliances with other 9/11 Truth groups, tabling at events and distributing literature, freeway blogging, and contacting local politicians, police, firefighters and others. AE911Truth Action Groups are free to create their own actions.

Resources

There is a booklet available on line by Lawrence Butler and Amy Rothstein at

<http://www.consensus.net/>. The title is On Conflict and Consensus: A Handbook on Formal Consensus Decisionmaking.

We are delighted to have you form your local AE911Truth Action Group. Please let us know what we can do to help you. If you have any questions please consult our frequently asked questions at

<http://www.ae911truth.org/downloads/actiongroups/ActionGroupFAQ.pdf>

You can email us at ActionGroups@ae911truth.org

Thank you and good luck!

The AE911Truth Action Group Team