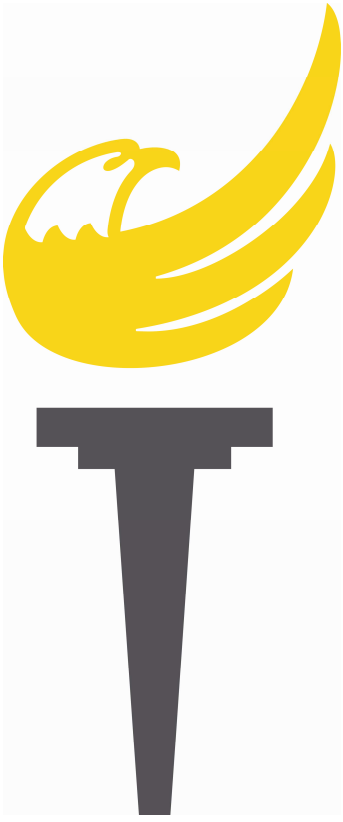
Libertarian National Committee
Policy Manual

June 30, 2018



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POLICY MANUAL OVERVIEW AND INTRODUCTION

An organization is subject to public law and such other rules it adopts to govern its operation. The rules governing the Libertarian National Committee, Inc. are as follows and supersede each other in the order listed:

- Corporate Charter: The legal instrument conforming to state and federal laws. The Libertarian National Committee, Inc. is incorporated in the District of Columbia and is subject to its laws.

- Bylaws: Prescribe how the organization shall function. They may not be suspended, except for clauses that provide for their own suspension or clauses clearly in the nature of rules of order.

- Special Rules of Order: Relate to rules for orderly transaction of business that differ from those contained in the adopted parliamentary authority.

- Rules of Order: Relate to orderly transaction of business. These are usually contained in the adopted parliamentary authority, which in our case is the current edition (11^{th}) of Robert's Rules of Order, Newly Revised (RONR).

- Standing Rules: Relate to details of administration. They are adopted as the need arises. Special categories of Standing Rules include:

    - Staff Orders – orders to staff by the Libertarian National Committee; and
    - Executive Orders – orders to staff by the Chair.

This Policy Manual is a compilation of the rules governing the Libertarian National Committee, Inc. not already reflected in its corporate charter, bylaws or rules of order.

TERMS AND DEFINITIONS

The following terms may be used throughout this document[1]:

"Constituent" is anyone who has paid money to the LNC in the past, regardless of whether he or she signed the certification, along with all individuals who have requested information from the national party (aka inquiries).

"ED" is Executive Director

"LNC" is Libertarian National Committee

"LNC Members" are Officers, At-Large members, and Regional Representatives

"LPHQ" is Libertarian Party Headquarters

"LP News" is Libertarian Party News

"Party Platform" or "Platform" is the Platform of the Libertarian Party

"Project" is any activity that is neither a core activity nor required to perform a core activity. The categories of such projects are:

- Perpetual, such as candidate support;
- Long-term (i.e. without a clear end date), such as branding;
- Short-term (i.e. with a distinct completion date), such as implementation of an accounting system; or
- Intermittent (i.e. occurring periodically), such as acquiring lists of registered voters

"Renewal Period" for an individual is the period commencing with the first membership renewal appeal sent to that individual until the receipt of a contribution sufficient to extend that individual's benefits lapse date.

"Reserve" is calculated as the total cash balance less the sum of all restricted funds and accounts payable at month end.

Article I. SPECIAL RULES OF ORDER

Special Rules of Order are rules for orderly transaction of business (i.e. relating to parliamentary procedure) that differ from those contained in the adopted parliamentary authority. They are superseded only by the Bylaws, the Corporate Charter and any applicable procedural rule prescribed by federal, state or local law, unless the rules in such documents specifically provide for their own suspension.

A special rule of order may be adopted, amended, rescinded or suspended. Adoption, amendment, or rescission requires either (a) a two-thirds vote with previous notice or (b) a vote of a majority of the entire membership of the Libertarian National Committee. Suspension requires a two-thirds vote of the Libertarian National Committee. Rules that have their application outside of the session which is in progress cannot be suspended, but can be rescinded or amended.[2]

Section 1.01 GENERAL DELEGATION OF AUTHORITY

1) Participation by LNC Alternates at Meetings

Free substitution of Alternates for Regional Representatives at LNC meetings is permitted.[3]

2) Proposed Agenda

The Chair shall propose an agenda for each session of the LNC.[4]

3) Executive Committee

The Executive Committee shall exercise all powers of the LNC between LNC meetings except for the addition, deletion, or amendment of the LNC policy manual or amendment of the budget beyond the limits specified elsewhere in this Policy Manual. Notwithstanding, the LNC reserves the right to exercise its authority through electronic mail ballots.[5]

4) Document Maintenance

The Secretary shall maintain a complete copy of this Policy Manual.

The Secretary is authorized to propose corrections to formatting, spelling, grammar, capitalization, punctuation, article and section designations, cross-references, and such other technical and conforming changes as may be necessary to the Policy Manual, provided such changes would have no effect on the meaning of the adopted Terms, Definitions, Rules, and Orders.

The Secretary may propose adding or amending annotations in the form of endnotes and introductory language to provide relevant references to authoritative statutes, the Party's Corporate Charter and Bylaws, the parliamentary authority, and explanations as to how Special Rules of Order differ from the parliamentary authority.

The Secretary shall promptly submit such proposals to the LNC, along with any written opinions provided by the Party's parliamentarian. These proposals shall be considered adopted thirty days thereafter or upon the close of the next LNC meeting, whichever is sooner. The LNC may veto such proposals by majority vote prior to adoption.

The LNC reserves the right to also propose and adopt non-substantive, as well as substantive, changes.[6]

Section 1.02 MEETINGS

1) Previous Notice

An LNC Member may satisfy by either one of two methods the requirement of giving previous notice of his or her intention to introduce an original main motion[7] at the next session:

- announcing this intention at the previous session in the presence of a quorum, providing an accurate and complete statement of purport, such notice to be taken note of in the minutes; or
- send the complete language of the motion to the entire LNC by e-mail at least 14 days prior to the session.[8]

2) Format of Proposed Agenda

The proposed agenda shall be in the following format[9]:

- Opening Ceremony
  - Call to Order
  - Opportunity for Public Comment
- Housekeeping
  - Credentials Report and Paperwork Check
  - Adoption of Agenda
  - Report of Potential Conflicts of Interest
- Officer Reports
  - Chair's Report
  - Treasurer's Report
  - Secretary's Report
- Staff Reports
- Counsel's Report
- Regional Reports (supplements to printed reports)
- Committee Reports
  - Reports of Standing Committees
  - Reports of Special Committees
- Unfinished Business and Items Postponed from Previous Meeting
- New Business
  - with Previous Notice
  - without Previous Notice
- Closing Ceremony
  - Announcements
  - Opportunity for Public Comment

3) Agenda Changes

Changes in the placement of items on the agenda may be made by majority vote; this includes those items placed on the agenda by two-thirds approval.[10]

4) Open Meetings

LNC meetings are open to Party members, except while in Executive Session. However, participation is not permitted except by majority vote of the committee.[11]

5) Executive Sessions [12]

The LNC may enter into Executive Session only in compliance with this special rule of order.[13]

The motion to enter Executive Session must list all reasons for doing so. If the list of reasons is solely comprised of the identified topics listed below, a majority of LNC Members voting is required for passage.

- Legal matters (potential, pending, or past)
- Regulatory and compliance matters (potential, pending, or past)
- Contractual compliance
- Personnel matters (including evaluation, compensation, hiring, or dismissal)
- Board self-evaluation
- Strategic issues (only those requiring confidentiality)
- Negotiations (potential, pending, or past)

Other topics require a two-thirds vote of LNC.[14]

No action can be taken while in Executive Session.[15] Discussion of action which may be taken in Open Session can occur.[16]

No recording shall be made or minutes taken of the following topics:

- Legal matters (potential, pending, or past)
- Regulatory and compliance matters (potential, pending, or past)
- Contractual compliance
- Personnel matters (including evaluation, compensation, hiring, or dismissal)
- Board self-evaluation

Recordings shall be made and minutes taken of the following topics. However, such recordings and minutes shall only be made available to members of the LNC until such time as the LNC – by a two-thirds vote – incorporates such recordings and minutes into its public records. Nothing in this section shall require the LNC to ever make these records public:

- Strategic issues (only those requiring confidentiality)

- Negotiations (potential, pending, or past)

Recordings shall be made and minutes shall be taken on any other topic. Immediately upon return to Open Session, the LNC may by a majority vote order its destruction or – by a two-thirds vote – incorporate such recordings and minutes into its public records. Nothing in this section shall require the LNC to ever make these records public.[17]

Any LNC Member who is unwilling to commit to maintaining confidentiality regarding any particular Executive Session is obligated to excuse himself or herself from the entire Executive Session and to request that the Secretary note his or her absence from the Executive Session in the minutes of the meeting.[18]

A participant in an Executive Session may publicly disclose information discussed in Executive Session, if the same information is publicly available from other sources, not as the result of a participant's misconduct, and the participant does not reveal that it was discussed in Executive Session;[19] or the LNC, and all the participants in the Executive Session, [20] first consent to its release.

6) Meeting Minutes

In addition to the requirements articulated by RONR, the meeting minutes shall include the following:

- Any disclosure of a conflict of interest by an LNC Member shall be noted in the minutes of the subsequent LNC meeting, citing the individual and pertinent details needed to identify the conflict of interest[21]

- The following aspects of each mail ballot conducted since the prior meeting and reported by the Secretary at that meeting:

    - the complete text of the motion,
    - the names of the co-sponsors,
    - the dates of the initiation and completion of the balloting, and
    - the roll of those voting on the motion.[22]

Meeting minutes for LNC electronic meetings or face-to-face meetings involving travel to a single site may be promoted from draft status to official during the time between LNC meetings as follows[23]:

- Draft minutes shall be mailed or emailed to all LNC Members not more than 15 days after each meeting.

- Corrections, clarifications, and changes to the draft minutes may be submitted for the Secretary's consideration for a period of 15 days following the distribution of the draft minutes. The Secretary shall distribute an updated version of the draft minutes not later than 7 days following the end of that submission period.

- The updated version shall be deemed official if no LNC Member challenges the content to the Secretary within 7 days of the distribution of the updated version. These provisions are void if the Secretary fails to distribute the draft minutes of a meeting within 15 days after that meeting, or fails to distribute an updated version as described above.

- The Secretary shall send an official copy of meeting minutes to staff within 7 days of the promotion of those minutes from draft to official status.

Meeting minutes for Executive Committee meetings may be promoted from draft status to official during the time between Executive Committee meetings as follows:

- Draft minutes for Executive Committee meetings shall be emailed to all LNC Members not more than 7 days after each meeting.[24]

- Absent objection from an Executive Committee member who attended the meeting, the minutes shall be deemed to be approved 14 days after their distribution.[25]

- Executive Committee minutes shall be distributed to all LNC Members and alternates within 7 days of such approval.

- The Secretary shall send an official copy of meeting minutes to staff within 7 days of the promotion of those minutes from draft to official status.

7) Electronic Meetings

a) The term "electronic meeting" within these electronic meeting rules shall be construed to include teleconferences and videoconferences.

b) The term "committee" within these electronic meeting rules shall be construed to include both the LNC (as the board of the Libertarian Party) as well as committees.

c) All videoconferences will be conducted via the Adobe Connect (Citrix) service, or via Zoom (zoom.us). These two services are hereinafter referred to as Electronic Meeting Provider(s).

d) Electronic meetings may be called by either:
   - The committee Chair, or
   - 1/3 of the committee members or 2 committee members, whichever is greater.

   However, the call of an electronic meeting can be canceled if a majority of the committee members email a cancellation request to the entire committee prior to the scheduled time of the meeting.

e) Each committee member calling for an electronic meeting must do so by emailing the entire committee and specifying the date of the meeting, time of the meeting, meeting link

including the identity of the Electronic Meeting Provider, and the topic(s) to be addressed. Meetings must be so called no fewer than 2 days in advance for committees with fewer than 10 members, or 7 days in advance for committees with 10 or more members. These time limits do not apply to the LNC's Executive Committee, the LNC's Advertising and Publications Review Committee, or the Judicial Committee.

f) For electronic LNC meetings, messages calling or vetoing a meeting must be sent on the LNC-Business email list.

g) When a sufficient number of people have issued a call for an electronic meeting, the committee Chair or Secretary shall issue a notice of the meeting to each member and alternate of the committee. In addition to the standard notice content, the meeting notice shall describe how to participate in the meeting.

h) Each participant must provide his own equipment and connectivity, including but not limited to any computer, internet access, web camera, microphone, earphones, or telephone. Members and alternates have the right to participate in an electronic meeting by telephone, however they should use a computer connection if feasible so as to be able to more fully use the Electronic Meeting Provider features. The organization is not responsible for providing a central location for physical attendance of an electronic meeting. For face-to-face meetings, electronic participation is not allowed.

i) Each participant must accurately identify himself by name when joining the meeting. Videoconference participants other than members or alternates of the committee must precede their sign-in name with “zz” (or the group administrator shall do so) so as to group them at the end of the alphabetical participant list.

j) Electronic meeting participants must try to eliminate, as much as possible, background noise, echoes, and call waiting interruptions. Participants shall not place their telephone connection on hold if the system has music or messages playing while in that mode.

k) All participants legally consent to having the meetings recorded, should the committee opt to do so.

l) Electronic meetings are special meetings such that only the topics listed in the call of the meeting may be considered during the meeting.

m) For original main motions, the committee Chair or Secretary shall document the time at which the vote tally was announced. A person eligible to vote who was present during the debate of the motion but who lost his connection to the meeting may still reconnect to the meeting and cast his vote on the motion no more than 5 minutes after the announcement of the vote tally.

n) If the committee permits, participants other than members or alternates of the committee may observe videoconferences using the Electronic Meeting Provider (and not by a toll-free number) with their web cameras off and their microphones muted.

o) The LNC Secretary shall promulgate these rules to all members/alternates of each committee upon notice of their election or appointment.

p) Arrangements for use of the Electronic Meeting Providers must be made through the LNC Secretary who may be required to be present to administer the meeting which might limit available days for use.

Section 1.03 COMMITTEE APPOINTMENTS AND TERMS OF OFFICE

1) Committee Appointments [26]

These committees have special appointment procedures as follows:

Committee Name	Size	Member Selection	Chair Selection
Advertising & Publication Review	No more than five, all LNC Members or Alternates	LNC	* Committee Selected
Affiliate Support Committee	Seven members	Committee Chair selected by LNC Chair; three LNC Regional Representatives or Alternates selected by the Committee Chair; three members selected by Libertarian State Leadership Alliance	LNC Chair selects from pool of LNC At-Large, LNC Regional Representatives, and the LNC Vice-Chair
Audit [27]	One non-officer LNC Member and two non-LNC Members	Non-officer LNC members	* Committee Selected
Awards	Five members, including up to 2 non-LNC members	LNC – Each cycle strive to keep 2 members of past Awards Committee	* Committee Selected
Ballot Access	Five party members, no less than three of which shall be LNC Members or Alternates	LNC Members or Alternates selected by LNC using approval voting, non-LNC members selected by the LNC Chair	LNC Chair
Candidate Support Committee	Five LNC members or LNC alternates and two non-LNC members of the LP	LNC members elected by the LNC; non-LNC members appointed by the LNC Chair based on recommendations from the LNC members of the committee	* Committee Selected
Convention Oversight	Seven members, with a minimum of four LNC Members or Alternates, plus a minimum of two non-LNC members who are recommended by the Convention Oversight Committee	LNC members selected by the LNC, non-LNC members selected by the LNC Chair	LNC Chair Selected

Employment Policy and Compensation	Three LNC Members or Alternates other than the LNC Chair	LNC	* Committee Selected
Executive	Four Officers + Any # of LNC Members	LNC	LNC Chair Selected
Historical Preservation Committee	Five Members	Committee Chair selected by LNC; remaining four members selected by the Committee Chair	LNC
Information Technology Committee	Two LNC Members or Alternates, plus up to 5 non-LNC members who are recommended by the IT Committee	LNC Chair	* Committee Selected

* See Section 1.03.4 below regarding interim chairs

2) Committee Terms of Office

With the exception of the Convention Oversight Committee, the terms of office of all project managers, committee chairs, and committee members shall expire with the administration that appoints them, or when their successors are chosen, whichever occurs first. The term of office for the Convention Oversight Committee shall expire 90 days following the close of the convention. [28]

3) Chair as Nonvoting Member of Committees

The Chair shall serve as a nonvoting member of all LNC created committees, except where specifically appointed to the committee as a voting member.[29]

4) Interim Committee Chairs

The Chair shall have the authority to appoint an interim chair for all non-standing committees of the LNC which select their own permanent chair. The interim chair shall serve until a permanent chair is chosen by the committee.

Section 1.04 ELECTRONIC MAIL BALLOT PROCEDURES

1) Electronic Mail Ballots [30]

Electronic mail ballots shall not include an accompanying argument for or against passage of the motion. Notification of an electronic mail ballot shall be made by the Secretary by electronic mail. An LNC Member may change his or her vote on an electronic mail ballot, provided that the change is received by the Secretary by the deadline for return of ballots.

Section 1.05 OTHER SPECIAL APPROVAL PROCEDURES

1) Budget

The budget may be amended at any time by a majority vote of the LNC.[31] However, the Executive Committee is authorized to amend expense items within one budget area, as long as the total expense for that budget area is not increased.[32]

The Chair, with the consent of the Executive Committee, is authorized to make the following budget adjustments without LNC approval: [33]

- Addition of lines for previously unbudgeted expenses, the total of which shall not exceed 1% of budgeted revenues

- An increase in a line for budgeted expense provided there is a corresponding reduction from the contingency fund.

The Chair, without the consent of the Executive Committee, is authorized to expend up to $1,000 in discretionary funds within any (rolling) three month period, the total of which shall not exceed $5,000 per term unless those expenditures are later ratified by the LNC. [34]

2) Honorary Life Memberships

Honorary life memberships may be granted by a two-thirds vote of the LNC.[35]

Article II. STANDING RULES

Standing Rules relate to details of administration. They are superseded only by the parliamentary authority, Special Rules of Order, Bylaws, the Corporate Charter and any applicable procedural rule prescribed by federal, state or local law, unless the rules in such documents specifically provide for their own suspension.

A standing rule may be adopted, amended, rescinded or suspended. Adoption requires a majority vote. Amendment or rescission requires either (a) a majority vote with previous notice or (b) without notice a two-thirds vote, or (c) a majority of the entire membership of the Libertarian National Committee. Suspension requires a majority vote of the Libertarian National Committee, but rules which have their application outside of the session which is in progress cannot be suspended.[36]

Section 2.01 OBLIGATIONS AMONG BOARD MEMBERS AND STAFF

1) Confidentiality

The officers, employees, agents, and members of the LNC shall not be personally liable for any debt, liability, or obligation of the Party, unless caused by his or her breach of confidentiality.

2) Conflict of Interest

Each LNC Member and each Party officer or employee shall disclose to the LNC situations in which such person's own economic or other interests, or duties to others, might conflict with the interests of the Party in the discharge of his/her duties. Any such disclosure shall be made at the earliest opportune moment, prior to the discharge of such duties and clearly set forth the details of the conflict of interest, in a written disclosure statement provided to the Secretary. No LNC Member, Party officer or employee shall: (a) transact business with the Party unless the transaction is fair and equitable to the Party; or (b) use information gained in the discharge of Party duties to the disadvantage of the Party.

The Secretary shall maintain a register of all declared potential conflicts of interest by LNC members. This register will be presented and distributed to all LNC members at each regular LNC meeting.

3) Employment Terms

Employment agreements shall require adherence to the Bylaws and policies adopted by the LNC as a condition of employment.

Employment agreements shall specify in writing that registering as delegate to any national party convention constitutes an immediate resignation of employment.

Employment agreements with bonus provisions must make the bonuses contingent on objectively-measured achievements.

Employment agreements with bonus provisions based on revenues shall exclude convention and bequest revenues.

Employment agreements with bonuses based on achievements during a period of time shall require that the employee be an employee of the Party on every day of that time period to be eligible for the bonus.

Employment agreements shall include information about any obligations by the LNC to pay moving and moving-related expenses. A maximum on the total amount of such expenses to

be paid shall be specified. In addition, the specific expenses must be approved by the LNC chair.

No employee of the Party shall be a member or alternate of the LNC or any Bylaws-specified committee.[37] Any person employed by the Party shall be terminated immediately upon his or her acceptance of election or appointment to the LNC or any Bylaws-specified committee.

Except as otherwise authorized in this Policy Manual, no employee of the Party shall endorse, support, or contribute any money, use his or her title or position, or work as a volunteer, employee, or contractor to aid:

- any candidate for public office prior to nomination, or
- any candidate for Party office

This shall not preclude any Party employee from being a candidate for public office.

4) Harassment and Offensive Behavior Prohibition

The Libertarian Party is founded on the key principles of liberty, responsibility, and respect. With that foundation, it is to be expected that libertarians treat each other with professional respect, thoughtful consideration, and fundamental decency. Violation of this expectation by members of the Party not only risks substantial legal penalties, it also undermines the very legitimacy of the Party and the honor of its members. Violation of this expectation by members of the LNC, whether towards other LNC Members or HQ staff, is therefore especially egregious. To prevent such inappropriate behavior, the following standards must be observed:

- All collective deprecation, whether alluding to sex, race, color, national origin, disability, age, religion, or any other protected category, must be avoided. Every person is a unique individual, and as the Libertarian Party is the Party of Individual Liberty, this injunction should doubly apply.

- Sexual harassment, like other forms of harassment, is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any other conduct of a sexual nature when: (1) submission to the conduct is made either implicitly or explicitly a condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or (3) the harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment that is intimidating, hostile or offensive to the employee.

- Any behavior, whether verbal or physical, that clearly offends a reasonable person – libertarian or not – must be avoided. Libertarianism is a philosophy of respect for the individual, and must not be presented as being in harmony with behavior generally regarded as offensive.

- Any interaction which might be interpreted as abusing the apparent employer-employee relationship must be avoided. This applies to interactions of LNC Members with staff, and is to be extended to interactions with any consultant hired by the LNC.

You must exercise your own good judgment to avoid any conduct that may be perceived by others as harassment. The following conduct could constitute harassment:

- unwanted physical contact
- racial or sexual
- epithets
- derogatory slurs
- off-color jokes
- sexual innuendoes
- unwelcome comments about a person's body
- propositions
- leering
- unwanted prying into a person's private life
- graphic discussions about sexual matters
- suggestive behavior, sounds, gestures or objects
- threats
- derogatory posters, pictures, cartoons or drawings

As a rule of thumb, if you think it might be offensive, it probably is.

Toward ensuring that all LNC Members are thoroughly familiar not only with this policy but also the ramifications of it, they must participate in a standard program of exposure to the issues raised by these concerns. The Chair is responsible to select the content of this training program, in consultation with Counsel, and participation should be arranged at the earliest practicable opportunity after the person becomes an LNC Member.

Any agreement that the LNC enters into with an affiliate must stipulate that the affiliate incorporate the principles set forth in the policy.

Any violation of this policy should be brought to the attention of the Chair, or the Chairman of the Judicial Committee. In response to every complaint, LNC will take prompt and necessary steps to investigate the matter and will protect the individual's confidentiality, as much as possible, recognizing the need to thoroughly investigate all complaints. LNC will take corrective and preventative actions where necessary. LNC will not retaliate against any individual who in good faith brings a complaint to the attention of LNC or participates in an investigation regarding a complaint. Any employee who violates this policy is subject to discipline, up to and including discharge.

Violations of this policy may result in disciplinary action against the perpetrator.

Section 2.02 COMMITTEE SCOPE AND RESPONSIBILITIES

1) Committee Reports

At each regular LNC meeting, each committee created by the LNC will at minimum provide a written report at least 7 days prior to the session noting the dates and attendance rosters for each of their meetings since the previous regular LNC meeting.

2) Advertising & Publication Review Committee

The APRC shall review and advise whether public communications of the Party violate our bylaws, Policy Manual or advocate moving public policy in a different direction other than a libertarian direction, as delineated by the Party Platform.

Public communications may be defined in either of two categories: time-sensitive or enduring.

- Public communications that are of a time-sensitive nature, namely mass e-mails, news releases, twitter posts and blog entries, shall be made available to the APRC upon their publication.

- Public communications that are of a more enduring nature, such as LP News, Liberty Pledge News, self-published party literature and fundraising letters, shall be made available to the APRC before the final proof is approved for printing and distribution.

Staff may seek advance advice from the APRC on any proposed communication.

Staff may reasonably conclude that the failure of the APRC to provide advice in a timely manner is tantamount to the committee's approval.

- In the case of public communications that are of a time-sensitive nature, a response is considered timely if made within six hours of staff's submission of the subject matter to the committee, if submitted prior to its publication; and within forty-eight hours, if submitted after its publication.

- In the case of public communications that are of a more enduring nature, a response is considered timely if made within twenty-four hours of staff's submission of the subject matter to the committee.

If a majority of the committee concludes that a public communication violates the bylaws, Policy Manual, or advocates moving public policy in a different direction other than a libertarian direction, as delineated by the Party Platform, the committee chair shall report such to the Executive Director and the LNC Chair, citing the specific platform plank, bylaw or Policy Manual section. Official decisions of the APRC which are overridden shall be promptly reported to the LNC without revealing confidential employer-employee matters.

Communications between the APRC, staff, and the LNC Chair are in the nature of confidential employer-employee communications. However, the APRC may by majority vote agree to consult with other relevant individuals about matters which come before it, conditioned upon the prior agreement by such individuals to maintain confidentiality of the discussions. The LNC Chair in his bylaws-defined role as Chief Executive Officer of the Party retains the sole right to discipline and discharge employees who repeatedly contravene official party positions.

3) Affiliate Support Committee

For any affiliate not in a region, the Vice-Chair will serve the same intermediary role that Regional Representatives serve for the affiliates in their respective regions.

The Affiliate Support Committee (ASC) shall identify the needs and interests of the various affiliates. In addition, the ASC shall identify those affiliates that are in particular need of assistance that the LNC can provide.

The ASC shall deliver a report to the LNC for the last LNC meeting of each calendar year, identifying and prioritizing those needs and interests of the various affiliates. This ranked list shall be taken into consideration when drawing up the following year's budget, and throughout the year as needed. This list will also assist the Executive Director in deciding how to assign tasks to staff, by identifying those services that staff provides to the affiliates that are the most desired.

The ASC shall also, as and when needed, recommend to the LNC measures that will address the particular affiliates that need assistance from the LNC.

The ASC will also establish a process for tracking the progress in meeting those needs.

4) Audit Committee [38]

The Audit Committee's tasks are to select an independent audit company and to direct the scale and scope of standard annual audits of the Party's accounting records and processes. Following receipt of the audit company's report, the Committee shall help the LNC interpret the audit results and assist the latter in preparing any action plans that might be needed to alleviate deficiencies.

5) Awards Committee

For the convention awards described below, the Awards Committee shall set the budget, manage the nomination process, select the award winners by committee vote, secure the awards, and present the awards at the convention.

The award descriptions are:

Thomas Jefferson Leadership Award with recognition of outstanding leadership, high character, and dedication to the principles and goals of the Party.

Patrick Henry Candidate Award with recognition of a very effective campaign for public office at the state or federal level, while communicating Libertarian ideas, principles, and values.

Benjamin Franklin Candidate Award with recognition of a very effective campaign for public office at the local level, while communicating Libertarian ideas, principles, and values.

Thomas Paine Communication Award with recognition of outstanding communication of Libertarian ideas, principles, and values through written, published, or spoken communication.

Samuel Adams Activism Award with recognition of effective activism by building Party membership, organizing community outreach, or communicating Libertarian principles.

The Hall of Liberty induction is to honor lifetime or significant achievement that has made a lasting impact on the Libertarian Party and/or libertarian movement.

With a majority vote the committee may select recipients of the Thomas Jefferson, Samuel Adams, Benjamin Franklin, Thomas Paine, and Patrick Henry awards. While the committee has discretion as to the frequency of such convention awards, it is hoped that at least one recipient will be found worthy for each award at each regular convention.

With a unanimous vote the committee may select recipients of the Hall of Liberty award, with up to 3 inductees per convention. While the committee has discretion as to the frequency of this convention award, it is hoped that at least one recipient will be found worthy for each presidential nominating convention.

6) Candidate Support Committee

The Candidate Support Committee will develop and make available to Libertarian Party candidates for public office an application for LNC financial support based on current standards approved by the LNC. The Committee will also review applications and make recommendations to the LNC on their merits.

The Committee will review the standards within the first three months of a new LNC term and report any needed changes to the LNC for approval no later than the second LNC meeting of the term.

The Candidate Support Committee will develop, with support of LNC Staff, training for candidates and their staff both online and to be presented in LP training workshops. The Committee will also aid LNC Staff in the development of various campaign templates for websites, printed materials, etc that will be made available to LP candidates at little or no cost.

7) Convention Oversight Committee

The Convention Oversight Committee shall make recommendations for convention sites to the LNC, but the LNC shall choose the site. On other matters concerning the Party's conventions, the committee shall act on behalf of the LNC, including:

- conveying requirements to convention planners.
- ensuring the convention meets the Party's needs.
- reviewing and approving in a timely manner major elements, such as contracts, the convention budget and the convention program.

The committee shall periodically report its decisions and actions to the LNC. The committee may begin its work as soon as its members from the LNC are appointed. [39]

During the 90 days following a convention, the committee shall make a final report to the LNC of actual versus expected convention performance, and the committee shall update the online convention archive with information comparable to what the archive contains for past conventions.

8) Employment Policy and Compensation Committee (EPCC)

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.

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[40] of the LNC.

9) Information Technology Committee

The IT Committee shall

- Work with staff and state chairs to identify the Information Technology needs of the LP;

- Discuss with staff and state chairs the anticipated IT needs and how to meet those needs;

- Survey the list of possible vendors and solutions to those needs, and reduce the list to a small number;

- By the LNC meeting following the convention, the committee will recommend to the LNC an implementation of the IT tools that will best satisfy those needs within the budgetary constraints of the Party;

- Monitor progress in the transition and implementation to that solution as it pertains to HQ;

- Monitor progress in the transition and implementation to that solution as it pertains to relations with the various affiliates; and

- Propose standards for transfer of data between HQ and the affiliates.

Nothing in this policy should be construed as requiring staff to consult with this Committee for routine changes or any changes that are not expected to have an effect on the way HQ deals with any affiliate. Any change to the Information Technology at HQ that will affect the way finances are handled or the way FEC reports are generated must be approved by the Treasurer.

10) Ballot Access Committee

The Ballot Access Committee shall:

1. With the assistance of staff, collect and analyze information of all affiliates concerning ballot access needs.
2. Recommend to the committee as a whole the implementation of specific strategies and projects consistent with current budget allocations for ballot access.
3. Proposed strategies and/or projects shall represent the best use of budgeted funds allocated among the various acceptable ballot access techniques such as, but not limited to, petitioning, lobbying, litigation, public awareness, and collaboration with other organizations which are pursuing the goal of liberalizing ballot access laws.
4. With the assistance of staff, prepare and present ballot access reports at each general LNC meeting in a spreadsheet form which will include:
    a. The specific affiliate(s) which is intended to benefit from the effort
    b. Funds allocated to the effort
    c. Expenses already incurred
    d. Brief description of the progress of the effort in terms of specific statistics related to the effort
    e. The specific individual(s) or organization(s) to which any funds were disbursed and/or which use of the any LP trademark, service mark, or logo were approved.
5. With the assistance of staff, and prior to the second general LNC meeting following the completion of the bi-annual election cycle ending in November of

even numbered years, prepare and present a report which supplies the details of the entire election cycle ballot access effort with regard to:

a. Initial estimated expenses
b. Expenses actually incurred
c. Actual ballot access results
d. If appropriate, ballot access retention results
e. Significant problems encountered in the effort
f. Significant unexpected successes of the effort
g. FEC regulation issues encountered
h. Evaluation of the individual(s) and/or organization(s) which were directly contracted/interacted with.

6. Develop procedures and policies as reasonably appropriate to spread institutional knowledge of ballot access issues within the committee, LNC staff, officers of LNC affiliates, and future holders of these positions.

11) Historical Preservation Committee

The HPC shall be responsible for directing the preservation and publication of Party historical documents and the administration of LPedia.org. A report of its decisions and activities shall be delivered at each LNC meeting.

Section 2.03 FINANCIAL MATTERS

1) Bad Debt Write-Off

A receivable shall be eligible for write-off if documentation of timely and reasonable efforts to collect the debt consistent with existing accounts receivable policy is presented and there is no likelihood of collecting the debt through a collection process.

Writing off any amount less than $1,000 requires approval of the Chair; greater amounts require approval of the LNC.

Any debtor with a written off balance shall be denied any trade relationship with the LP.

2) Banking Relationships

The Treasurer shall develop and maintain appropriate banking relationships. The Treasurer is authorized to set up checking accounts, with the approval of the Chair, in order to carry out the business of the LNC.[41] Persons permitted to sign will include only the officers, the Executive Director, and those LPHQ staff members to be agreed upon by the joint decision of the Chair and the Treasurer.[42]

3) Budget

The Executive Committee, in consultation with the Executive Director, shall develop an annual operating budget and present it to the LNC for approval prior to the start of each fiscal year. This budget shall include a statement of anticipated revenue and expenditures in sufficient detail to adequately outline specific activities and plans, including those for raising funds, and to outline the major categories of expense required to implement each activity or plan.[43]

Sufficient details shall be provided that (at a minimum) include underlying assumptions and amounts for the following major categories:

- Support and Revenue
    - Membership Dues
    - Donations
    - Recurring Gifts
    - Board Member Solicitations
    - Executive Director/Chair Solicitations
    - Conventions and Events
    - Publications, Materials and Other Sales
    - Donor Restricted Funds (e.g. Ballot Access and Campus Outreach)

- Cost of Support and Revenue
    - General Fundraising Costs

  - Membership Fundraising Costs
  - Convention and Event Costs
  - Direct Costs Related to Other Sales

- Compensation and Administration
  - Compensation – Salaries, wages, benefits, taxes and related expenses
  - Administration – Rent and utilities, accounting, bad debts, bank charges, depreciation, equipment leases & maintenance, insurance, legal, office supplies, postage & shipping, printing, software & other information technology, telephone, travel and other administrative expenses

- Program Expenses
  - Affiliate Support – Develop and support state and county affiliate parties
  - Ballot Access – Getting candidates on ballots, including required lawsuits
  - Branding – Develop and maintain a positive image in the minds of voters
  - Campus Outreach – Recruiting and supporting on campus groups
  - Candidate Support – Recruiting and supporting candidates
  - Litigation – Lawsuits to change public policy, excluding ballot access
  - Lobbying – Efforts to change laws, including ballot access laws
  - Media Relations – Direct communication with the media
  - Member Communications – LP News and other member communications
  - Outreach – Initiatives to reach the general public and outside groups
  - Voter Registration – Voter registration campaign efforts

- Capital Expenditures

No budget shall be submitted to the LNC for approval that exceeds 110% of the actual revenue over the immediate past 12 months prior to the date of the budget approval.

Year-end closing positive or negative fund balances for restricted funds shall be reflected in the next year's budget as incremental budgeted expenses or revenues.

Funds shall not be disbursed for any budget line that exceeds the total budgeted expense amount by 10% or $100, whichever is more. Funds shall not be disbursed for any expense which is not in the budget, unless otherwise authorized in this Policy Manual.

The exact levels of financial support provided by the Party for LP News shall be established annually in the approved budget for the Party or in other LNC resolutions.

The Treasurer shall report any unauthorized expenses to the LNC.

4) Conventions

The Party shall not directly or indirectly compensate or otherwise underwrite or subsidize the convention travel, lodging (excepting room upgrades which the Party received at no cost), entertainment costs or speaker fees/honorariums of any Convention delegates. This policy shall not prohibit the Party from underwriting organized convention events offered to all

donors of a particular level. Nor shall it prohibit delegates from receiving complementary meals or access to convention events in rough proportion to their level of volunteer work. All volunteer compensation must be approved by the Convention Oversight Committee, and contemporaneously published when actual compensation is received.

5) Credit Cards and Expense Reimbursements

All expenditures shall be evidenced by receipts. The Chair or Treasurer shall be required to approve (and evidence by signing or initialing) all expenses and expense account reimbursements in excess of $200 made to the Executive Director or LNC members prior to payment or within thirty days of payment if the expenditure is incurred with a Party issued credit card. No advance shall be made. No officer shall approve his or her own expenses.

Travel expenses incurred by officers for the explicit purpose of conducting Party business (excluding those incurred for the purpose of attending LNC meetings) may be reimbursed. Business travel expenses not pre-authorized by the LNC must be deemed necessary and approved in writing by the Chair to qualify for reimbursement. All travel expense reports are to be audited by the Treasurer, and approved by the Treasurer and the Chair.

6) Fixed Assets

Staff shall maintain a listing of fixed assets and update it monthly to record any additions or disposals. Depreciation shall be recorded monthly on a straight-line basis over the estimated useful lives of the related assets.

7) Time Sheets and Expense Allocation

Each employee shall submit a timesheet at least once per pay period to reflect the number of hours worked, allocating such time to corresponding categories specified in the annual budget. Time sheets shall be reviewed and approved prior to employee time being entered in the payroll system. Payroll costs for each employee shall be allocated to expense categories in proportion with approved time. Separate general ledger accounts shall be used for allocated payroll costs.

Where appropriate, an expense shall be allocated to one category. Expenses that benefit more than one category or that are general administrative in nature shall be allocated to a general administrative account in the general ledger. Those expenses shall then be allocated on a monthly basis to expense categories in proportion to the allocation of payroll costs. Separate general ledger accounts shall be used for allocated general administrative costs.

Monthly financial statements shall separately report allocations of payroll and overhead to corresponding categories.

8) Inventories

Staff shall maintain an inventory listing of promotional and other inventoried items, costing units on a first-in, first-out basis. The list shall be updated periodically and an inventory count shall at a minimum be conducted annually at year-end. The results of each count shall be reconciled to the general ledger and accounting entries shall be made to ensure accurate presentation of ending inventory on the financial statements.

9) Related Party Reporting

For each related party engaging in one or more financial transactions with the Party, all interim financial statements shall include a report of the status, nature and current and year-to-date amounts with respect to such transactions, including contributions, expenses, loans, commitments, guarantees or any other transaction.

10) Financial Exigency

The Chair or Treasurer is authorized to execute up to $100,000 in promissory notes while the LNC has specifically declared that a state of financial exigency exists and the only reasonable method of forestalling legal action is to execute promissory notes.

The Chair must approve all negotiated terms with the goal being a schedule that the Party can successfully meet to extinguish its debts within six months. Such promissory notes shall only be executed with the following terms:

- Only for a legitimate trade payable in an amount not to exceed $25,000 per vendor, and then only to each specific creditor or vendor involved.
- Vendor agrees in writing not to assign the note to any third party.
- A rate of interest no greater than 12% per annum from date of note execution.
- A duration not exceeding six months from note execution. If debt extinguishment is not possible in that time frame, no note shall be executed.

11) Fundraising and Contributor Relationships

The Treasurer shall develop and maintain appropriate contributor relationships. The Chair shall approve all fundraising letters.

12) Special Events

The LNC or the Executive Committee may designate certain Party efforts as "special events". All revenues for special events must be directly deposited into "Special Events" accounts

dedicated for that purpose. All disbursements for special events must be made from these same accounts to the extent their balances permit. Other party funds shall not be dispensed for these events without prior approval of the Chair, nor shall special events funds be used for other purposes until all obligations relating to that event have been discharged.

13) Project Funding

Projects shall be self funding and shall expend or obligate only money which has been received unless such expenditures or obligations are approved in advance by the LNC.

14) Targeted Reserve

The targeted Reserve shall be equal to the sum of all monthly occupancy, labor and governance expenses.

15) Treasurer's Reports

No later than 45 days after each calendar quarter, the Treasurer shall prepare a quarterly Treasurer's Report to be mailed to any sustaining member who either was a delegate at the most recent regular convention or requests such report.[44] The monthly Treasurer's Report shall include a listing of the year-to-date expenditures of the Chair's discretionary funds.

No later than the end of each calendar month, the Treasurer shall prepare a monthly Treasurer's Report to the LNC reflecting the Party's financial position and the results of its operations through the previous calendar month.[45]

16) Presidential Campaign Support Fund

There is established a Libertarian Party Presidential Campaign Support Fund. This fund shall consist of dedicated contributions and optional allocations by the LNC for the express purpose of supporting the LP Presidential ticket. Fundraising appeals for these encumbered funds may be made at any time. Money from this fund may only be spent after the adjournment of a presidential nominating convention and before December 1st of the year of the following general election. Any money unspent by the general election shall remain in the fund. Funds may be spent on any lawful activity that directly benefits the LP presidential campaign, including but not limited to: advertising, press releases, LP support staff expenses, printed materials, signs, websites, direct mail, email, events, get out the vote efforts, and legal matters.

17) Office Mortgage

It shall be the goal of the LNC to completely pay off the office mortgage as quickly as possible, and in any case prior to the due date of the 10-year balloon payment. Towards that end the LNC shall budget a minimum of $60,000 in each odd-numbered year to pay down the principal until the mortgage balance is zero. Fundraising for this specific purpose shall be made a high priority. This provision does not preclude additional fundraising and pre-payments in even-numbered years.

18) Debt and Capital Leases

The LNC and its staff may not incur debt, with the exception of trade payables, in excess of $2,000, except with a ⅔ vote of the National Committee.[46] This includes entering into binding lease agreements with aggregate payments totaling more than $2,000.

Section 2.04 LEGAL MATTERS

1) General Counsel

The LNC shall appoint an attorney to serve as the Party's General Counsel.

2) Authorization of Lawsuits

Prior to the filing of a lawsuit, or the joining of a lawsuit filed in any court, in which the LNC or the national Libertarian Party is proposed to be a named plaintiff, to the preparation and filing of a friend of the court brief, or to providing material (costing in excess of $1,000) financial support for the litigation, the Chair shall:

- Advise all LNC Members (including alternates) of the proposed lawsuit, its purpose, and its estimated cost;
- Confirm, or seek and obtain approval for, the budgetary authority for the expenses of the lawsuit as provided elsewhere in this Policy Manual; and
- Seek and obtain approval with a two-thirds vote of the Executive Committee for participation in the lawsuit.

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 following EPCC approval.

4) Indemnification

- The LNC shall retain sufficient Director's and Officer's liability coverage for board members and employees.

- Any officer, employee, or agent of the Libertarian Party who, acting on behalf of or as an authorized representative of the Libertarian Party, was or is a party to or has notice of becoming a party to any contemplated, pending, or seemingly completed legal proceedings, may be defended and shall be indemnified for all expenses and liabilities actually and reasonably incurred by such individual in connection therewith to the extent permitted by applicable law of the jurisdiction in which the Libertarian National Committee is incorporated.

Section 2.05 MEMBERSHIP POLICIES

1) Membership Forms

Membership forms produced by the LNC shall include a membership statement that meets the requirements of Article 4, Section 1 of the Party Bylaws. Any new wording for the membership statement shall be subject to the same review process as all other Party Literature.

2) Association Levels

The following levels of association are recognized by the Party:

- Chairman's Circle* $25,000 annually or $2500 monthly in dues or contributions
- Select Benefactor* $15,000 annually or $1500 monthly in dues or contributions
- Beacon of Liberty* $5,000 annually or $500 monthly in dues or contributions
- Pioneer of Freedom* $2,500 annually or $250 monthly in dues or contributions
- Lifetime Founder* $1,500 annually or $150 monthly in dues or contributions

- Platinum $500 annually or $50 monthly
- Gold $250 annually or $25 monthly
- Silver $150 annually or $15 monthly
- Bronze $50 annually
- Basic $25 annually

Contribution levels are based upon transfers of cash (or its equivalent), where there is no exchange of goods, services, or quid pro quo, such as in the case of convention package sales.

Staff shall have discretion as to when to list any or all membership/donation levels and/or benefits online, in print, or elsewhere, based on practical considerations such as layout, and with their priority being to maximize both membership and donations.

3) Life Membership Status

A member who contributes at least $1,500 during any twelve-month period shall be granted life-membership in the Party.[47]

4) Benefits

Non-member contributors shall be provided all benefits provided to member contributors, except for those rights specifically granted only to members or sustaining members by the Party Bylaws or this Policy Manual.

A contributor (member or non-member) shall be entitled to the following basic benefit:

- 1-Year subscription to LP News

A member with a future benefits lapse date shall also be entitled to the following basic benefit:

- Customized Party membership card, updated annually, identifying the individual's level of association and lapse date.

A Lifetime Founder shall be entitled to the following benefits: **$1,500 level**
(Convention benefits are based on giving at least one annual contribution or equivalent pledges, from the start of the previous convention and prior to the next convention)

- Special name badge with Life Ribbon (Torch Club)
- Lifetime Pin
- Mention in program at national convention

A Pioneer of Freedom shall be entitled to the following benefits: **$2,500 level**
(Convention benefits are based on giving at least one annual contribution or equivalent pledges, from the start of the previous convention and prior to the next convention)

- Special name badge with Life Ribbon (Torch Club)
- Lifetime Pin
- Special mention on signage and programs at national convention
- VIP seating at national convention banquet**

A Beacon of Liberty shall be entitled to the following benefits: **$5,000 level**
(Convention benefits are based on giving at least one annual contribution or equivalent pledges, from the start of the previous convention and prior to the next convention)

- Special name badge with Life Ribbon (Torch Club)
- Lifetime Pin
- Special mention on signage and programs at national convention
- VIP seating at national convention banquet**

A Select Benefactor shall be entitled to the following benefits: **$15,000 level**
(Convention benefits are based on giving at least one annual contribution or equivalent pledges, from the start of the previous convention and prior to the next convention)

- Special name badge with Life Ribbon (Torch Club)
- Lifetime Pin
- Special mention on signage and programs at national convention
- VIP seating at national convention banquet or other events**

A Chairman's Circle member shall be entitled to the following benefits: **$25,000 level** (Convention benefits are based on giving at least one annual contribution or equivalent pledges, from the start of the previous convention and prior to the next convention)

- Special name badge with Life Ribbon (Torch Club)
- Lifetime Pin
- Special mention on signage and programs at national convention
- VIP seating at national convention banquet or other events**

Maintaining the Torch Club membership is based on contributions from the start of the previous national convention to the END of the next national convention and shall consist of all those in the highest 5 levels (denoted by *). For monthly pledges at the Lifetime Founder and higher levels, membership at that level begins at the beginning of the fourth month of the pledge.

Those benefits designated with ** will be subject to availability on a first-come basis, to address the HIGHLY WELCOMED possibility that there will be too many qualifying people for a single table.

National Convention VIP seating, signage, and programs, will be determined prior to the start of the event.

Staff shall have the discretion to create and bestow additional benefits.

5) Benefits Lapse Date

An individual's benefits lapse date is independent of the sustaining membership lapse date defined by the Party's Bylaws.[48]

Individuals making a first contribution shall have a benefits lapse date established one year from the date of receipt. Individuals who remit the required amount of dues in response to a membership renewal request shall have the benefits lapse date extended by one year from the existing lapse date or one year from the date of receipt, whichever is later.

Individuals who remit the required amount other than dues during the Renewal Period shall have the benefits lapse date extended by one year from the existing lapse date or one year from the date of receipt, whichever is later.

Individuals pledging at least $10 per month using an automated recurring payment method, such as a valid credit card or ACH debit, shall have their benefits lapse dates extended to the last day of the following December.

Other contributions in response to other than a membership renewal appeal shall not as a policy extend the benefits lapse date, however Staff shall have the discretion on a case-by-case basis to extend a contributor's benefits lapse date up to one year from the last contribution date, if failure to do so would damage donor relations.

Notwithstanding the above, an individual who has contributed an amount sufficient to have qualified for life membership status shall be entitled to lifetime basic benefits.

Section 2.06 PARTY COMMUNICATIONS

1) Official Spokesperson

The Chair represents and serves as the chief spokesman of the Party as appropriate, including:

- representing the Party to the public, including the business community, media, other political and educational organizations, government agencies, and elected officials;
- planning and directing all investigations and negotiations pertaining to cooperative efforts of the Party with non-libertarian political organizations and the acquisition or sale of major assets;
- maintaining systems of internal and external communication, including providing a quarterly chair's report to all LNC Members.

2) Graphic Symbols

The Statue of Liberty graphic and the Torch Eagle graphic are considered the appropriate graphic symbols to be used on Party materials.

3) Literature

All reprints of Party literature shall be required to show credit to the author if such credit is given on the original. All wording on material produced by the Party shall be regarded as integral to the piece, and no wording shall be added to materials after approval of their form and content by the LNC. This requirement shall not apply to copyrights, addresses, etc. All materials for public distribution will carry the designation “Libertarian Party.”

4) LP News

LP News is the name of the Party's newsletter and as such is the principal regularly issued publication of the Party. It is the major communications medium of the party. It conveys the Party's message and self-image to all who receive it. It serves as the one unifying publication for the political views within the Party.

The LP News shall be published in a tabloid format. The frequency of publication shall be at least bimonthly unless the Chair decides that frequency is inconsistent with the approved budget or the Party's current financial condition. The number of pages per issue and the circulation per issue shall be the responsibility of the Chair consistent with the approved budget and the Party's current financial condition.

The selection of articles, their layout and the graphics for LP News, the relative amount of space assigned to articles, advertisements, Party announcements, and regular features shall be the responsibility of the Chair except as detailed in this Policy Manual.

The LP News is distributed to three major groups: Party members and contributors, media representatives, and prospective members. The LP News shall address itself primarily to Party

members and its role shall be complementary to other publications within the libertarian movement.

The LP News shall focus on three types of articles:

- those providing a libertarian perspective on current issues along with how and why this perspective differs from that of other political parties;
- those providing information on libertarian, libertarian oriented and Party activities around the U.S. and the world; and
- those discussing the tactics and strategy of Party political activities.

This leaves to other publications the areas of scholarly articles, in-depth analysis of current issues, regular coverage of the arts (book and film reviews), analysis of libertarian movement (as opposed to Party) tactics and strategy, in-depth debate of questions on which there is no libertarian consensus, critique of individuals within the libertarian movement, and reporting of routine state and local activities and personalities.

The proper tone for all articles is factual and even-handed. "Mainstream" political rhetoric shall be used to present "radical" libertarian ideas. "Buzz words" and "libertarian jargon" shall be avoided in order to make the LP News appealing to the broadest possible readership. Personal attacks on persons and institutions within the libertarian movement are to be avoided.

The articles in LP News shall, on the whole, represent the core ideas of agreement in the Party. No articles shall be published which contradict the Party Platform. Articles which address areas where the Platform is silent may be published provided that they are noted as representing the opinions of the author only and not those of the Party.

Recommendations appearing in the LP News for the study of Internal Education material not produced by the Party shall be accompanied by a disclaimer to the effect that they may contain material inconsistent with the Platform. The only authoritative statement of Party positions is contained in the Platform.

No classified advertising shall be accepted. All advertisements will be clearly labeled as such.

A directory of state and Party contacts shall be included at least once each year. Information on where to find a directory of contacts online shall be published monthly.

5) Assuring Quality Communications

If a majority of all LNC members notify the Secretary of their belief that a proposed or actual public communication is detrimental to the image of the Party, such notification to occur no later than 72 hours after the public communication is published, the Secretary shall inform the Executive Director and Chair of this finding, and such communication shall not be further disseminated, and to the extent possible, already-disseminated material shall be promptly removed from the public sphere.

Section 2.07 PARTY RECORDS

1) Proposed Agenda and Reports

The proposed agenda and all reports shall be distributed to the LNC at least 7 days prior to the session.[49]

2) Delegate Allocation Based on Presidential Votes

The Secretary shall distribute to each affiliate party the Presidential vote totals which the Secretary proposes to use for purposes of delegate allocation for National Conventions as provided for in the Bylaws, no later than the last day of April in the year following a Presidential election. If any Party member seeks a modification of the vote totals proposed by the Secretary, the member shall file with the Secretary a written request to modify the totals along with any documentation supporting the request no later than the last day of May of the same year. The Secretary shall review all such requests to modify the Presidential vote totals and distribute a final allocation of delegates based on Presidential vote totals no later than the last day of July of the same year.

3) Document Distribution

The Secretary shall assure that LNC Members, alternates, and state chairs shall receive copies of the Bylaws and Platform after each convention. The Secretary shall assure that LNC agendas, minutes, mail ballots, resolution updates, and other supporting material shall be sent without charge to all LNC Members, alternates, and committee chairs, as well as to any state chair that requests them. Any Party member may obtain these materials at his or her own cost.

4) Electronic Mail Ballot Results

The Secretary shall report the results of electronic mail ballots at each LNC meeting immediately following those ballots.[50]

5) Access to Corporate Records

Members of the National Committee and Audit Committee are entitled to inspect and copy books, records (including electronic records) and documents of the Libertarian National Committee, Inc. to the extent reasonably related to the performance of the member's duties to the corporation, including those duties as a member of a committee, but not for any other purpose or in any manner that would violate any duty to the corporation. Prior to obtaining copies the member shall execute a standard nondisclosure agreement. If the member requires an outside professional to assist in reviewing and analyzing the materials, that individual shall also execute a standard nondisclosure agreement prior to receiving the materials.

Section 2.08 POLITICAL CAMPAIGNS

1) Qualifications for Party Support

The Party may financially support the candidacies of persons who meet the following requirements:

1. The requested contribution from the LNC is legal
2. The candidate is a sustaining member of the national LP and a member in good standing of the state affiliate
3. The candidate is legally qualified to hold the office & if partisan party registration is available, must be registered as Libertarian, and not registered with any other Party
4. The candidate must have a professional quality website and email address under a campaign-related domain name
5. The candidate has professional quality photos, especially a headshot and at least a one-minute video with audio of the candidate speaking
6. The candidate must have a dedicated campaign manager & a dedicated campaign treasurer
7. The candidate must use the word "Libertarian" in his or her campaign in partisan elections, if allowed by law
8. The candidate must have already raised more contributions than requested of the LNC
9. The candidate has a written campaign plan with justifiable and quantifiable expected results (votes, recruits, money, media, etc)
10. The candidate will follow the national Party Platform or clearly distinguish where their views differ

2) Limitations on Party Support for Public Office

Party resources shall not be used to provide information or services for any candidate for public office prior to the nomination unless:

- such information or services are available and announced on an equal basis to all Libertarians who have declared they are seeking that nomination,

- such information or services are generally available and announced to all party members, or

- the service or candidate has been approved by the state chair.

3) Liability for Political Campaigns

The LNC will not be responsible for the debts incurred by future presidential campaigns or any other campaign. However, the LNC may vote to make monetary and non-monetary

contributions to such campaigns under the limits prescribed by law. If such contributions are made, they shall be made only after such candidate or campaign has agreed to meet the reasonable financial and budgetary controls set by the LNC. No candidate or staff member of a campaign is permitted to place orders, make purchases, or sign contracts in any manner that would lead a person to assume that the LNC is liable for the debt.

Section 2.09 OTHER MATTERS

1) Libertarian National Congressional Committee

The Party shall act in good faith with the Libertarian National Congressional Committee, and the Chair and Staff are directed to encourage and develop a symbiotic relationship by fully cooperating in activities and coordinating efforts, including the sharing of constituent information, so as to achieve our mutual goal of supporting Libertarian candidates.

2) Affiliation with Other Organizations

The Party shall maintain membership in the Coalition for Free and Open Elections (COFOE).

3) International Representatives

The LNC may appoint one or more individuals to serve as International Representatives, subject to the following:

- The title is honorary, and does not convey any binding authority, unless specifically delegated by the LNC.
- The International Representative serves at will, and may be terminated by either party at will without cause.
- The terms of service are from appointment until termination, and will not be tied to LNC terms of office.
- Expenditures for this position may not be made without advance approval by the LNC.
- The purpose of this position is to establish and maintain mutually beneficial relationships between the LP and its international counterparts.

4) Hiring and Termination

The Chair shall appoint and employ the Executive Director with the approval of the LNC, subject to the right of the LNC to discharge the Director at any time by majority vote. The Chair shall provide advice and consent to the Executive Director on the appointment, employment, and termination of all LPHQ personnel.

The office of the LNC shall conduct a credit and criminal background check prior to offering employment to any prospective employee.

Employees and candidates for employment shall be obligated to notify the Chair, Executive Director and Employment Policy and Compensation Committee of the full details of any arrest or conviction of crimes punishable by imprisonment, or of any personal financial problem, including involuntary liens or any filing for personal bankruptcy.

The office of the LNC shall not employ any person who has been convicted of a crime against property or person, unless with the approval of the Employment Policy and Compensation

Committee. The Chair shall promptly disclose to the LNC as a confidential employer-employee matter that such approval has been given. The LNC may override such approval, but the motion shall not reveal confidential details.

The office of the LNC shall not allow any employee with a history of financial problems, including involuntary liens or who has filed for personal bankruptcy, to handle money or negotiable instruments, access donor information, approve or negotiate purchases with contractors or suppliers, or prepare accounting records, unless with the approval of the Chair and the Employment Policy and Compensation Committee. The Chair shall promptly disclose to the LNC as a confidential employer-employee matter that such approval has been given. The LNC may override such approval, but the motion shall not reveal confidential details.

5) Employee Performance Standards

The following applies to all employees who report directly or indirectly to the Executive Director.

The office of the LNC shall promote a positive work environment by establishing clear standards for work performance.

Annual reviews shall be conducted during the fourth quarter of each year for all employees using procedures and guidelines developed by the Employment Policy and Compensation Committee.

If an employee's job-related behavior does not meet expected and communicated performance standards, a process of progressive discipline shall be employed, using procedures and guidelines developed by the Employment Policy and Compensation Committee.

6) Limitations on Party Support for Party Office

Party resources shall not be used to provide information or services for any candidate for party office unless:

- such information or services are available and announced on an equal basis to all Libertarians who have declared they are seeking that office, or

- such information or services are generally available and announced to all party members.

7) Convention Speakers

No person shall be scheduled as a convention speaker unless that person has signed this statement:

> "As a condition of my being scheduled to speak, I agree to neither seek nor accept nomination for any office to be selected by delegates at the upcoming Libertarian Party convention if the voting for that office occurs after my speech."

This policy shall not apply to participation in a scheduled candidate debate or breakout session or panel discussion or similar non-major event. This policy shall not apply in the case where someone is exercising official duties (e.g. such as when the Treasurer presents his official report).

Article III. ENDURING STAFF ORDERS

Staff Orders are orders to staff by the Libertarian National Committee. They are a special category of Standing Rules, which relate to details of administration. They are superseded only by the parliamentary authority, Special Rules of Order, Bylaws, the Corporate Charter and any applicable procedural rule prescribed by federal, state or local law, unless the rules in such documents specifically provide for their own suspension.

Members of staff are responsible for reading, understanding, and complying with the articles of this Policy Manual entitled Standing Rules, Enduring Staff Orders, and Enduring Executive Orders. Special Rules of Order are generally not applicable to staff.

A Staff Order, just like any other standing rule, may be adopted, amended, rescinded or suspended. Adoption requires a majority vote. Amendment or rescission requires either (a) a majority vote with previous notice or (b) without notice a two-thirds vote, or (c) a majority of the entire membership of the LNC. Suspension requires a majority vote of the Libertarian National Committee, but rules which have their application outside of the session which is in progress cannot be suspended.[51]

Section 3.01 GENERAL STAFF RESPONSIBILITIES

1) General LP Headquarters Responsibilities

The purpose of LPHQ is to provide full-time, professional support for the on-going political activities of the Party. The activities of LPHQ include:

- RECORD KEEPING
  - membership/contributor database
  - accounting
  - FEC reports
  - archives

- MEMBER SERVICES
  - filling orders and requests
  - answering questions
  - handling complaints
  - acknowledging and reviewing correspondence

- DEVELOPMENT ACTIVITIES
  - inquiry response
  - direct mail prospecting
  - process liberty pledge payments
  - direct mail fundraising
  - telemarketing support
  - membership packets/cards
  - premium fulfillment
  - long-term renewals
  - major donor program
  - wills and bequests
  - donor thanks and recognition

- LNC AND AFFILIATE PARTY SERVICES
  - reports to state affiliates, LNC, and Executive Committee
  - state and national contact lists
  - lists of Libertarian office holders
  - mailing the updated Bylaws and Platform to all LNC Members, alternates, and state chairs
  - state, local, and campus organizing
  - activist training and support

- EXTERNAL COMMUNICATION
  - news releases
  - response to media inquiries/requests
  - development and maintenance of media contacts and lists

  - public testimony
  - participation in outside conferences

- POLITICAL ACTION
  - ballot access
  - campus support
  - candidate recruitment and training

Section 3.02 SPECIFIC STAFF RESPONSIBILITIES

1) LP News Editor Responsibilities

The Executive Director shall select the Editor of LP News. Due consideration should be given to the professional as well as libertarian background of the individual selected.

Final responsibility for the production of LP News must rest with one person: the Editor. It is the responsibility of the Editor to produce the best possible publication within the guidelines of the policies for LP News.

2) Political Director Responsibilities

Duties of the Political Director shall include recruitment of candidates for all levels of public office and public advocacy of support for all stages of their candidacy.

The Political Director shall not provide preferential treatment to any announced Libertarian Party candidate for public office over another announced Libertarian candidate for the same office unless done so with the express written permission of the state chair.

3) Operations Director Responsibilities

The Operations Director in consultation with the Treasurer and the Audit Committee shall review the Accounting Policies and Procedures Manual at least annually and update as needed.

Section 3.03 AFFILIATE RELATIONS

1) Affiliate Relationships

Special agreements with states require the approval of the LNC.

2) Data Sharing with Affiliates

LPHQ will provide all officially recognized state-level affiliates with a list of Constituents residing in the area covered by that affiliate, within the first 5 business days of the month to the affiliate chair, or his designee.

Such list shall include the following data elements (where available and applicable):

- A unique ID
- First, Middle and Last Name
- Postal mailing address
- Home and work phone and email address
- County of residency, if that information can be obtained via commonly available sources within reasonable cost
- Join and Expiration Dates
- Donation classification level (basic, life, etc)
- Existence of signed certification
- Sustaining membership status
- Other data elements, at the discretion of LPHQ

The affiliate chair may request that additional people receive copies of the constituent list. LPHQ will establish and publish formal procedures for state chairs to follow in this regard.

The LPHQ will endeavor to provide the list in the file format requested (PDF, Excel, CSV, etc), but is under no obligation to do so, as it cannot guarantee that all file formats will always be available.

Should the LPHQ desire to change the quantity or order of the data elements, it will provide one month's notice of such change.

The LPHQ makes no further guarantees regarding the format, method of delivery or structure of the data.

All official communications regarding the database export format will be made via the state chairs e-mail list and a moderated database announce e-mail list to be administered by the LNC and that it is the responsibility of the affiliate chair to make sure the appropriate database contacts are on the database announce e-mail list.

Section 3.04 DONOR & VENDOR RELATIONS AND FINANCIAL MATTERS

1) Accounts Receivable Monitoring

The Executive Director is responsible for monitoring receivables on an ongoing basis and presenting write off proposals to the Chair or the LNC.

2) List of Unauthorized Vendors

The Executive Director shall maintain a list of individuals denied any trade relationship with the LP, due to any debt to the Party being written off.

3) Revenue and Spending

The Executive Director shall notify the LNC of any intention to undertake any project that is estimated, on gross, to cost more than 2.5% of budgeted revenue. The Executive Director must immediately report to the LNC when any project's gross cost unintentionally exceeds 2.5% of budgeted revenue.

The Executive Director shall provide monthly budgets for the next calendar year's proposed budget, including when reserve funds might be required.

The Executive Director shall not disburse any funds in excess of authorized limits until a budget amendment is approved. Failure to follow this policy may be cause for dismissal.

The Executive Director shall promptly report to the Executive Committee if cumulative revenue as of the end of the month is less than 90% of the accepted budget and submit detailed plans for appropriate expense reductions for the remainder of the budget period.

Section 3.05 MEETING SUPPORT AND DOCUMENTATION

1) Proposed Agenda

The proposed agenda shall be posted on the LP.Org website at least seven days prior to the session.

2) Document Distribution

A listing of LNC agendas, minutes, mail ballots, resolution updates, and other supporting material prepared by the Secretary shall be available from LPHQ on request and may be periodically sent to state chairs and/or advertised in the LP News.

3) Recording of Meetings

The Executive Director shall be responsible for recording all LNC meetings on audio or video medium, providing a copy to the Secretary. Such recordings shall be destroyed promptly after the approval of the minutes.

4) Website

Staff shall post all official minutes to an archive section on the Party's website.

Section 3.06 OTHER MATTERS

1) Coordination and Support of Project Managers

The Executive Director shall coordinate vendor contracts, project communications to donors or service providers, and the timing and content of fundraising appeals.

LNC staff will:

- Process and cage all fund raising receipts and maintain all project donor records in the donor database;
- Pay all approved project expenses and maintain records of all project expenditures; creating contact (mail, e-mail, phone) lists at the request project manager;
- Create contact (mail, e-mail, phone) lists at the request of the project manager
- Send bulk e-mails at the request of the project manager;
- Provide bids for all printing and mailing expenses;
- Provide an approved list of vendors for project expenses, where applicable;
- Establish separate bank accounts, at the discretion of the executive director;
- Establish an easy and prominent way to donate and pledge to the project on the website.

Staff shall not be responsible for oversight or direction of any project activity.

2) Membership Certification Statements

A list of approved wording for membership certification for use in Party literature shall be maintained at the National office.

3) Notifying Candidates of LNC Campaign Obligation Policy

The Executive Director is responsible for publicizing the LNC's policy to all candidates for the Presidential nomination and other candidates who seek aid from the LNC or the national office. This policy is that no campaign is permitted to place orders, make purchases, or sign contracts in any manner that would lead a person to assume that the LNC is liable for the debt.

Article IV. ENDURING EXECUTIVE ORDERS

Executive Orders are orders to staff by the Chair. They are a special category of Standing Rules, which relate to details of administration. They are superseded only by the parliamentary authority, Special Rules of Order, Bylaws, the Corporate Charter and any applicable procedural rule prescribed by federal, state or local law, unless the rules in such documents specifically provide for their own suspension.

Members of staff are responsible for reading, understanding, and complying with the articles of this Policy Manual entitled Standing Rules, Enduring Staff Orders, and Enduring Executive Orders. Special Rules of Order are generally not applicable to staff.

An Executive Order, just like any other standing rule, may be adopted, amended, rescinded or suspended. However, since the Chair is effectively a committee of one, his unilateral decision to create, amend or repeal such Executive Orders will always meet the threshold of a majority of the entire committee, so notice is not required.[52]

There is no requirement that the Chair commit Executive Orders to writing.

Section 4.01 EXECUTIVE DIRECTOR MATTERS

1) Position Description of Executive Director

The ED is the chief operating officer of the Party, serving at the pleasure of the Chair, with a compensation package (with a bonus incentive structure) specified in a contract negotiated by the LNC Chair. The position shall have the following responsibilities:

ADMINISTRATION

- Establish the organizational structure of the staff.
- Direct, coordinate and administer the activities of the staff within the parameters of the approved budget and established policy.
- Support the development of the annual budget, in coordination with the Treasurer, for submission to the LNC for approval.

PERSONNEL

- Recruit, train and assign all staff members
- Implement the Employee Manual; ensure that it is reviewed and modified as appropriate to continually reflect that all employees are highly valued and their rights are protected.
- Regularly evaluate the performance of all staff; counsel them regarding improvement and how to better contribute to staff effectiveness.
- Appoint, employ and terminate staff in consultation with the Chair.

COMMUNICATIONS

- Maintain frequent and substantive contact with the LNC Chair; keep members of the LNC informed as appropriate
- Provide data, information and other support to affiliates
- Reports:
    - Monthly, provide a Membership Report
    - Monthly, a Financial Report to the LNC (upon approval by the Treasurer).
    - Two weeks prior to a scheduled LNC meeting, provide an Operational Report to include input from key staff members and a summary of staff personnel changes.
    - At the LNC meeting following a general election, make a best effort to provide a summary of all elected Party officeholders.

FINANCIAL

- Execute the LNC approved annual budget; coordinate with the Chair and the Treasurer if available resources will not support budget execution.
- Submit all contracts over $7,500 to the Chair for approval prior to commitment.
- Be responsible for soliciting major donor participation. Maintain a listing of major donors and grow that list.
- Direct the development and execution of fundraising direct mail; assess and analyze the effectiveness of each mailing.

OUTREACH

- Represent the Party in the DC community and act as a spokesperson for the Party.
- Develop and nurture effective working relationships with the news media, political entities and relevant think tanks.

LOG OF CHANGES

June 30, 2018	Contracts and Contract Approval, Section 2.04.3
June 21, 2018	Awards Committee, Section 2.02.5
June 2, 2018	Electronic Meetings, Section 1.02.7
April 22, 2018	Authorization of Lawsuits, Section 2.04.2
April 22, 2018	Benefits, Section 2.05.4
April 22, 2018	Association Levels, Section 2.05.2
April 22, 2018	Awards Committee, Section 2.02.5
April 21, 2018	Candidate Support Committee, Section 2.02.6
April 21, 2018	Qualifications for Party Support, Section 2.08.1
January 15, 2018	Meeting Minutes, Section 1.02.6
December 9, 2017	Historical Preservation Committee, Section 2.02.11
December 9, 2017	Committee Appointments, Section 1.03.01
December 9, 2017	Association Levels, Section 2.05.2
August 20, 2017	Candidate Support Committee, Sections 1.03.1 and 2.02.6
July 10, 2017	Committee Appointments (COC), Section 1.03.1
December 11, 2016	Committee Reports, Section 2.02.1
May 26, 2016	Inserted new Section 2.03.18, Debt and Capital Leases
May 26, 2016	Employment Terms, Section 2.01.3
February 20, 2016	Treasurer's Reports, Section 2.03.15
November 15, 2015	Employment Terms, Section 2.01.3
November 14, 2015	Convention Speakers, Section 2.09.7
October 31, 2015	Amended Sections 1.03.1, 2.02.7 and 2.04.3 regarding EPCC and Contract Review
July 18, 2015	Deleted Section 2.07.5, Minutes of Conference Calls
July 18, 2015	Inserted new Section 2.02.1, Committee Reports
July 18, 2015	Meeting Minutes, Section 1.02.6
July 18, 2015	Graphic Symbols, Section 2.06.2
March 28, 2015	Inserted new Section 2.02.8, Ballot Access Committee and inserted new corresponding row in Section 1.03.1
December 14, 2014	Inserted new Section 1.02.7, Electronic Meetings
December 14, 2014	Meeting Minutes, Section 1.02.6
December 14, 2014	Affiliate Support Committee, Section 2.02.2
December 14, 2014	Awards Committee, Section 2.02.4
December 14, 2014	Committee Appointments (Awards Committee), Section 1.03.1
December 14, 2014	Committee Terms of Office, Section 1.03.2
December 14, 2014	Convention Oversight Committee, Section 2.02.5
September 20, 2014	Previous Notice, Section 1.02.1
September 20, 2014	International Representative, Section 2.09.3
September 20, 2014	Format of Proposed Agenda, Section 1.02.2
September 20, 2014	Outreach Committee, Sections 1.03.1, 2.02.10
September 20, 2014	Convention Committees, Sections 1.03.1, 2.02.5
August 1, 2014	Membership Policies adopted December 11, 2011 went into

	effect - Sections 2.05.2, 2.05.3, and 2.05.4
July 13, 2014	Inserted new Section 2.09.3, International Representatives
June 29, 2014	Information Technology Committee, Section 2.02.9
June 29, 2014	Committee Appointments, IT Committee, Section 1.03.1
June 29, 2014	Committee Appointments, APRC, Section 1.03.1
May 22, 2014	Amended Section 2.05, Membership Policies, to revise effective dates
March 2, 2014	Deleted Section 2.09.3, Project Administration
March 2, 2014	Amended and renamed Section 2.03.13, Project Funding
March 1, 2014	Amended Section 2.06.1, Official Spokesperson
March 1, 2014	Amended Section 2.03.4, Conventions
March 1, 2014	Inserted new Section 2.03.17, Office Mortgage
March 1, 2014	Inserted new Section 1.03.4, Interim Committee Chairs
August 9, 2013	Inserted new Section 2.03.9, Related Party Reporting
August 9, 2013	Documentation and related party transactions, Section 2.04.3
August 9, 2013	Inserted new Section 2.03.8, Inventories
August 9, 2013	Inserted new Section 2.03.7, Time Sheets and Expense Allocation
August 9, 2013	Inserted new Section 2.03.6, Fixed Assets
August 9, 2013	Credit cards and receipts for expenditures, Section 2.03.5
August 9, 2013	Inserted new Section 3.03.3, Accounting Policies and Procedures Manual
March 28, 2013	Renamed Convention Organizing Committee to Convention Management Committee
March 17, 2013	Convention Committees, Sections 1.03.1, 2.02.5, 2.02.6, 2.02.7
March 17, 2013	Inserted new Section 2.03.12, Presidential Campaign Support Fund
March 17, 2013	Removed sections "Members of LNC-Created Committees" and "Members of Bylaws-Mandated Committees"
March 16, 2013	Effective date of new Membership Policies postponed, Sections 2.05.2, 2.05.3, and 2.05.4
December 30, 2012	Effective date of new Membership Policies postponed, Sections 2.05.2, 2.05.3, and 2.05.4
December 6, 2012	Inserted new Section 2.07.6, Access to Corporate Records
October 21, 2012	Affiliate Support Committee, Section 2.02.2
July 16, 2012	Treasurer's Reports, Section 2.03.11
July 16, 2012	Conflict of Interest, Section 2.01.2
July 16, 2012	Format of Proposed Agenda, Section 1.02.2
July 16, 2012	Proposed Agenda and Reports, Section 2.07.1
July 16, 2012	Deleted Section 1.02.7, Motion Protocol
July 16, 2012	Previous Notice, Section 1.02.1
July 16, 2012	Convention Speakers, Section 2.09.7
May 6, 2012	Effective date of new Membership Policies postponed, Sections 2.05.2, 2.05.3, and 2.05.4
May 2, 2012	Inserted new Section 2.04.4, Legal Matters Indemnification
May 2, 2012	Inserted new Awards Committee, Sections 1.03.1 and 2.02.4 and

	alphabetized the subsections of Section 2.02
March 11, 2012	Updated RONR references to 11th edition
March 6, 2012	Conventions, Section 2.03.4
March 5, 2012	Convention Speakers, Section 2.09.7
December 11, 2011	Committee Appointments, Section 1.03.1
December 11, 2011	Meeting Minutes, Section 1.02.6
December 11, 2011	Membership Policies – Sections 2.05.2, 2.05.3, and 2.05.4 – Effective July 1, 2012
December 10, 2011	Format of Proposed Agenda, Section 1.02.2
December 10, 2011	Committee Appointments, Section 1.03.1
November 25, 2011	Inserted new Section 2.09.1, Libertarian National Congressional Committee
September 21, 2011	Format of Proposed Agenda, Section 1.02.2
August 21, 2011	Benefits, Section 2.04.7
August 21, 2011	Contracts and Contract Approval, Section 2.04.3
August 21, 2011	Employment Policy & Compensation Committee, Section 2.02.4
August 21, 2011	Committee Terms of Office, Section 1.03.2
August 21, 2011	Affiliate Support Committee, Section 2.02.5 and 1.03.1
June 22, 2011	Assuring Quality Communications, Section 2.06.5
May 26, 2011	Advertising & Publication Review Committee, Section 2.02.1
February 20, 2011	Sections 1.01.3, 1.04.1, and 2.07.4
January 11, 2011	Treasurer's Reports, Section 2.03.10
December 26, 2010	Budget details, Section 2.03.3
December 12, 2011	Committee Appointments (IT Committee), Section 1.03.1
November 21, 2010	Previous Notice, Section 1.02.1
October 25, 2010	IT and Convention Oversight Committee, Section 1.03.1
October 8, 2010	Convention Oversight Committee, Section 2.02.3
July 11, 2010	Information Technology Committee, Section 1.03.1 & Section 2.02.6
July 11, 2010	Outreach Committee, Section 1.03.1 & Section 2.02.7
July 10, 2010	Meeting Minutes, Section 1.02.6
May 31, 2010	EPCC and Convention Committee, Section 1.03.1
February 28, 2010	Affiliate Support Committee, Section 2.
December 6, 2009	Membership Benefits – Renewals, Section 2.05
December 6, 2009	Agenda Format, Section 1.02.1
December 6, 2009	Definition of Previous Notice for Meetings, Section 1.02.1
December 6, 2009	APRC, Section 2.02
December 6, 2009	Hiring and Termination, Section 2.09.3
December 5, 2009	Policy on Merit Based Relationships, Section 2.01.3
December 5, 2009	EPCC Responsibilities, Section 2.02.4
December 5, 2009	Authority to set Agenda, Sections 1.01.1, 2.07.1, 3.05.1
November 19, 2009	Employee Performance Standards, Section 2.09.4
September 28, 2009	Membership, Section 2.05, 3.03
September 11, 2009	General Delegation of Authority – Executive Committee, Section 1.01.3

September 6, 2009	Authorize Secretary to make Technical Changes, Section 1.01.4
August 20, 2009	Adoption of Reformatted Policy Manual

ENDNOTES

[1] Other terms defined in the Bylaws may also be included in this document.

[2] See RONR, p. 260 lines 19-22, p. 264 line 29-p. 265 line 23.

[3] Normally, alternates may only fill vacancies, not absences. However, Bylaw Article 7.1 authorizes the LNC to delegate its authority to others, otherwise only members could participate in meetings. In the absence of this rule, the only role for alternates would be voting in mail ballots, in accordance with Bylaw Article 13.

[4] In the absence of this rule, RONR p. 459 states that the Secretary would be responsible for preparing "prior to each meeting an order of business for the use of the presiding officer, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and – if applicable – the times for which they are set."

Note: RONR p. 82 defines session as a "meeting or series of connected meetings devoted to a single order of business, program, agenda or announced purpose, in which—when there is more than one meeting—each succeeding meeting is scheduled with a view to continuing business at the point where it was left off at the previous meeting."

[5] LNC is delegating its authority in accordance with Bylaw Article 7.1, which states "The National Committee may delegate its authority in any manner it deems necessary." In the absence of this rule, all authority would be retained by the LNC.

[6] RONR p.598-599 authorizes an assembly to delegate technical changes of documents, provided they do not change the meaning. In the absence of this Rule, virtually all changes would require a vote of the LNC.

[7] There are two divisions of main motions, original main motions and incidental main motions. See RONR pp.100-102.

[8] In the absence of this rule, the procedure for providing previous notice is as described in RONR on pp.121-124, and varies depending on whether there is more than a quarterly time interval between meetings. In the case where there is no more than a quarterly time interval between meetings, the announcement must be made at the previous meeting. In the case where more than a quarterly time interval exists between meetings, the member gives notice to the Secretary, who sends it out with the call of the meeting.

In the absence of this rule, previous notice would not require the full text of the motion or resolution, only an accurate and complete statement of purport.

Note: RONR p. 82 defines session as a "meeting or series of connected meetings devoted to a single order of business, program, agenda or announced purpose, in which—when there is more than one meeting—each succeeding meeting is scheduled with a view to continuing business at the point where it was left off at the previous meeting."

Note: A motion to adopt, amend or rescind a special rule of order requires either (a) a two-thirds vote with previous notice or (b) a vote of a majority of the entire membership of the Libertarian National Committee. See RONR, p. 17 lines 28-31, p. 87 line 33 – p. 88 line 5, p. 265 lines 19-23, p. 390 lines 13-15.

[9] In the absence of this rule, we would follow the default of order of business as described in RONR beginning p. 353.

[10] In the absence of this rule, changing the order of the agenda requires amending something previously adopted, which requires a 2/3 vote or a majority of the entire membership of the LNC or unanimous consent. See RONR p. 373.

[11] In the absence of this rule, Roberts requires a suspension of the rules (two-thirds vote) to allow a nonmember to speak in debate. See RONR p. 263 footnote.

[12] RONR on p. 96 states "A member can be punished under disciplinary procedures if he violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurred."

[13] In the absence of this rule, the LNC could enter executive session for any reason with only a majority vote, and there would be no such content requirements for the motion to enter executive session. RONR p. 95 states that "a motion to go into executive session is a question of privilege, and therefore is adopted by a majority vote."

[14] In the absence of this rule, it would only require a majority vote rather than a two-thirds vote to enter executive session for these reasons. RONR p. 95 states that "a motion to go into executive session is a question of privilege, and therefore is adopted by a majority vote."

[15] In the absence of this rule, action can be taken in executive session. RONR on p. 96 states, "the minutes, or record of proceedings, of an executive session must be read and acted upon only in executive session, unless that which would be reported in the minutes – that is, the action taken, as distinct from that which was said in debate – was not secret, or secrecy has been lifted by the assembly."

[16] In the absence of this rule, a motion would be required before allowing debate. RONR p. 34 "Unless the assembly has specifically authorized that a particular subject be discussed while no motion is pending, however, such a discussion can be entered into only at the sufferance of the chair or until a point of order is made…"

[17] In the absence of this rule, this action of making public these minutes would be made in executive session. RONR on p. 96 states, "the minutes, or record of proceedings, of an executive session must be read and acted upon only in executive session, unless that which would be reported in the minutes – that is, the action taken, as distinct from that which was said in debate – was not secret, or secrecy has been lifted by the assembly."

In addition, under RONR, lifting secrecy is a regular motion requiring only a majority vote, so any requirement for a two-thirds vote is more burdensome.

[18] In the absence of this rule, the minutes would not reflect who was absent from an Executive Session. See RONR beginning at p. 468 for the contents of minutes.

[19] In the absence of this rule, this information may not violate the secrecy of Executive Session. RONR on p. 96 states "A member can be punished under disciplinary procedures if he violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurred."

[20] In the absence of this rule, lifting secrecy would require only the consent of the LNC. RONR on p. 96 states, "the minutes, or record of proceedings, of an executive session must be read and acted upon only in executive session, unless that which would be reported in the minutes – that is, the action taken, as distinct from that which was said in debate – was not secret, or secrecy has been lifted by the assembly."

[21] In the absence of this rule, the minutes would not reflect disclosed conflicts of interest. See RONR beginning at p. 468 for the contents of minutes.

[22] Robert's recommends against attempting to conduct business by electronic email, as it does not constitute a deliberative assembly and will result in many situations unprecedented in parliamentary law, and many rules and customs of parliamentary law cannot be applied. See RONR footnote on p. 1 and also p. 98 lines 14-19.

[23] In the absence of this rule, each day's minutes would be approved at the beginning of the next day of the session and the final day's minutes would be approved before the final adjournment, unless the body authorizes the executive board or a committee to approve the minutes at a later time. See RONR p. 473-475.

[24] In the absence of this rule, minutes would only be accessible by members of the Executive Committee. RONR p. 460 lines 13-20 states "Any member has a right to examine these reports and the record book(s) referred to on p. 459, lines 13-16 including the minutes of an executive session, at a reasonable time and place, but this privilege must not be abused to the annoyance of the secretary. The same principle applies to records kept by boards and committees, these being accessible to members of the boards or committees but to no others (but see p. 487, ll. 13-20)."

[25] In the absence of this rule, each day's minutes would be approved at the beginning of the next day of the session and the final day's minutes would be approved before the final adjournment, unless the body authorizes the executive board or a committee to approve the minutes at a later time. See RONR p. 473-475.

[26] In the absence of this rule and Bylaw Article 9.2, the LNC would select the committee sizes, select the committee members, and would have the option of appointing the committee chairs. See RONR p. 492, lines 13-22.

[27] Bylaw Article 9.2 requires a standing Audit Committee and specifies the details noted in the "size" and "member selection" columns of this table. In the absence of this row, the non-officer LNC members would have the option of appointing the committee chair. See RONR p. 492, lines 20-22.

[28] In the absence of this rule, the term of office of a special committee would expire when the assigned task is completed and the committee reported back to the assembly (see RONR p. 492 lines 3-7), except that in a board the special committee would expire with the body that appointed it (see RONR p. 502 lines 31-35). Standing committees are appointed for a term corresponding to that of the officers, but the members of standing committees continue their duties until their successors are chosen (see RONR p. 502 lines 14-25).

[29] In the absence of this rule, the chair would not automatically be a member – voting or nonvoting – on any committee, unless appointed to the position. See RONR p. 456-457.

[30] RONR p. 1 footnote states: "A group that attempts to conduct the deliberative process in writing – such as by postal mail, electronic mail (e-mail), or facsimile transmission (fax) – does not constitute a deliberative assembly. When making decisions by such means, many situations unprecedented in parliamentary law will arise, and many of its rules and customs will not be applicable (see also pp. 97-99).

[31] In the absence of this rule, without notice, the LNC can amend this with a two-thirds vote or a majority of the entire board; or with notice, the LNC can amend with a majority vote. See RONR, p. 306.

[32] LNC is delegating its authority. In the absence of this rule, such an amendment would require LNC approval.

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[35] In the absence of this rule, a majority vote of the LNC would be sufficient to grant an honorary life membership. Note that honorary life memberships do not confer status as a sustaining member.

[36] See RONR, p. 264 line 29 – p. 265 line 7.

[37] Current Bylaws-specified committees include Judicial, Bylaws and Rules, Platform and Credential Committees.

[38] This policy assigns some tasks to the Audit Committee in addition to those specified in Bylaw Article 9.2.

[39] In the absence of this rule, the committee could not begin its work until all of its members were named (see RONR p. 496 lines 8-11).

[40] The term "fixed membership" is defined in the footnote on RONR p. 403.

[41] Note that the D.C. corporation code requires board approval to open a bank account.

[42] Bylaws Article 9.4 states, "The National Committee shall have the power to designate the depository of all funds of the Party, and shall appoint such officers and employees as in its judgment may seem advisable to deposit and withdraw funds." The National Committee is delegating its authority here in accordance with Bylaws Article 7.1.

[43] In the event that a budget is not adopted by the LNC, Bylaws Article 9.1 authorizes the Treasurer to spend money using the previous year's budget. "The fiscal term of the Party shall begin on January 1 of each year. From January 1 until the National Committee has approved a budget, the Treasurer may authorize expenditures for any item incorporated in the previous year's budget as long as the level of expenditure is consistent with that budget."

[44] Authorized by Bylaw Article 7.6.

[45] Authorized by Bylaw Article 7.6.

[46] This policy is derived from and serves as an interpretation of Bylaw Article 9.5.

[47] Authorized by Bylaw Article 4.2.

[48] Qualifications for sustaining membership are defined by Bylaw Articles 4.3 and 4.5.

[49] In the absence of this rule there is no requirement in RONR to send such documents in advance. RONR p. 459 states that the Secretary is responsible for preparing "prior to each meeting, an order of business for the use of the presiding officer, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and – if applicable – the times for which they are set."

RONR p. 372 states that a proposed agenda is not binding. "In some organizations, it is customary to send each member, in advance of a meeting, an order of business or agenda, with some indication of the matters to be considered under each heading. Such an agenda is often provided for information only, with no intention or practice of submitting it for adoption. Unless a pre-circulated agenda is formally adopted at the session to which it applies, it is not binding as to detail or order of consideration, other than as it lists preexisting orders of the day (pp. 364ff.) or conforms to the standard order of business (pp. 25-26, 353ff.) or an order of business prescribed by the rules of the organization (pp. 16, 25)."

It requires a simple majority for the LNC to adopt an agenda (RONR p. 372).

[50] Robert's recommends against attempting to conduct business by electronic email, as it does not constitute a deliberative assembly and will result in many situations unprecedented in parliamentary law, and many rules and customs of parliamentary law cannot be applied. See RONR footnote on p. 1 and also p. 98 lines 14-19.

[51] See RONR, p. 264 lines 29 – p. 265 line 7.

[52] See RONR, p. 264 line 29 – p. 265 line 7.