

Secretary's Report

For November 14-15, 2015 LNC Session

Following is a status report for minutes of LNC and EC meetings since the previous regular LNC session:

- July 18-19, 2015 LNC session – auto-approved on August 15, 2015
- September 3, 2015 LNC Executive Committee teleconference meeting – auto-approved on September 17, 2015

The Policy Manual has been updated to reflect the changes made by the LNC in its July 18, 2015 meeting and in an email ballot started October 21, 2015.

The above records are being promptly posted to the website by our staff.

There have been no changes in the membership of the LNC since the July 2015 session.

Per Libertarian Party Bylaws Article 11.5, October 31, 2015 was the postmark deadline for sustaining memberships for purposes of delegate allocation for the 2016 national convention. Note that the monthly membership reports we receive are calculated from donations received as of the last day of the month, but for delegate allocation we will count all mail postmarked by October 31, even if received a few days later. Some time this month Mr. Kraus will send me the final updated sustaining membership information. November 30, 2015 is the deadline for me to inform state chairs of their delegate allocations.

Committee membership changes since the previous regular LNC session:

- TX has appointed Carla Pealer as their representative to the Credentials Committee. Three other states have not yet made their appointments, to my knowledge.
- The following state appointments have been made to the Platform Committee: Chris Maden (IL), John Shuey (TX), Zachary Silva (FL). Texas also named Nathan Kleffman as an alternate. Seven other states have not yet made their appointments, to my knowledge.

On October 27 I provided staff with a number of updates for the web page showing the members of each committee. These haven't yet been updated, but I presume they will be done soon.

Since the July LNC meeting I hosted one Adobe Connect meeting for the Executive Committee to review the draft budget.

When Oliver Hall became our special legal counsel, I contacted him to provide copies of organizational documents he will need, including the articles of incorporation, bylaws, policy manual, employee manual, and a link to our minutes on the website.

When I announced results of the email ballot started 10/4/15 to increase the branding budget, Mr. Bittner emailed to say he had cast a vote that was not included in the results. I double-checked both my inbox and the LNC-Business email list archives and could not find that his message had been received by me or by the list. Mr. Bittner forwarded me a copy of the email message, and

he noticed he had accidentally sent it from an email address that was not subscribed to the LNC-Business list. Neither Mr. Bittner nor I had received any notification from the email list that it had a problem with an attempted post. Upon further investigation, I found the list configured to merely discard messages from non-member email addresses and to not notify a moderator. I initially changed the email list configuration so that messages from non-members would be held, and a moderator would be notified to decide what to do with the message. I quickly learned that our list is the target of many spammers, so holding non-member postings creates a lot of annoyance for a moderator. To eliminate the spam annoyance, the list is now instead configured to “reject” messages from non-members, which means the sender will at least get a notice that the message was rejected, but a moderator isn’t asked to react to it. Be sure to use a subscribed email addresses to send to the list. If you accidentally send from the wrong email address, you should now at least get a rejection notice, but it is your responsibility to re-send from the correct email address.

The following 2 email ballots were completed since the July 18-19 LNC session:

Motion: Amend the budget by increasing line 26 Branding/Political Materials Revenue by \$15,000 from \$20,200 to \$35,200 and by increasing line 55 Branding/Political Materials Expense by \$15,000 from \$20,000 to \$35,000

Sponsors: Sarwark

Started: 10/4/15

Ended: 10/14/15

Voting “aye”: Craig, Goldstein, Hagan, Johnson, Katz, Kirkland, Lark, Mattson, McLendon, Redpath, Vohra, Wiener

Voting “nay”: Ludlow, Riemers

With a final vote tally of 12-2, the motion PASSES.

Motion: Amend the Policy Manual as follows:

Section 2.04.3, Contracts and Contract Approval

All contracts or modifications thereto shall be in writing and shall document the nature of the products or services to be provided and the terms and conditions with respect to the amount of compensation/reimbursement or other consideration to be paid.

The Chair shall approve any contract in excess of \$7,500.

All contracts of more than one year in duration or for more than \$25,000 shall be reviewed and approved by General Counsel prior to signing by the Chair.

No agreement involving a financial transaction with a related party shall be executed unless first approved by the LNC. Any such agreement shall be disclosed in a conflict of interest statement.

Independent contractors doing business with the LNC are required to sign formal contracts that clearly set forth the parties' intention that they be treated as independent contractors.

Each contract for director-level employment and any related advice from General Counsel must be circulated to the LNC on a strictly confidential basis ~~after it has been reviewed by Counsel and the EPCC~~ following EPCC approval and no later than 10 days prior to the Chair signing the contract.

Section 2.02.7, Employment Policy & Compensation Committee:

The Employment Policy and Compensation Committee shall develop documents, procedures, and guidelines for the effective administration, supervision and development of Staff, including but not limited to job descriptions, compensation ranges, hiring, training, performance reviews, promotion, progressive discipline and termination. The LNC may supersede any such documents, procedures and guidelines by adopting a replacement.

The Employment Policy and Compensation Committee shall also be available to Staff to discuss on a confidential basis the working environment or observed violations of the Policy Manual.

~~The EPCC shall also complete a review of any contract for director-level employment no less than 10 days prior to the Chair signing it.~~ Following General Counsel's review of a director-level employment contract, the EPCC shall review the proposed contract and any related advice from General Counsel. No such contract may be signed by the Chair without having first obtained either EPCC approval of the contract at least 10 days prior, or an affirmative vote from a majority of the fixed membership of the LNC.

Section 1.03.1, Committee Appointments (selected row)

These committees have special appointment procedures as follows:

Committee Name	Size	Member Selection	Chair Selection
Employment Policy and Compensation	Three LNC Members or Alternates <u>other than the LNC Chair</u>	LNC Chair	* Committee Selected

Sponsors: Mattson, Kirkland, Goldstein, Riemers

Started: 10/21/15

Ended: 10/31/15

Voting "aye": Goldstein, Hagan, Katz, Kirkland, Lark, Ludlow, Mattson, McLendon, Riemers, Wiener

Voting “nay”: Craig, Feldman, Olsen, Sarwark

With a final vote tally of 10-4, the motion PASSES.

Alicia Mattson
LNC Secretary