

# Libertarian National Committee Policy Manual

January 3, 2021



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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 (12<sup>th</sup>) 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:
  - Enduring Staff Orders—orders to staff by the LNC; and
  - Enduring 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:<sup>1</sup>

“Constituent” is anyone who has paid money to the LNC in the past, regardless of whether they signed the membership 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 :

- restricted funds,
- accounts payable,
- accrued expenses, not including vacations, and
- deferred revenue in excess of corresponding prepaid expense.

## **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 (a) a two-thirds (2/3) vote with previous notice, or (b) a vote of a majority of the entire membership of the LNC. Suspension requires a two-thirds (2/3) vote of the LNC. Rules that have their application outside of the session which is in progress cannot be suspended but can be rescinded or amended.<sup>2</sup>



## ***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.<sup>3</sup>

### **2) Proposed Agenda**

The Chair shall propose an agenda for each session of the LNC.<sup>4</sup>

### **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.<sup>5</sup>

### **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 to be adopted thirty (30) 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.<sup>6</sup>

## **Section 1.02 MEETINGS**

### **1) Previous Notice**

An LNC Member may satisfy the requirement of giving previous notice of their intention to introduce an original main motion<sup>7</sup> at the next session by:

- announcing this intention at the previous session in the presence of a quorum, providing an accurate and complete statement of purport, with such notice to be taken note of in the minutes; or
- sending the complete language of the motion to the entire LNC by e-mail at least seven (7) days prior to the session.<sup>8</sup>

### **2) Format of Proposed Agenda**

The proposed agenda shall be in the following format:<sup>9</sup>

- 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
  - Vice 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

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#### **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 (2/3) approval.<sup>10</sup>

#### **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.<sup>11</sup>

#### **5) Executive Sessions**<sup>12</sup>

The LNC or any committee may enter into Executive Session only in compliance with this special rule of order.<sup>13</sup>

The motion to enter Executive Session must list all reasons for doing so from among the following:<sup>14</sup>

- Personnel matters
- Contractual negotiations
- Pending or potential litigation
- Political strategy requiring confidentiality

A majority of the committee members voting is required for passage.

No action can be taken while in Executive Session.<sup>15</sup> Discussion of action which may be taken in Open Session can occur.<sup>16</sup>

No recording shall be made or minutes taken except for the topics of political strategy or contractual negotiations; 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 (2/3) vote—incorporates such recordings and minutes into its public records. Nothing in this section shall require the LNC to ever make these records public.

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 (2/3) vote—incorporate such recordings and minutes into its public records. Nothing in this section shall require the LNC to ever make these records public.<sup>17</sup>

Any member who is unwilling to commit to maintaining confidentiality regarding any particular Executive Session is obligated to excuse themselves from the entire Executive Session and to request that the Secretary note their absence from the Executive Session in the minutes of the meeting.<sup>18</sup>

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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;<sup>19</sup> or the LNC, and all the participants in the Executive Session,<sup>20</sup> 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, or in an attached report thereto, citing the individual and pertinent details needed to identify the conflict of interest.<sup>21</sup>
- Copies of reports submitted for review as appendices.
- 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.<sup>22</sup>

This requirement may be satisfied by including this information in the Secretary's Report appended to the minutes.

- Complete text of all motions made with notations of any vote counts for rising votes or votes by show of hands announced by the Chair. <sup>23</sup>

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:<sup>24</sup>

- Draft minutes shall be mailed or emailed to all LNC Members not more than twenty (20) days after each meeting.
- Corrections, clarifications, and changes to the draft minutes may be submitted for the Secretary's consideration for a period of fifteen (15) days following the distribution of the draft minutes. The Secretary shall distribute an updated version of the draft minutes not later than seven (7) days following the end of that submission period. If no changes are distributed during that period, the minutes shall be promoted from draft to final.

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- The updated version shall be deemed official if no LNC Member challenges the content to the Secretary within seven (7) days of the distribution of the updated version. Any additional changes will be made by the Secretary within two (2) days and distributed for an additional seven (7) day review period. This process shall repeat until there are no challenges or the next regular LNC meeting, whichever comes first.<sup>25</sup>
- These auto-approval provisions are void if the Secretary fails to distribute the draft minutes of a meeting within twenty (20) days after that meeting or fails to distribute updated versions as described above.
- The Secretary shall send an official copy of meeting minutes to staff within seven (7) days of the promotion of those minutes from draft to official status for posting on the Party website and shall provide a final copy to all LNC members.

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 seven (7) days after each meeting.<sup>26</sup>
- Absent objection from an Executive Committee member who attended the meeting, the minutes shall be deemed to be approved fourteen (14) days after their distribution.<sup>27</sup>
- Executive Committee minutes shall be distributed to all LNC Members and alternates within seven (7) days of such approval.
- The Secretary shall send an official copy of meeting minutes to staff within seven (7) days of the promotion of those minutes from draft to official status for posting on the Party website and shall provide a final copy to all LNC members.

If the minutes are not submitted through the auto-approval process previously described, and if the next regular meeting will occur in sixty (60) days or more, then minutes must be presented for approval no later than thirty (30) days prior to the next regular meeting.

If the minutes are not submitted through the auto-approval process previously described, and if the next regular meeting will occur in less than sixty (60) days, then minutes must be presented for approval no later than sixty (60) days prior to the second (2nd) next regular meeting.

### **7) Electronic Meetings**

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

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- 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 services are hereinafter referred to as Electronic Meeting Provider(s).
- d) Electronic meetings may be called by either:
- The committee Chair, or
  - One-third (1/3) of the committee members or two (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 two (2) days in advance for committees with fewer than ten (10) members, or five (5) days in advance for committees with ten (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 their 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 regular meetings, electronic participation is not allowed.
- i) Each participant must accurately identify themselves 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.

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- 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 their connection to the meeting may still reconnect to the meeting and cast their vote on the motion no more than five (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.

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**Section 1.03 COMMITTEES**

**1) Committee Appointments** <sup>28</sup>

These committees have special appointment procedures as follows:

<b>Committee Name</b>	<b>Size</b>	<b>Member Selection</b>	<b>Chair Selection</b>
Advertising & Publication Review	No more than five (5), all LNC Members	LNC	* Committee selected
Affiliate Support Committee	Seven (7) members	Committee Chair selected by LNC Chair; three (3) LNC Regional Representatives selected by the Committee Chair; three (3) 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 <sup>29</sup>	One (1) non-officer LNC member and two (2) non-LNC members, excluding the Assistant Treasurer <sup>30</sup>	Non-officer LNC members	* Committee selected
Awards	Five (5) members, including up to two (2) non-LNC members	LNC - Each cycle strive to keep two (2) members of past Awards Committee	* Committee selected
Ballot Access	Seven (7) Party members, no less than three (3) of which shall be LNC members; plus up to five (5) non-voting advisory members with topic expertise	LNC members selected by LNC using approval voting, non-LNC members selected by the LNC Chair; non-voting advisory members selected by the LNC Chair on the recommendation of the Ballot Access Coordinator	*Committee selected
Candidate Support Committee	Five (5) LNC members and two (2) 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 (7) members, with a minimum of four (4) LNC	LNC	LNC



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	members, plus a minimum of two (2) non-LNC members who are recommended by the Convention Oversight Committee. The Chair and Secretary are ex-officio non-voting members.		
Employment Policy and Compensation	Three (3) LNC members other than the LNC Chair	LNC	* Committee selected
Executive	Four (4) officers plus any number of LNC members excluding alternates	LNC	LNC Chair selected
Historical Preservation Committee	A minimum of five (5) and up to seven (7) members	Committee Chair selected by LNC; remaining members selected by the Committee Chair	LNC
Information Services Committee	Two (2) LNC members, plus up to five (5) non-LNC members who are recommended by the IS Committee	LNC Chair	* Committee selected

\* See Section 1.03.4 below regarding interim chairs

**2) LNC Committee Appointments**

No person appointed by the LNC as a voting member to serve on three (3) or more standing, special, or Bylaws-created committees shall be eligible to be appointed by the LNC to serve as a voting member on any additional standing or special committee. For purposes of determining eligibility, neither the LNC Executive Committee nor any Chair Advisory Committees shall count.

**3) Committee Terms of Office**

With the exception of the Convention Oversight Committee and Ballot Access 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 ninety (90) days following the close of the convention. The term of office for the Ballot Access Committee shall expire upon the presentation of the report described in Section 2.02(10)(6) of each even-numbered year.<sup>31</sup>

**4) 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.<sup>32</sup>

**5) 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.

**6) Participation by Alternates**

Unless explicitly excluded in this policy manual or the bylaws, an alternate may fill any appointment requiring an LNC member.

## ***Section 1.04 ELECTRONIC MAIL BALLOT PROCEDURES***

### **1) Electronic Mail Ballots<sup>33</sup>**

Notification of an electronic mail ballot shall be made by the Secretary by electronic mail within three (3) days of the question being submitted by the Chair or cosponsored by a sufficient number of LNC members. This notification shall not include an accompanying argument for or against passage of the motion. An LNC Member may change their vote on an electronic mail ballot, provided that the change is received by the Secretary by the deadline for return of ballots.

In the event that a Regional Representative votes abstain, that Regional Alternate's vote shall not be counted.

## **Section 1.05 OTHER SPECIAL APPROVAL PROCEDURES**

### **1) Budget**

The budget may be amended at any time by a majority vote of the LNC.<sup>34</sup> 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.<sup>35</sup>

The Chair, with the consent of the Executive Committee, is authorized to make the following budget adjustments without LNC approval:<sup>36</sup>

- Addition of lines for previously unbudgeted expenses, the total of which shall not exceed one-percent (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 (3) month period, the total of which shall not exceed \$5,000 per term unless those expenditures are later ratified by the LNC.<sup>37</sup>

### **2) Honorary Life Memberships**

Honorary life memberships may be granted by a two-thirds (2/3) vote of the LNC.<sup>38</sup>

## **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 (a) a majority vote with previous notice, (b) without notice a two-thirds (2/3) vote, or (c) a majority of the entire membership of the LNC. Suspension requires a majority vote of the LNC, but rules which have their application outside of the session which is in progress cannot be suspended.<sup>39</sup>

**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 their 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 their 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) Eligibility to Engage in Financial Transactions**

For the persons noted below, eligibility to engage in financial transactions with the Party is subject to the following:

<b>Person</b>	<b>Status of Person (or Person to Which Party is Related)</b>	<b>Employment</b>	<b>Contracted Compensation for Products or Services</b>	<b>Other Financial Transactions</b>
Officers, LNC Members & Alternates, Judicial Committee Members, and Related Parties of the Above	Current Officeholder	Ineligible	Eligible with written contract approved by three-fourth (3/4) of LNC and must be disclosed as a conflict of interest.*	Eligible with three-fourth (3/4) vote of LNC and must be disclosed as a conflict of interest
	Former Officeholder	Eligible with three-fourth	Eligible with written contract	Eligible with three-fourth

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	with twelve (12) months	(3/4) vote of LNC and must be disclosed as a conflict of interest	approved by three-fourth (3/4) of LNC and must be disclosed as a conflict of interest.*	(3/4) vote of LNC and must be disclosed as a conflict of interest
	Former Officeholder after twelve (12) months	Eligible	Eligible	Eligible

\*In urgent circumstances, the Chair is authorized to execute a contract for ballot access petitioning services for up to a one-week (1 week) time span while pursuing the required consent of the LNC.

**4) 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 or any bylaws-specified committee.<sup>40</sup> Any person employed by the Party shall be terminated immediately upon their acceptance of election or appointment to 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 their title or position, or work as a volunteer, employee, or contractor to aid:

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- 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.

### **5) 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 LPHQ 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 it 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.

LNC members and staff members must exercise their 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



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- 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 Vice Chair. In response to every complaint, the 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. The LNC will take corrective and preventative actions where necessary. The LNC will not retaliate against any individual who in good faith brings a complaint to the attention of the 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 seven (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 Advertising & Publication Review Committee (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 (2) 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 (6) hours of staff's submission of the subject matter to the committee, if submitted prior to its publication; and within forty-eight (48) 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 (24) 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

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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 their 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, 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<sup>41</sup>**

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.

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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 (1) 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 three (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 (3) months of a new LNC term and report any needed changes to the LNC for approval no later than the second (2<sup>nd</sup>) LNC meeting of the term.

The Candidate Support Committee will develop, with support of LNC staff, training for candidates and their staff to be presented both online and 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:

- convey requirements to convention planners;
- ensure the convention meets the Party's needs;
- recommend for approval by the Executive Committee or the LNC major elements such as contracts over \$3,000; the convention budget; and the convention program including keynote speaker(s); and
- ensure all contracts with vendors go through a transparent bidding process regardless of dollar amount.

The committee shall report monthly its decisions and actions to the LNC. The committee may begin its work as soon as its members from the LNC are appointed. <sup>42</sup>

During the ninety (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.

The Chair and Secretary shall be ex-officio non-voting members of the Convention Oversight Committee.

## **8) Employment Policy and Compensation Committee**

The Employment Policy and Compensation Committee (EPCC) 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 EPCC 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 or a contract with a contractor for a director-level position, the Chair or the Executive Director shall submit to the EPCC 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 ten (10) days prior, or an affirmative vote from a majority of the fixed membership<sup>43</sup> of the LNC.

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**9) Information Services Committee**

The IS Committee shall:

- Work with staff and state chairs to identify the Information Technology (IT) 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;
- Recommend, by the LNC meeting following the convention, 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 of any IT solutions pertaining to LPHQ;
- Monitor progress in the transition and implementation of any IT solutions pertaining to relations with the various affiliates; and
- Propose standards for transfer of data between LPHQ 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 LPHQ deals with any affiliate. Any change to the IT systems at LPHQ 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 (BAC) shall:

1. Provide oversight and assistance to the Ballot Access Coordinator, who is appointed by the LNC Chair with the advice and consent of the LNC.
2. Approve recommendations to the LNC concerning the implementation of specific strategies, funding allocations, and projects consistent with current budget allocations for ballot access.
3. Propose strategies and/or projects representing 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

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- 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 (2<sup>nd</sup>) 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
  - i. Identifies state targets for litigation and lobbying efforts.
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.

The Ballot Access Coordinator shall:

1. Serve as the primary coordinator and facilitator between the LNC, LNC staff, campaigns, and state affiliates for the purposes of attaining ballot access through petitioning efforts.
2. Act in an advisory oversight role of all state affiliate petitioning efforts that utilize LNC funds.
3. Coordinate and direct members of the Ballot Access Committee and any deputy coordinator(s) in assisting state affiliate petitioning, legislative, and lobbying efforts.

### **11) Historical Preservation Committee**

The Historical Preservation Committee (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.<sup>44</sup> 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.<sup>45</sup>

### **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.<sup>46</sup>

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)



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- 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 – Developing and supporting state and county affiliate parties
  - Ballot Access – Getting candidates on ballots, including required lawsuits
  - Branding – Developing and maintaining 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 one hundred and twenty-percent (120%) of the actual revenue of the year four (4) years prior.

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 ten-percent (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**

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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 complimentary 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 (30) days of payment if the expenditure is incurred with a Party-issued credit card. No advances shall be made. No officer shall approve their 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**

A fixed asset is defined as a unit of property or equipment that: (1) has an economic useful life that extends beyond twelve (12) months, and (2) was acquired or produced for a cost of \$2,500 or more. Fixed assets must be capitalized and depreciated for financial statement purposes.

The threshold amount for minimum capitalization is \$2,500. Any items costing below this amount should be expensed in the financial statements.

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.

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Where appropriate, an expense shall be allocated to one (1) category. Expenses that benefit more than one (1) 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 (1) 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 (6) 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 twelve-percent (12%) per annum from date of note execution.
- A duration not exceeding six (6) 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 promptly 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. National conventions are special events.

The Executive Committee may, by a two-thirds (2/3) vote, redirect funds from these funds as it seems necessary for the good of the Party.

### **13) Project Funding**

Projects shall be self-funding and shall expend or obligate only money that 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 forty-five (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.<sup>47</sup> 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.<sup>48</sup>

### **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

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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 ten-year (10-year) balloon payment. Towards that end the LNC shall budget a minimum of \$20,000 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 two-thirds (2/3) vote of the LNC.<sup>49</sup> 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 (2/3) 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 (1) year in duration or for more than \$25,000 shall be reviewed and approved by General Counsel prior to signing by the Chair.

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 each contract for a contractor at director-level along with any related advice from General Counsel must be circulated to the LNC on a strictly confidential basis following EPCC approval.

### **4) Indemnification**

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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 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:

- Chair's Circle\*           \$35,000 annually in dues or contributions
- Beacon of Liberty\*       \$10,000 annually in dues or contributions
- Pioneer of Freedom\*     \$5,000 annually in dues or contributions
- Lifetime\*                 \$1,500 annually in dues or contributions
- Platinum\*                \$1,000 annually in dues or contributions
- Gold                        \$500 annually in dues or contributions
- Silver                      \$250 annually in dues or contributions
- Bronze                     \$150 annually in dues or contributions
- Premium                  \$60 annually in dues or contributions
- Basic                       \$25 annually in dues or contributions

\*Annually means in any twelve (12) month period.

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.<sup>50</sup>

### **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.



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

- One-year (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 Premium member receives the following benefits: \$60 level

- One-year (1-year) subscription to LP News
- Customized Party membership card, updated annually, identifying the individual's level of association and lapse date.
- Special lapel pin, updated annually, provided exclusively to supporters of \$60 or more

A new Lifetime member receives the following benefits: **\$1,500 level**

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

A Platinum, Pioneer of Freedom, Beacon of Liberty, or Chair's Circle member receives the following benefits: **\$1, 00 or up**

- Special convention name badge with Life Ribbon (Torch Club)
- Lifetime pin if the person has contributed \$1,500 or more in a twelve (12) month period)
- Special mention on signage and programs at national convention
- VIP seating at national convention banquet\*\*

Convention benefits mentioned above are based on giving at least one (1) annual contribution or equivalent pledges, from the start of the previous convention and prior to the next convention.

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 five (5) levels (denoted by \*).

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.

## Libertarian National Committee - Policy Manual Standing Rules

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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.<sup>51</sup>

Individuals making a first contribution shall have a benefits lapse date established one (1) 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 (1) year from the existing lapse date or one (1) 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 (1) year from the existing lapse date or one (1) 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 (1) 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.

### **6) Auxiliary Memberships**

People may purchase an Auxiliary Membership for young children or pets for \$15.00. This program is designed for those incapable of signing the membership certification. Auxiliary members are entitled to no rights nor benefits other than receiving a membership card.

## **Section 2.06 PARTY COMMUNICATIONS**

### **1) Official Spokesperson**

The Chair represents and serves as the chief spokesperson 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 and Colors**

The Statue of Liberty graphic and the Torch Eagle graphic are considered the appropriate graphic symbols to be used on Party materials. Yellow, black, and grey are the appropriate primary colors to be used on Party materials. The porcupine can be used in settings where it is typical for a graphical animal image to be used, such as in election coverages in races with the Democrats and Republicans in which the donkey and the elephant are used for their representations.

### **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 (1) 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.

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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 (3) 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 (3) 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 the Party's 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 that 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**

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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 seventy-two (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 seven (7) days prior to the session.<sup>52</sup>

### **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 their own cost.

### **4) Motions**

The Secretary shall assign a ballot/motion number to each substantive motion using the following format: FOUR DIGIT YEAR, TWO DIGIT MONTH, TWO DIGIT DATE-TWO DIGIT NUMERICAL MOTION for that day. For example, the fifth motion on February 5, 2020 would be assigned 20200205-05. The Secretary shall maintain a log of all substantive ballots/motions by number including the full text of the motion, the mover/sponsors, the roll call vote (if taken), and its final disposition and make this log available to all Party members.<sup>53</sup>

### **5) Access to Corporate Records**

Members of the LNC and the 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

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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 and 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 and a dedicated campaign treasurer;
7. The candidate must use the word "Libertarian" in their 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.); and
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**



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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 (1) 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; and
- 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 a two-thirds (2/3) vote of the LNC, subject to the right of the LNC to discharge the Executive 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 EPCC 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.

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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 EPCC. 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 EPCC. 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 (4<sup>th</sup>) quarter of each year for all employees using procedures and guidelines developed by the EPCC.

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 EPCC.

#### **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:

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“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 their official report).

### **Article III.      ENDURING STAFF ORDERS**

Staff orders are orders to staff by the LNC. 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 (a) a majority vote with previous notice, or (b) without notice a two-thirds (2/3) vote, or (c) a majority of the entire membership of the LNC. Suspension requires a majority vote of the LNC, but rules which have their application outside of the session which is in progress cannot be suspended.<sup>54</sup>

## **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:

- RECORDKEEPING
  - 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

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- 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 (1) 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 extended to one (1) or more states, but not to all states require the approval of the LNC.

#### **2) Data Sharing with Affiliates**

A Non-Disclosure Agreement (NDA) shall be adopted by the LNC and maintained by the LPHQ, which shall require the protection of Personally Identifiable Information (PII) from abuse. This NDA shall:

- Require any person to sign the NDA prior to being given direct or indirect access to any PII data owned, co-owned, managed, or co-managed by LPHQ.
- Require that any person transmitting PII, or providing direct or indirect access to PII, verify that the recipient has signed the same NDA prior to that transaction.
- Prohibit sharing data in any manner that would provide an unfair advantage to any candidate for internal Party office or any external campaign which has not yet received official Party nomination.

All transmission of PII shall be encrypted. LPHQ shall maintain a copy of any signed NDA under this section.

For states participating in the shared Customer Relationship Management database (CRM):

The CRM exists as a service to maintain and share data of members, donors, and leads between LPHQ and state-level affiliates. The CRM is not to be used to manage a list of all voters.

The CRM contains PII; therefore, a signed copy of the NDA shall be submitted to LPHQ as a term of service for all users.

Data specific to a state-level affiliate in the CRM shall be jointly co-owned by LPHQ and the relevant state arty affiliate. It is encouraged, but not required, that state-level affiliates use the data for state-specific purposes, and LPHQ to use the data for national purposes. Further, it is encouraged that LPHQ and state-level affiliates take care to not over-communicate with contacts which can be perceived as “pestering.”

Through the CRM, LPHQ may, at its discretion, import data from state-level affiliates and any other users of the CRM.

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LPHQ will import data from any external system maintaining membership and donation records maintained by LPHQ into the CRM on a quarterly basis, or more often as LPHQ deems appropriate.

State-level affiliates will provide a primary point of contact who will serve as the state administrator on the CRM. The state administrator shall be responsible for maintaining user access within a state-level affiliate and shall be required to ensure any other users of the CRM from their state-level affiliate have signed the NDA prior to receiving access to the CRM.

LPHQ support of state affiliates using the CRM will be prioritized by the level of financial support the state affiliate provides for the project, on a schedule to be determined by LPHQ based upon available resources and agreed-upon service level agreements.

State-level affiliates shall be responsible for content creation and maintenance on the front-end website, and for manually entering contacts obtained from other sources.

If a state-level affiliate exits the CRM program, they shall be entitled to an export of the data relevant to their affiliate, and then qualify under the “not participating” paragraphs below.

For states not participating in the CRM:

On a monthly basis, LPHQ will provide all officially recognized state-level affiliates with an encrypted file containing membership and lead data in CSV or Excel format for the area covered by that affiliate, within the first five (5) business days of the month to the affiliate chair, or their designee(s); provided that the recipient has signed the NDA.

- A unique ID
- First, middle, and last name
- Postal mailing address
- Home phone and email address
- County of residency
- 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

Should the LPHQ desire to change the quantity or order of the data elements, it will provide one (1) months' notice of such change.

**Section 3.04    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 two and ½-percent (2.5%) of budgeted revenue. The Executive Director must immediately report to the LNC when any project's gross cost unintentionally exceeds two and ½-percent (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 ninety-percent (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 (7) 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 of the 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; and
- 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 LPHQ.

### **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 LPHQ. 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.

### **4) Orientation**

Before the second (2<sup>nd</sup>) LNC meeting after a convention, staff shall provide an orientation to new LNC members that includes providing and explaining the current budget, staff marketing plan, staff fundraising plan, policy manual, committee information, fiduciary duties, and other relevant documents.

## **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 (1), their 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.<sup>55</sup>

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; and
- 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; and
- 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; and
- Reports:
  - Provide a monthly membership report;
  - Provide a monthly financial report to the LNC (upon approval by the Treasurer);
  - Provide an operational report to include input from key staff members and a summary of staff personnel changes two (2) weeks prior to a scheduled LNC meeting; and
  - Make a best effort to provide a summary of all elected Party officeholders At the LNC meeting following a general election.

#### 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; and

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- 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; and
- Develop and nurture effective working relationships with the news media, political entities and relevant think tanks.



## **Article V. OTHER POLICIES**

This section contains other policies passed by the LNC that are not Special Rules of Order, Standing Rules, or are they Enduring Executive Orders.

## **Section 5.01 SOCIAL MEDIA POLICY**

Guidelines for the use of Social Media by Libertarian Party

Purpose For many of us, social media is a part of our daily lives and helps us communicate professionally and personally with those who care about what we do. This document updates those guidelines to reflect current practices, processes and tools in a rapidly changing social media environment.

Teams within the Libertarian Party lead and support social media use and citizen engagement activities. The purpose of this document is to inform Libertarian Party employees and qualified volunteers about the processes and best practices for setting up and managing social media channels and constituent engagement processes through the Libertarian party to support the work of the party. The Libertarian Party has produced a separate set of guidelines for the personal use of social media as a Libertarian party employee or qualified volunteer.

The Libertarian Party has an integral role in setting standards for the use of social media. The various teams within the Libertarian Party work together to ensure that constituents have a consistent user experience, content is presented with a common look and feel, and that guidelines and best practices are being followed for all constituent-party interactions.

Table of Contents

- A. Which social media tools is the Libertarian Party currently using?
- B. How do I set up a new Libertarian Party social media account or engagement activity?
- C. How do I moderate social media in my professional capacity?
- D. What privacy concerns do I need to be aware of?
- E. If a constituent has shared a comment or other content, can I reuse it?
- F. What do I need to be aware of regarding intellectual property and copyright?
- G. How do I keep social media and constituent engagement records?
- H. How do I prevent information security incidents?
- I. Does being a Libertarian the employee or qualified volunteer impact my personal use of social media?
- J. What about social media and constituent engagement during an election period?
- K. Appendix A – Social Media Best Practices

### **A. Which social media tools is Libertarian Party currently using?**

Employees and Qualified Volunteers must obtain Libertarian Party approval for the development and redesign of websites, web applications and apps, as well as the building or launching of new constituent engagement opportunities and social media accounts. Employees and Qualified Volunteers are also required to adopt corporate technologies and follow corporate standards for websites and blogs. The planning process prior to establishing a new social media tool includes considerations for managing intellectual property, records management, information security and maintaining privacy,

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Below is a list of social media tools currently in use by the Libertarian Party.

Twitter is an online news and social networking platform that allows users to post and interact with short messages that may include links, images, videos or hashtags. Users can interact with content by liking, retweeting or commenting on posts. Twitter is an effective tool when immediacy is important.

Facebook is a social media and social networking platform that allows users to post messages that may include links, images, video or other visual/audio content. Users can interact with content by commenting on posts, assigning an emoji and sharing posts with their own contacts. Facebook is a useful tool for highly-visual content, or when you hope to start a conversation with citizens.

Instagram is an online photo-based social networking platform best suited for sharing photos and short videos. Users can interact with content by liking it, leaving a comment or sharing it with others. Instagram is a useful tool for highly-visual, lifestyle-focused content.

YouTube is an online video-sharing platform that allows users to comment, share and rate content.

LPedia is an online Libertarian Encyclopedia entirely maintained and added to by Libertarians and the general public.

MeWe is an alt-tech social media and social networking service. MeWe's light approach to content moderation has made it popular among Libertarians and Conservatives alike. The Site's interface has been described as similar to that of Facebook, though MeWe describes themselves as the anti-Facebook due to its focus on data privacy.

#### **B. How do I set up a new official Libertarian Party social media account or engagement activity?**

It is important to note that the Libertarian Party takes a measured approach to creating new blog sites and social media accounts, so an early discussion with the Libertarian Party is essential to determine if your idea is likely to get approval. From time to time, based on proven need, new social media accounts and blogs will be considered. Any web content prepared for public consumption, regardless of the medium used, must be approved by the Advertising & Publication Review Committee, through the communications director assigned to your ministry. It is also vital that the Libertarian Party is responsible to ensure that all Libertarian policies and programs are communicated to the public in a timely, relevant and accessible manner and that constituents can access the information and services they need from the Libertarian Party in a way that is efficient and effective. The Marketing and Media Committee can help you determine the tools and approvals required for creating new social media accounts. Beyond Marketing and Media and the Advertising & Publication Review Committees, approvals may include the Chair or Vice Chair. Final approval of all new social media accounts rests with the LNC as well as the Chair. Final approval of new blogs and other

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constituent engagement activities like apps that gather feedback or face-to-face open houses rests with the LNC or the Chair. In many cases, rather than starting your own social media account, it may be better for you to work with the Libertarian Party to promote content about your program through existing party accounts. This allows you to leverage the Libertarian Party brand, and an existing and well-established audience, rather than starting from scratch.

Please connect the Advertising & Publication Review Committee if you have content that you would like shared.

#### **C. How do I moderate social media in my professional capacity?**

Libertarian Party employees or qualified volunteers may in their professional capacity be involved in moderating, encouraging dialogue and responding to questions on social media and blogs. For this activity, employees are expected to follow the following guidelines.

##### ***Loyalty***

Libertarian Party employees and qualified volunteers have a duty of loyalty to the Libertarian party as their employer. They must act honestly and in good faith and place the interests of the party ahead of their own private interests.

##### ***Confidentiality***

Confidential information, in any form, that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Employees with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.

##### ***Public Comments***

Libertarian Party employees or qualified volunteers may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so).

Employees must not jeopardize the perception of the Libertarian Party in the performance of their duties through making public comments or entering into public debate regarding Libertarian Party policies. Libertarian Party employees must not use their position in the party to lend weight to the public expression of their personal opinions.

##### ***Political Activity***

Libertarian Party employees and qualified volunteers may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment.

If engaging in political activities, employees must remain impartial between Libertarian Candidates and Platforms and also retain the perception of impartiality in relation to their duties and responsibilities.

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#### ***Service to the Public***

Libertarian Party employees and qualified volunteers must understand that the party is here to serve the public and provide that service to the public in a manner that is courteous, professional, equitable, efficient, and effective and overall positive, refraining from the negative. Employees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties. It is necessary to the positive development of the party to avoid hostility in social media communication as this can be conceived as a violation of the Non Aggression Principle.

All Libertarian Party employees and qualified volunteers must know there are categories of information that cannot be discussed with members of the public in any forum, either face-to-face or online. They include: Matters before the courts; Confidential policy advice, draft legislation etc.; and Material about third persons (e.g. information about identifiable individuals). Employees and volunteers who are in doubt as to whether certain information is confidential must ask the appropriate authority, before disclosing, releasing or transmitting it. You must notify the appropriate committee or LNC member if you receive a media request, including those from bloggers and other social media personalities who may be working on a story. Additional advice on moderation best practices can be found in Appendix A of this document.

#### **D. What privacy concerns do I need to be aware of?**

When a citizen leaves a comment or provides an opinion on a government social media channel or blog, they are providing personal information. The definition of personal information has a broad scope and includes, among other things, an individual's home address or email, appearance and image, educational and employment history and personal opinions. Part of the planning for constituent engagement and social media will include a plan to ensure and protect the privacy implications of the approach and tools to be considered. Some of the questions that may be asked as part of the plan include but not limited to: • Will anyone be sharing photos or videos containing identifiable individuals? • Will participants be sharing personal information about others, perhaps people they are caregivers of, their neighbors or friends? • Will anyone be able to identify the individuals based on the comments? • What is the data flow of personal information and opinions once it is received? • What happens to the personal information once the project is complete? • How will employees and qualified volunteers of the Libertarian party ensure that personal information and opinions are not improperly disclosed through systems or processes?

#### **E. If a constituent has shared a comment or other content, can I reuse it?**

From time to time, the Libertarian Party may wish to reuse personal information, such as opinions that were originally provided for the purposes of public discussion and promotion of proposed or existing Libertarian Party initiatives, policies, proposals, programs and legislation. For example, if Jane Smith posts on an official Libertarian Party channel her opinion about a policy, the Libertarian Party may choose to include this comment in a social media post, graphic or in the final engagement report. This is acceptable. However, identifiable elements should be removed if they are not required to communicate the message

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or further engage with the community. However, The Libertarian Party may not freely re-post personal information from other information sources, such as another website, photos, a newspaper article, government press releases without obtaining the proper approval to do so or if ability to repost is implied by the organization.

#### **F. What do I need to be aware of regarding intellectual property and copyright?**

Intellectual property is the set of rights arising from the creation and development of music, videos, computer software, publications, training manuals, reports, maps, etc. Intellectual property rights include, but are not limited to, copyright, trademarks, official marks, domain names, patents and industrial design. The Libertarian Party claims copyright on any materials it posts or publishes, so it is essential that all employees and qualified volunteers confirm the materials posted online are owned by the Libertarian Party or permission to use this material has been granted and are not protected by someone else's copyright, existing restrictive licensing agreements or other terms of use that would prohibit the Libertarian Party from posting the materials. Materials automatically become the property and copyright of the Libertarian party if created by an employee while at work. Copyright encompasses a wide range of assets including written materials, such as books, manuals, reports and computer software; visual materials such as videos, photographs, pictures, posters and maps; and audio materials such as music and voice recordings. Also, commonly used within any organization including the Libertarian Party are registered trademarks and official marks, which are usually logos, word marks, or other branding associated with the Libertarian Party. All materials found online are property of their authors which may only be used if accompanied by a license or if prior permission is obtained from the author. The Libertarian Party must not use the trademarks or logos of another entity unless there is permission to do so. The Libertarian party cannot be perceived as endorsing a separate entity or its programs or products. Stock photos may be used providing they have been purchased as royalty-free with unlimited rights usage. Any questions about the use of intellectual property or copyright on social media and constituent engagement sites should be directed to the LNC or to the Advertising & Publication Review Committee, who may follow up with you or any other entity that may be necessary.

#### **G. How do I keep social media and constituent engagement records?**

Employees and qualified volunteers must consider how best to document the projects and activities for which they use social media tools and constituent engagement processes. Key records need to be classified and recorded in an appropriate fashion, and this may involve copying or transcribing information originally presented on social media. Other documentation may be identified as transitory records and destroyed.

#### **H. How do I prevent information security incidents?**

Prior to launching a social media tool or constituent engagement process, you must work with the LNC or Advertising and Publication Review Committee to assess the potential security risks of a particular tool, determine the appropriate security settings and ensure that you

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understand the terms and conditions for the site. Any suspected or actual information incidents must be reported to the chair and the LNC immediately upon discovery of the breach.

#### **I. Does being a Libertarian employee or qualified volunteer impact my personal use of social media?**

All employees and qualified volunteers are required to comply with the Standards of Conduct as a condition of their employment or extended volunteer capabilities. This requires Libertarian employees and qualified volunteers to conduct themselves in a manner that maintains and enhances the public's trust and confidence in public perception. The Libertarian Party and the mainly the LNC and chair communicates Standards of Conduct expectations through training and support programs offered, as well as through internal tools. To comply with the Standards of Conduct, employees and qualified volunteers must conduct themselves in a way that separates their personal and professional use of social media and must avoid all real, potential and perceived conflicts of interest if deemed necessary. Employees must maintain impartiality in the performance of their duties and avoid making public comments or entering into public debate regarding government policies outside of Libertarian scope particularly in support of other parties. This commitment starts from the time the LNC or the chair in-trusts the employee or qualified volunteer with the capability of conducting social media presence for the representation of the Libertarian party, and they must conduct themselves accordingly throughout their employment or service as a volunteer in this capacity. This is only to be applied in instances where an employee or qualified volunteer slanders or defames the party or individual within the party or expresses a position or policy that is directly in violation of the bylaws, platform, statement of principles, or the Non-Aggression Principle.

#### **J. What about social media and constituent engagement during an election period?**

There are specific guidelines for employees and qualified volunteers during the election period, which includes the primary (the beginning of the political season when multiple candidates for the Libertarian party or other parties may be called), general (the main portion of the political season when candidates of all parties and independent individuals are seeking office) and transition (from election day until the new officeholders are sworn in). During the primary season it is necessary that all Libertarian employees and qualified volunteers directly responsible for advertising, communications, internet/web updates, social media and constituent engagement activities are limited to general public interaction regarding policy, national and state membership drives, and responding to the public regarding platform, position pieces. During this time, Libertarian party employees and qualified volunteers are not allowed to publish content that may be perceived as promotional of particular candidate in any race as it is the intention of the party to allow the voters to choose the appropriate candidate however sharing earned media for a Libertarian candidate with the express statement that this is not an endorsement of the candidate where the shared media has been shared within our channels. This does not expressly include any constituent engagement activities that may be multi-year or ongoing works with individuals who may be also seeking office. Public

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feedback can still be accepted, but all efforts must be made to remain as impartial as part. The only exception is for an instance where another party or contrary group of individuals are seeking the nomination of the Libertarian party. This will be verified by the LNC and/or the chair prior to action taken. During the general election phase of the election cycle, the Libertarian party will actively promote duly selected nominated and or balloted candidates who will appear as Libertarians on the ballot in partisan races. Nonpartisan races will require membership of the party prior to appearing on the ballot in the respective elections. Employees and qualified volunteers should also be particularly conscious of their personal use of social media during an election period. During the transition phase restrictions are eased however no defamatory or negative commentary or personal usage of any campaign or candidate shall occur.

#### **K. Social Media Best Practices**

Use of social media by libertarian employees or qualified volunteers are our spokespeople For all intents and purposes, social media accounts can and should be considered an extension of the identity of an individual and of the party. Like their owners, a social account can embody different identities: Chair, LNC Member, etc. Guidelines for Libertarian party use of Social Media by employees or qualified volunteers can and should post to social media, including Facebook pages, in their capacity as a Libertarian party spokesperson. And they can do so while also using the same account to connect with constituents in their capacity as such, for example. The role of the Libertarian communications staff in supporting the Chair, the LNC and individual Committees with social media outreach is similar to how the Libertarian Party staff produce speaking notes and video products for announcements. Libertarian Party communications departments should produce suggested social media content for the Chair, the LNC, Committees and other spokespeople related to any and all Party events and announcements. The Chair, LNC, and Committees can then choose to adapt and work with other individuals after approval to post the proposed digital content after due review. For example, The Libertarian Party communications staff should prepare suggested Facebook posts and tweets related to a major party announcement for the Chair. Libertarian Party staff can and should also offer support to the Chair as it relates to digital communications best practices and posting the content. Libertarian Party communications staff should not, however, write suggested content unrelated to their role as a spokesperson as a member of a political party, this would exclude content from their role as a fan of a sports team, or as a family member, Libertarian Party communications staff should also not be posting to social media channels on behalf of a Chair or LNC Member or Committee. Social Media Best Practices Security Best Practices Creating structure around access, roles and logins can help protect Libertarian party blogs and social media accounts from security incidents. Members of Libertarian party staff can help involved individuals develop smart security patterns to safeguard account security. Some security best practices include: • Restrict access to pages and accounts to those who need it; • Establish and follow rules around where personnel fit in the role hierarchy (e.g. only two or three admins on Facebook with others as editors or below) • Use single logins when possible, or restrict login to party email addresses which can be controlled if compromised; • Reduce the number of personal email accounts being used to login to Facebook, which can expose Libertarian Party accounts to security incidents if personal Facebook accounts are compromised; and • Ensure any personal accounts adhere to



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password security best practices by choosing complex, unique passwords that are different for each account, changing passwords often (at least every 3 months), and setting up two-factor authentication for any account that has access to Libertarian Party assets. Moderation Best Practices Each social media tool will require its own moderation policy and terms of use. For example, the Corporate Moderation Policy must be used when setting up the party blog platform. Some additional tips for moderating include: • Only comment on topics that you have responsibility for and direct knowledge about. Refer out-of-scope questions to those with responsibility for those areas or to the relevant communications officer in the Libertarian Party; • Provide information in plain language and avoid personal bias; • Check for spelling and grammatical errors; • Be polite, communicate respectfully, and encourage positive, helpful exchanges of information; • Do not provide links to, or information about, sites that contain unlawful, objectionable or inappropriate content; and • Never include your personal phone number, e-mail address or other personal information.

#### Be Personable

Success with social media requires a personable, conversational style in your online interactions. This approach will help you build productive relationships, manage our Party's reputation and help you become a valued and proactive contributor to online conversations and communities. Draw on your experience to tell stories and anecdotes that illuminate your ideas and use an authentic voice to help people connect to the person behind the keyboard. In doing so, be mindful of the privacy guidelines and information collection and disclosure guidelines outlined in this document to avoid compromises of your own or others' privacy.

#### Be Relevant

Provide information that is timely and useful for your audience. Work thoughtfully to create conversations that are productive, and be responsive to questions and feedback that comes in.

#### Plan Ahead

Keep the conversation going by developing a content calendar to plan what you want to share and when. Regular timing of posts can be helpful for increasing a following and keeping them engaged and focus on quality content. Whatever schedule you decide on – twice a week, once a day, multiple times each day – an editorial calendar can help you strategize the content you want to create for each platform and when you want to share it. Consider the timeliness of your content and ways you might tie-in to public events, seasons, occasions and topical themes. Just as important as knowing when to share content is knowing when it is not the right time. For example, during large breaking news events adjusting your content plans may avoid appearing insensitive or out of touch.

#### Prioritize Service

A constituent centered approach includes responding to all public questions and comments promptly, creating content based on what the audience is looking for or needs further explanation on, and collaborating on content, all done with a focus on whether the public would find the content interesting. With a clear priority around constituent service,

#### Manage Issues Wisely

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Social media is a helpful way for libertarian employees and qualified volunteers as well as our general constituent to be made aware of emerging issues. Sometimes issues can be identified as they begin to unfold on our social media profiles, and at other times issues may be directed specifically at them. It is important to work closely with party employees, the Chair, and LNC when this happens, so you can respond to issues appropriately.

#### Monitor Regularly

Constituents see social media as a way to directly access information and people quickly. Frequent content updates and prompt, helpful responses to inquiries can go a long way in building trust with followers. Be sure to check in with your social media profiles frequently to check on new activity, provide follow up to comments and identify emerging issues.

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**Log of Changes**

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**LOG OF CHANGES<sup>1</sup>**

January 3, 2021	Add New Section 1.03.2 LNC Committee Appointments [20210103-04]
January 3, 2021	Add New Section V “Other Policies” and Social Media Policy [20210103-01]
December 6, 2020	Committee Appointments 1.03.1 and Committee Scope and Responsibilities 2.02.10 [20201206-07]
December 6, 2020	Convention Oversight Committee 2.02.7 with conforming changes to 1.03 [20201206-06]
December 6, 2020	Meetings 1.02 [20201206-04]
December 6, 2020	Membership Benefits 2.05 [20201206-03]
November 11, 2020	Meeting Minutes 1.02(6) [20201108-01]
October 24, 2020	Electronic Meetings 1.02.7(h) [20201017-01]
October 4, 2020	Committee Appointments and Terms of Office 1.03 [20201004-10]
October 4, 2020	Electronic Mail Ballots 2.07.4 [20201004-04]
October 4, 2020	Meetings 1.02.6 [20201004-03]
October 4, 2020	Committee Appointments 1.03.1 [20201004-02] <sup>2</sup>
September 13, 2020	Graphic Symbols and Colors 2.06.2 [200913-4]
September 13, 2020	Conforming changes to Endnotes with the release of the 12 <sup>th</sup> edition of RONR [200913-2]
July 19, 2020	Executive Sessions 1.02.5 [200719-9]
July 19, 2020	Committee Appointments 1.03.1 and Committee Terms of Office 1.03.2 [200719-5]
July 2, 2020	Meetings 1.02(e) [200625-1] <i>Provision automatically deleted after the completion of the 2020 National Convention</i>
June 5, 2020	Committee Appointments 1.03.1 [200529-1]
June 5, 2020	Meetings 1.02.7 [200529-2]
May 18, 2020	Eligibility to Engage in Financial Transaction 2.01.3 and Contracts and Contract Approval 2.04.3 [200511-1]
February 2, 2020	Position Description of Executive Director [200205-5]
February 2, 2020	Conforming changes for numerals to appear in “text (Arabic numeral) format [200202-4]
February 2, 2020	Auxiliary Memberships 2.05.6 [200202-1]
February 1, 2020	Electronic Mail Ballots 1.04.1 [200201-13]
February 1, 2020	Format of Proposed Agenda 1.02.2 [200201-12]
February 1, 2020	Hiring and Termination 2.09.4 [200201-11]
February 1, 2020	Style changes reflecting gender neutrality [200201-9]

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<sup>1</sup> This log of changes only includes substantive amendments formally passed by the LNC. Non-substantive formatting changes or corrections of scrivener’s errors are not included. Beginning with the LNC term of 2018-2020, ballot/vote reference numbers are included for the LNC action resulting in the change.

<sup>2</sup> The format of ballot numbers changed at the time of this change.

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February 1, 2020	Harassment and Offensive Behavior Prohibition 2.01.4 [200201-7]
February 1, 2020	Style changes [200201-6] and [200201-6A]
February 1, 2020	Conforming changes to name change of Information Technology Committee to Information Services Committee [200201-5]
February 1, 2020	Committee Scope and Responsibilities 2.02.8 [200201-3]
February 1, 2020	Committee Scope and Responsibilities 2.04.3 [200201-4]
November 17, 2019	Special Events Section 2.03.12 [191117-16]
November 17, 2019	Terms and Conditions [191117-15]
November 16, 2019	Budget Section 2.03.3 [191116-1]
August 11, 2019	Orientation Section 3.05.4 [190804-1]
March 9, 2019	Affiliate Relations Section 3.03 [190310-5]
March 9, 2019	Electronic Mail Ballot Procedures Section 1.04.1 [190309-9]
January 6, 2019	Committee Appointments, Section 1.03 [190106-3]
January 6, 2019	Hiring and Termination, Section 2.09.4 [190106-5]
December 1, 2018	Office Mortgage, Section 2.03.17 [181201-01]
September 30, 2018	Electronic Mail Ballot Procedures, Section 1.04.1 [180930-13]
September 30, 2018	Party Communications, Section 2.06.2 [180930-10]
September 29, 2018	Committee Appointments and Terms of Office (Historical Preservation Committee), Section 1.03.1 [180929-13]
September 29, 2018	Fixed Assets, Section 2.03.6 [180929-1]
July 27, 2018	Footnotes 44, 45, and 48 [Email Ballot 2018-18]
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

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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

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	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 11 <sup>th</sup> 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

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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**

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<sup>1</sup> Other terms defined in the bylaws may also be included in this document.

<sup>2</sup> See RONR (12<sup>th</sup> ed.) 10:45, 25:2, 25:13.

<sup>3</sup> 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.

<sup>4</sup> In the absence of this rule, RONR (12<sup>th</sup> ed.) 47:33 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 (12<sup>th</sup> ed.) 8:2(2) 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 (1) meeting—each succeeding meeting is scheduled with a view to continuing business at the point where it was left off at the previous meeting.”

<sup>5</sup> 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.

<sup>6</sup> RONR (12<sup>th</sup> ed.) 57:19 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.

<sup>7</sup> There are two divisions of main motions, original main motions and incidental main motions. See RONR (12<sup>th</sup> ed.) 5:2.

<sup>8</sup> In the absence of this rule, the procedure for providing previous notice is as described in RONR (12<sup>th</sup> ed.) 10:44, 44:10 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 (12<sup>th</sup> ed.) 8:2(2) defines session as a “meeting or series of connected meetings devoted to a single order of business, program, agenda or announced purpose, in which—



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when there is more than one (1) 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 (2/3) vote with previous notice, or (b) a vote of a majority of the entire membership of the Libertarian National Committee. See RONR (12<sup>th</sup> ed.) 2:22, 10:45.

<sup>9</sup> In the absence of this rule, we would follow the default of order of business as described in RONR (12<sup>th</sup> ed.) 41:5.

<sup>10</sup> In the absence of this rule, changing the order of the agenda requires amending something previously adopted, which requires a two-thirds (2/3) vote or a majority of the entire membership of the LNC or unanimous consent. See RONR (12<sup>th</sup> ed.) 41:63.

<sup>11</sup> In the absence of this rule, RONR requires a suspension of the rules—two-thirds (2/3) vote—to allow a nonmember to speak in debate. See RONR (12<sup>th</sup> ed.) 25:9n7.

<sup>12</sup> RONR (12<sup>th</sup> ed.) 9:27 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.”

<sup>13</sup> 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 (12<sup>th</sup> ed.) 9:24 states that “a motion to go into executive session is a question of privilege, and therefore is adopted by a majority vote.”

<sup>14</sup> This section was amended effective July 19, 2020 to comply with an amendment to the Party bylaws stating: “The LNC and all of its committees shall conduct all votes and actions in open session; executive session may only be used for discussion of personnel matters, contractual negotiations, pending or potential litigation, or political strategy requiring confidentiality.”

<sup>15</sup> In the absence of this rule, action can be taken in executive session. RONR (12<sup>th</sup> ed.) 9:27 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.”

<sup>16</sup> In the absence of this rule, a motion would be required before allowing debate. RONR (12<sup>th</sup> ed.) 9:27 “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...”

<sup>17</sup> 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

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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 (2/3) vote is more burdensome.

<sup>18</sup> In the absence of this rule, the minutes would not reflect who was absent from an Executive Session. See RONR (12<sup>th</sup> ed.) Section 48 for the contents of minutes.

<sup>19</sup> In the absence of this rule, this information may not violate the secrecy of Executive Session. RONR (12<sup>th</sup> ed.) 9:27 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.”

<sup>20</sup> In the absence of this rule, lifting secrecy would require only the consent of the LNC. RONR (12<sup>th</sup> ed.) 9:27 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.”

<sup>21</sup> In the absence of this rule, the minutes would not reflect disclosed conflicts of interest. See RONR (12<sup>th</sup> ed.) Section 48 for the contents of minutes.

<sup>22</sup> RONR 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 (12<sup>th</sup> ed.) 1:1n1 and also 9:34.

<sup>23</sup> In the absence of this rule, only roll call vote details and main motions would be recorded in the minutes. See RONR (12<sup>th</sup> ed.) 48:2-5.

<sup>24</sup> 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 (12<sup>th</sup> ed.) 48:9.

<sup>25</sup> The only proper way to object to the approval of the Secretary’s draft of the minutes is to offer a correction to it. See RONR (12<sup>th</sup> ed.) 41:11. Also, a member who believes that further investigation or redrafting is necessary in order to produce a correct version of the minutes may offer a motion to refer the minutes to a committee or to postpone their approval to a certain time. See RONR (12<sup>th</sup> ed.) 41n3.

<sup>26</sup> In the absence of this rule, minutes would only be accessible by members of the Executive Committee. RONR (12<sup>th</sup> ed.) 47:33 states “Any member has a right to examine these reports

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and the record book(s) 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 49:18-19).”

<sup>27</sup> 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 (12<sup>th</sup> ed.) 48:9.

<sup>28</sup> 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 (12<sup>th</sup> ed.) 50:11.

<sup>29</sup> 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 (12<sup>th</sup> ed.) 50:11.

<sup>30</sup> Per Bylaw Article 9.2, the Assistant Treasurer is excluded from serving on the Audit Committee.

<sup>31</sup> 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 (12<sup>th</sup> ed.) 50:10), except that in a board the special committee would expire with the body that appointed it (see RONR (12<sup>th</sup> ed.) 50:30). 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 (12<sup>th</sup> ed.) 50:29).

<sup>32</sup> 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 (12<sup>th</sup> ed.) 47:20.

<sup>33</sup> RONR (12<sup>th</sup> ed.) 1.1n1 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 9:30-36).

<sup>34</sup> In the absence of this rule, without notice, the LNC can amend this with a two-thirds (2/3) vote or a majority of the entire board; or with notice, the LNC can amend with a majority vote. See RONR (12<sup>th</sup> ed.) 35:2(7).

<sup>35</sup> LNC is delegating its authority. In the absence of this rule, such an amendment would require LNC approval.

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<sup>36</sup> LNC is delegating its authority. In the absence of this rule, such an amendment would require LNC approval.

<sup>37</sup> LNC is delegating its authority. In the absence of this rule, such an amendment would require LNC approval.

<sup>38</sup> 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.

<sup>39</sup> See RONR (12<sup>th</sup> ed.) 25:12-13.

<sup>40</sup> Current bylaws-specified committees include Judicial, Bylaws and Rules, Platform, and Credential Committees.

<sup>41</sup> This policy assigns some tasks to the Audit Committee in addition to those specified in Bylaw Article 9.2.

<sup>42</sup> In the absence of this rule, the committee could not begin its work until all of its members were named (see RONR (12<sup>th</sup> ed.) 50:13(d)).

<sup>43</sup> The term “fixed membership” is defined in the footnote on RONR (12<sup>th</sup> ed.) 44:9(b)n1.

<sup>44</sup> Note that the D.C. corporation code requires board approval to open a bank account.

<sup>45</sup> 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.

<sup>46</sup> 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.”

<sup>47</sup> Authorized by Bylaw Article 6.6.

<sup>48</sup> Authorized by Bylaw Article 6.6.

<sup>49</sup> This policy is derived from and serves as an interpretation of Bylaw Article 9.5.

<sup>50</sup> Authorized by Bylaw Article 4.2.

<sup>51</sup> Qualifications for sustaining membership are defined by Bylaw Article 4.4.

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<sup>52</sup> In the absence of this rule there is no requirement in RONR to send such documents in advance. RONR (12<sup>th</sup> ed.) 47:33(10) 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 (12<sup>th</sup> ed.) 41:62 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 (RONR (12<sup>th</sup> ed.) 41:39-40) or conforms to the standard order of business (RONR (12<sup>th</sup> ed.) 3:15-17, 41:5) or an order of business prescribed by the rules of the organization (RONR (12<sup>th</sup> ed.) 2:14-22, 3:15-17).”

It requires a simple majority for the LNC to adopt an agenda (RONR (12<sup>th</sup> ed.) 41:61).

<sup>53</sup> RONR 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 (12<sup>th</sup> ed.) 1.1n1 and also 9:30-36.

<sup>54</sup> See RONR (12<sup>th</sup> ed.) 25:12-13.

<sup>55</sup> See RONR (12<sup>th</sup> ed.) 25:12-13.