

Sample Procedures for  
Standing Up County Assembly

**Securing Assembly Office Space**

Draft 1 3/10/26

**Problem:**

How do we secure an office before we stand up and receive funding?

**Facts & Assumptions:**

- A) We are **always a few weeks away** from the announcement that we need to Stand-Up our new County Assemblies. We will need a functioning office in place immediately, even before we are formally funded by the County or ????
- B) We do not know if **Common Law Courts** will be held in the current County Court system or if the Assembly will have to host them.
- C) The **Purpose of the Office** will be to:
  - Meet new members and intake them;
  - Training;
  - House secretaries to assist them in writing Initiatives, Proposals, etc.;
  - Make Computer use available for them;
  - Provide Meeting Rooms;
  - House a paid staff.
- D) Our **size requirements** may quickly change.

In the beginning a **rented home** may suffice. After fast growth it can remain a hub office and large gatherings can be held in a community center nearby.

Upon real funding, the home can be subleased out and a commercial space with more parking can be leased.

Once things settle down and the professional county government recognizes the Assembly, they may provide space, utilities and other support.

- E) **Equipment Requirements** might be:

Several computer stations with mostly free shareware Ubuntu software and one station with Windows, with cubicles.

Printer(s), Photo Copier(s), Phone systems, Audio-Visual aids, Galley, Conference Tables, binders and paper supplies, etc.

Satellite Internet, Sign.

Package software, IE Mass mail outs, Zoom type meetings, etc.

**Used Equipment** can be purchased from a local office supply business cheap as they will be overstocked with used furniture due to many bankruptcys.

F) **Non-Equipment:**

Liability Insurance, Content Insurance, Utilities, operating expenses, Security, etc.

G) **When no funding is available**, the Assembly can locate the optional properties to be leased and just hold them in mind.

But you can prepare your budget and shopping lists for it. Then when you receive official funding , you can be in business in a few days.

Or you can seek a bridge loan from a local Deep Pocket.

See: Procedure, Local Bridge Financing. (Work In Process)

**Your Plan Here:**

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