**GENERAL NOTES**

* *CMOS* is the 17th edition of the *Chicago Manual of Style.*
* Suggest full justification throughout. There is inconsistent use of one space and two spaces after period. While *CMOS* argues for one space, some heartily dispute, including this writer.
* There are multiple areas in which a hard return before a list is needed. I did not list these here.
* After any changes are approved, a second review will be necessary.

**COLOR-CODING**

* Items highlighted red may be considered substantive.
* Items highlighted yellow indicate reformatting lists to bullet form throughout or

changing in-line lists to bullet lists.

* Items highlighted blue indicated spelling out numbers and adding numerical designation in parentheses.
* Items highlighted dark red indicate either adding or omitting commas.
* Items highlighted purple indicate adding full text or letters for abbreviations/acronyms.
* Items highlighted turquoise indicate gender-neutral changes and removing personal pronouns.
* Items highlighted bright green indicate general misc. grammar.
* Items highlighted teal indicate move text and make conforming changes.
* Items highlighted dark yellow indicated words added/struck for clarity.
* Items highlighted grey indicate capitalization issues.

| **Page/Line #** | **Summary of Changes** | **Notes** |
| --- | --- | --- |
| **6/4** | Add parenthetical abbreviation/acronym of “LNC” for “Libertarian National Committee, Inc.”  |  |
| **6/8** | Strike out “Libertarian National Committee, Inc.” and add abbreviation/acronym of “LNC” |  |
| **6/19** | Strike out personal pronoun “our” and “the LNC’s” |  |
| **6/20** | Italicize book title | *CMOS* 8.2 |
| **6/25** | Lowercase “Standing Rules” | *CMOS* 8.1 |
| **6/26**  | Add “Enduring” | This is the correct full title of that section |
| **6/26**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **6/26-27** | Strike out “Libertarian National Committee, Inc.” and add parenthetical abbreviation/acronym of “LNC” |  |
| **6/28**  | Strike spaces on either side of em-dashes in text  | *CMOS* 6.85 |
| **6/28** | Add “Enduring” | This is the correct full title of that section |
| **6/30** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **6/30-31** | Strike out “Libertarian National Committee, Inc.” and add abbreviation/acronym of “LNC” |  |
| **6/31** | Add Oxford comma after “bylaws” | *CMOS* 6.19 |
| **7/3** | Move endnote superscript from before the colon to after | *CMOS* 14.26 |
| **7/5-6** | Strike “he or she” and add “they” | Consistency in gender neutral pronoun usage |
| **7/6** | Add “membership” before certification | Clarity |
| **7/11** | Add “or Libertarian National Committee, Inc.” | Clarity |
| **7/19** | Lowercase “Platform” three times | *CMOS* 8.1 |
| **7/21** | Core activity should be defined here as well |  |
| **7/24, 7/25,****7/27** | Add comma after “i.e.” | *CMOS* 6.51 |
| **8/3** | Lowercase “Rules” and “Order” | *CMOS* 8.1 |
| **8/3** | Add comma after “i.e.” | *CMOS* 6.51 |
| **8/5** | Lowercase “Bylaws” and “Corporate Charter” | *CMOS* 8.1 |
| **8/5** | Add Oxford comma after “Charter” | *CMOS* 6.19 |
| **8/6** | Add Oxford comma after “state” | *CMOS* 6.19 |
| **8/9** | Add Oxford comma after “rescinded” | *CMOS* 6.19 |
| **8/10** | Strike “or” and add comma | *CMOS* 6.19 |
| **8/10** | Add parenthetical description of number | Parentheticals added for consistency and clarity |
| **8/10** | Add parenthetical description of number | Parentheticals added for consistency and clarity |
| **8/10-12** | Break out into bulleted lists |  |
| **8/11-13** | Strike out “Libertarian National Committee” and add abbreviation/acronym of “LNC” (twice) |  |
| **8/13** | Strike comma after “suspended” | *CMOS* 6.25 – though this is dependent upon whether or not the dependent phrase is considered supplementary or critical which can often be a tenuous determination. This clause appears to be critical. |
| **9/15** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **9/20** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **9/24** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **9/30** | Lowercase “Bylaws” and “Corporate Charter” | *CMOS* 8.1 |
| **9/31** | Lowercase “Special Rules of Order” | *CMOS* 8.1 |
| **9/35** | Add parenthetical description of number | Parentheticals added for consistency and clarity |
| **10/5** | Strike out “by either one of two methods” | Wordy and not necessary and can be accomplished by the suggested change at 10/7 |
| **10/6** | Strike “his or her” and add “their” | Consistency in gender neutral pronoun usage |
| **10/7** | Add “by” at end  |  |
| **10/9** | Add “with” before “such notice” | Clarity |
| **10/11** | Add “ing” to the word “send” | Consistency in verb forms |
| **10/12** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **10/16** | Move endnote superscript from before the colon to after | *CMOS* 14.26 |
| **10/27** | Add “Vice-Chair’s Report” |  |
| **11/4** | Add parenthetical description of number | Parentheticals added for consistency and clarity |
| **11/11** | Remove space before 12 superscript |  |
| **11/28** | Add parenthetical description of number | Parentheticals added for consistency and clarity |
| **11/28** | Add “the” before LNC |  |
| **11/43**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **11/43** | Add parenthetical description of number | Parentheticals added for consistency and clarity |
| **12/5-6**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **12/6** | Add parenthetical description of number | Parentheticals added for consistency and clarity |
| **12/9** | Strike “himself or herself” and add “themselves” | Consistency in gender neutral pronoun usage |
| **12/10** | Strike “his or her” and add “their” | Consistency in gender neutral pronoun usage |
| **12/26** | Insert missing period |  |
| **12/41** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **12/45** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **12/47** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **13/3** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **13/5** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **13/5** | Omit comma | *CMOS* 6.25 |
| **13/8** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **13/15** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **13/18** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **13/22** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **13/24** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **13/29-****15/10** | Remove letters from paragraphs | No other section is treated this way  |
| **13/35** | Strike comma after “suspended” | *CMOS* 6.25  |
| **13/36** | Strike “two” | Unnecessary |
| **13/41** | Spell out numbers and add parentheticals | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **14/4-6** | Spell out numbers and add parentheticals | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **14/18** | Strike “his” and add “their” | Consistency in gender neutral pronoun usage |
| **14/26** | Strike “himself” and add “themselves” | Consistency in gender neutral pronoun usage |
| **14/44** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **16-17/entire table** | Spell out numbers and add parentheticals | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **17/ table Exec Comm** | Spell out words instead of using the symbols “+” and “#” and change “Any” to lowercase |  |
| **17/9** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **17/4** | Hyphenate “LNC created” |  |
| **17/25** | Lowercase “Policy Manual” and “Bylaws” | *CMOS* 8.1 |
| **19/7** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **19/4** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **19/4** | Add a semi-colon and “and” |  |
| **19/20**  | Hyphenate “thee month” |  |
| **19/25** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **20/3-4** | Lowercase “Rules,” Special Rules of Order,” “Bylaws,” and “Corporate Charter” | *CMOS* 8.1 |
| **20/5** | Add Oxford comma after “state” | *CMOS* 6.19 |
| **20/9-11** | Break out into bulleted lists |  |
| **20/10** | Strike out “or” |  |
| **20/10** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **20/11-12** | Strike out “Libertarian National Committee” and add abbreviation/acronym of “LNC” (twice) |  |
| **21/7** | Strike “his or her” and add “their” | Consistency in gender neutral pronoun usage |
| **21/14** | Strike “his/her” and add “their” | Consistency in gender neutral pronoun usage |
| **21/17** | Add Oxford comma after “officer” | *CMOS* 6.19 |
| **21/27** | Lowercase “Bylaws” | *CMOS* 8.1 |
| **22/2** | Lowercase “Bylaws” | *CMOS* 8.1 |
| **22/4** | Strike “his or her” and add “their” | Consistency in gender neutral pronoun usage |
| **22/4** | Lowercase “Bylaws” | *CMOS* 8.1 |
| **22/7** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **22/42** | Strike comma after “individual” | *CMOS* 6.25  |
| **23/1** | Lowercase “Members” | *CMOS* 8.1 |
| **23/1** | Strike comma after “staff” | *CMOS* 6.25 |
| **23/4** | Strike out “You” and add “Each LNC and staff member” and strike out “you’re” and add “their” | Removing personal pronouns |
| **23/18** | Add Oxford comma after “gestures” | *CMOS* 6.19 |
| **23/20** | Add Oxford comma after “cartoons” | *CMOS* 6.19 |
| **23/22** | Strike out “you” and add “any LNC or staff member” and add “s” to “think” | Removing personal pronoun and correcting verb tense to agree |
| **23/34** | Strike comma after “Chair” | *CMOS* 6.25 |
| **23/34** | Strike “man” | Removing gendered title |
| **23/37-39** | Add “the” before LNC (three times) |  |
| **24/7** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **24/11** | Add full name “Advertising & Publication Review Committee” and put abbreviation/acronym as parenthetical  |  |
| **24/12** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **24/14** | Lowercase “Platform” | *CMOS* 8.1 |
| **19/25** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **24/16** | Add Oxford comma after “posts” | *CMOS* 6.19 |
| **24/23** | Add Oxford comma after “literature” | *CMOS* 6.19 |
| **24/29** | Add “as follows” and replace period with colon | This precedes a list. |
| **24/32** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **24/34** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **24/37** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **24/41** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **24/42** | Lowercase “Platform” | *CMOS* 8.1 |
| **24/44** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **25/25** | Strike “as and” | Unnecessary words |
| **25/30** | Move endnote superscript from before the colon to after | *CMOS* 14.26 |
| **25/32** | Strike “’s tasks are to” and “to” and add “shall” | Clarity |
| **26/20** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **26/24** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **26/25** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **26/35** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **26/39** | Lowercase “Staff” | *CMOS* 8.1 |
| **26/40** | Move “to be presented” to different part of sentence | Smooth out language |
| **26/41** | Lowercase “Staff” | *CMOS* 8.1 |
| **26/42** | Add comma after “etc.” | *CMOS* 6.20 |
| **27/5-6**  | Add semi-colons and “and” to properly format list | *CMOS* 6.131 |
| **27/7-8** | Move “in a timely manner” to end of sentence | Smooth out language |
| **27/13** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **27/18-20** | Delete parenthetical of acronym and move to text | Consistency with rest of section |
| **27/21** | Add comma after “supervision” | *CMOS* 6.20 |
| **27/22** | Lowercase “Staff” | *CMOS* 8.1 |
| **27/23** | Add Oxford comma after “discipline” | *CMOS* 6.19 |
| **27/24** | Add Oxford comma after “procedures” | *CMOS* 6.19 |
| **27/26** | Remove full title and put in previously defined abbreviation |  |
| **27/27** | Lowercase “Staff” | *CMOS* 8.1 |
| **27/28** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **27/33** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **27/33** | Strike comma after “prior” | *CMOS* 6.25 |
| **27/37** | Spell out full title and put in parenthetical for abbreviation/acronym | Consistency with rest of section |
| **27/38** | Use previously defined acronym | Consistency with rest of section |
| **27/44** | Strike comma after “needs” | *CMOS* 6.25 |
| **28/1** | Move “By the LNC meeting following the convention” to after “Recommend” | Clarity and consistency of leading with verb in list |
| **28/1** | Strike “the committee will” | Unnecessary |
| **28/2** | Strike “to the LNC” | Redundant |
| **28/5-6** | Strike “to that,” “any,” and “as it”; add “IT”; add “s” to “solution”; add “ing” to “pertain”; and, add “LP” to “HQ” | Reword for clarity |
| **28/8-9** | Strike “to that,” “any,” and “as it”; add “IT”; add “s” to “solution”; add “ing” to “pertain”; and, add “LP” to “HQ” | Reword for clarity |
| **28/11** | Add “LP” to “HQ” | Clarity and consistency in abbreviation |
| **28/13** | Lowercase “Committee” | *CMOS* 8.1 |
| **28/14** | Add “LP” to “HQ” | Clarity and consistency in abbreviation |
| **28/15** | Use previously defined abbreviation/acronym | Consistency with rest of section |
| **28/15** | Add “systems” | Clarity |
| **28/15** | Add “LP” to “HQ” | Clarity and consistency in abbreviation |
| **28/21** | Add parenthetical for abbreviation/acronym | Consistency with rest of section |
| **28/21** | Add “with the assistance of staff as necessary” | Clarity to remove repetitive use of that phrase in list |
| **28/25-47****29/1-14** | Change from numbered list to bulleted list | *CMOS* 6.127  |
| **28/25** | Strike “With the assistance of staff” and capitalize “collect” | Remove redundant and repetitive phrase |
| **28/26** | Remove period and add semi-colon | *CMOS* 6.131 |
| **28/27** | Strike “to the committee as a whole” | Not necessary |
| **28/28** | Remove period and add semi-colon | *CMOS* 6.131 |
| **28/29** | Remove “d” from “proposed”; strike “shall”; and add “ing” to “represent” | Reword for clarity and style |
| **28/33** | Remove period and add semi-colon | *CMOS* 6.131 |
| **28/34** | Strike “With the assistance of staff” and capitalize “prepare” | Remove redundant and repetitive phrase |
| **28/43** | Remove period and add semi-colon | *CMOS* 6.131 |
| **28/44** | Strike “With the assistance of staff”  | Remove redundant and repetitive phrase |
| **28/44-46** | Move “, prior to the second general LNC meeting following the completion of the bi-annual election cycle ending in November of even numbered years” to after “present a report” and hyphenate “even numbered” | Reword for clarity, grammar, and style |
| **29/11** | Remove period, add semi-colon, and “and” | *CMOS* 6.131 |
| **29/19** | Spell out full title and put in parenthetical for abbreviation/acronym | Consistency with rest of section |
| **30/7** | Add Oxford comma after “presented” | *CMOS* 6.19 |
| **30/13** | Hyphenate “written off” |  |
| **30/42** | Add Oxford comma after “materials” | *CMOS* 6.19 |
| **30/43** | Add comma after “e.g.” | *CMOS* 6.51 |
| **31/6** | Add Oxford comma after “taxes” | *CMOS* 6.19 |
| **31/6**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/7**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/10** | Add Oxford comma after “travel” | *CMOS* 6.19 |
| **31/13** | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/13** | Add “ing” endings to “develop” and “support” | Verb form consistency in list |
| **31/15**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/15** | Add “ing” endings to “develop” and “maintain” | Verb form consistency in list |
| **31/16**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/18** | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/19** | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/19** | Add “Filing” to beginning and lowercase “Lawsuit” as it is no longer first word in sentence | Verb consistency in list |
| **31/20**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/20** | Add “Supporting” to beginning and lowercase “Efforts” as it is no longer first word in sentence | Verb consistency in list |
| **31/21** | Add “Communicating” to beginning and strike “Direct communication” | Verb consistency in list |
| **31/22** | Add “Producing” to beginning of item | Verb consistency in list |
| **31/22** | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/24** | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/24** | Add “Developing and implementing” and lowercase “Initiatives” as it is no longer first word in sentence | Verb form consistency in list |
| **31/25**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/26** | Add “Developing and implementing” and lowercase “Voter” as it is no longer first word in sentence | Verb form consistency in list |
| **31/27**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/29**  | Strike spaces on either side of en-dashes in text and convert to em-dashes | *CMOS* 6.85 |
| **31/32** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **31/39** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **31/40** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **32/3** | Add Oxford comma after “costs” | *CMOS* 6.19 |
| **32/7** | Strike comma after “Committee” | *CMOS* 6.25  |
| **32/15** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **32/15-16** | Hyphenate “Party issued” |  |
| **32/16** | Add “s” to “advance” |  |
| **32/16** | Strike “his or her” and add “their” | Consistency in gender neutral pronoun usage |
| **32/23** | Strike comma after “Treasurer” | *CMOS* 6.25  |
| **32/27-28** | Change numbered internal list to letters | Suggested by Mr. Hagan for consistency, alternative change would be to change to bulleted list |
| **33/1** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **33/2** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **33/20** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **33/21** | Add Oxford comma after “nature” | *CMOS* 6.19 |
| **33/32** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **33/40** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **33/43** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **34/9** | Lowercase “Special Events” | *CMOS* 8.1 |
| **34/12** | Strike comma after “Chair” | *CMOS* 6.25  |
| **34/17** | Hyphenate “self funding” |  |
| **34/17** | Strike out “which” and add “that” | Suggested by Mr. Hagan as “that” is used for restrictive clauses – see *CMOS* 6.27 |
| **34/22** | Add Oxford comma after “labor” | *CMOS* 6.19 |
| **34/27** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **34/41** | Lowercase “Presidential” | *CMOS* 8.1 |
| **35/7** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **35/16** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **35/16** | Strike “National Committee” and add “LNC” |  |
| **36/19** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **36/21** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **36/32** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **37/1****37/4** | Strike list bullets | Not a list |
| **37/9** | Strike “Libertarian National Committee” and add “LNC” |  |
| **38/6** | Lowercase “Bylaws” | *CMOS* 8.1 |
| **38/8** | Lowercase “Literature” | *CMOS* 8.1 |
| **38/34** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **38/35** | Remove hyphen from “life-membership” |  |
| **38/6** | Lowercase “Bylaws” | *CMOS* 8.1 |
| **36/19** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **39/1** | Spell out number and add parenthetical and re-capitalize accordingly | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **39/1** | Add period after “LP News” |  |
| **39/10-11****39/18-19****39/27-28****39/36-37****39/45-46** | Strike and move (Convention benefits are based on giving at least one annual contribution or equivalent pledges, from the start of the previous convention and prior to the next convention) to 40/7-9 omitting parenthesis and spelling out numbers/adding parentheticals |  |
| **40/11** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **40/13** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **40/19** | Strike comma after “programs” | *CMOS* 6.25  |
| **40/27** | Lowercase “Bylaws” | *CMOS* 8.1 |
| **40/29** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **40/31** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **40/32** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **40/35** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **40/43** | Lowercase “Staff” | *CMOS* 8.1 |
| **40/44** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **42/6** | Strike “spokesman” and add “spokesperson” | Removing gendered title |
| **42/18** | Strike “graphic” | Verbose |
| **42/27** | Add “APRC and/or” | This is substantive but is according to practice |
| **43/3** | Lowercase “Policy Manual” | *CMOS* 8.1 |
| **43/5** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **43/10** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **43/11** | Capitalize “libertarian” | This is speaking about the Party not the general movement |
| **43/12** | Add “and” to penultimate list item | *CMOS* 6.131 |
| **43/13** | Capitalize “libertarian” | This is speaking about the Party not the general movement |
| **43/13** | Hyphenate “libertarian-oriented” |  |
| **43/13** | Add Oxford comma after “costs” | *CMOS* 6.19 |
| **43/15** | Add “the” and an “s” to Party | Clarity |
| **43/25** | Strike “in order” | Wordy, superfluous |
| **43/29** | Lowercase “Platform” | *CMOS* 8.1 |
| **43/29** | Strike “which” and add “that” | Suggested by Mr. Hagan as “that” is used for restrictive clauses – see *CMOS* 6.27 |
| **43/30** | Lowercase “Platform” | *CMOS* 8.1 |
| **43/30** | Strike “which” and add “that” | Suggested by Mr. Hagan as “that” is used for restrictive clauses – see *CMOS* 6.27 |
| **43/33** | Lowercase “Internal Education” | *CMOS* 8.1 |
| **43/35** | Lowercase “Platform” | *CMOS* 8.1 |
| **43/36** | Lowercase “Platform” | *CMOS* 8.1 |
| **43/47** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **45/5** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **45/10** | Lowercase “Presidential” | *CMOS* 8.1 |
| **45/11** | Lowercase “National Conventions” | *CMOS* 8.1 |
| **45/12** | Lowercase “Bylaws” | *CMOS* 8.1 |
| **45/13** | Lowercase “Presidential” | *CMOS* 8.1 |
| **45/16** | Lowercase “Presidential” | *CMOS* 8.1 |
| **45/17** | Lowercase “Presidential” | *CMOS* 8.1 |
| **45/23** | Lowercase “Bylaws” | *CMOS* 8.1 |
| **45/23** | Lowercase “Platform” | *CMOS* 8.1 |
| **45/26** | Strike “his or her” and add “their” | Consistency in gender neutral pronoun usage |
| **45/36** | Strike “National Committee” and add “LNC” | Consistent use of abbreviations/acronyms |
| **45/37-38** | Strike “Libertarian National Committee, Inc.” and add “LNC” | Consistent use of abbreviations/acronyms |
| **46/8-25** | Make list bulleted | Consistency and *CMOS* 6.127 |
| **46/8-25** | Use list punctuation |  |
| **46/11** | Strike “&” and add “and” | Remove symbol that is not used elsewhere |
| **46/17** | Strike “&” and add “and” | Remove symbol that is not used elsewhere |
| **46/24** | Lowercase “Platform” | *CMOS* 8.1 |
| **46/33-39** | Use list punctuation and first letter caps  |  |
| **46/36** | Uppercase “party” | Consistency |
| **48/7** | Lowercase “Staff” | *CMOS* 8.1 |
| **48/17** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **48/19-28** | Use list punctuation and first letter caps  |  |
| **48/21** | Strike comma after “will” | *CMOS* 6.25  |
| **48/23** | Strike comma after “termination” | *CMOS* 6.25  |
| **48/32** | Insert parenthetical acronym/abbreviation of “ED” |  |
| **48/33** | Strike “Director” and add “ED” |  |
| **48/34-35** | Strike “Executive Director” and add “ED” |  |
| **48/40-41** | Strike “Executive Director” and add “ED” |  |
| **48/41** | Strike “Employment Policy and Compensation Committee” and add “EPCC” |  |
| **49/2-3** | Strike “Employment Policy and Compensation Committee” and add “EPCC” |  |
| **49/11** | Strike “Employment Policy and Compensation Committee” and add “EPCC” |  |
| **49/18-19** | Strike “Executive Director” and add “ED” |  |
| **49/24** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **49/25-26** | Strike “Employment Policy and Compensation Committee” and add “EPCC” |  |
| **49/30** | Strike “Employment Policy and Compensation Committee” and add “EPCC” |  |
| **49/36** | Uppercase “such” |  |
| **49/39** | Uppercase “such” |  |
| **50/7** | Add comma after “e.g.” | *CMOS* 6.51 |
| **51/3** | Strike out “Libertarian National Committee” and add abbreviation/acronym of “LNC” |  |
| **51/5-6** | Lowercase “Special Rules of Order,” “Bylaws,” and Corporate Charter” | *CMOS* 8.1 |
| **51/6** | Add Oxford comma after “state” | *CMOS* 6.19 |
| **51/10-11** | Lowercase “Policy Manual,” “Standing Rules,” Enduring Staff Order,” Enduring Executive Orders,” and “Rules of Order” | *CMOS* 8.1 |
| **51/13** | Add Oxford comma after “rescinded” | *CMOS* 6.19 |
| **51/14** | Strike “either” | There are more than two choices |
| **51/14/16** | Break out into bulleted lists |  |
| **51/15** | Strike “or” and add comma | *CMOS* 6.19 |
| **51/15** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **51/16-17** | Strike out “Libertarian National Committee” and add abbreviation/acronym “LNC” |  |
| **52/8** | Make “Record Keeping” one word |  |
| **52/37** | Lowercase “Bylaws,” “Platform,” and “Members” | *CMOS* 8.1 |
| **54/6** | Strike out “Executive Director” and add “ED” |  |
| **54/9** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **55/6** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **55/12** | Strike out “Libertarian party Headquarters” and add abbreviation/acronym “LPHQ” |  |
| **55/26-27** | Add “Customer Relationship Management database” in order to define abbreviation/acronym of “CRM” |  |
| **55/29** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **55/30** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **55/33** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **55/36** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **55/37** | Lowercase “State Party” | *CMOS* 8.1 |
| **55/42** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **55/43** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **56/2** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **56/5-6** | Lowercase “State Administrator” | *CMOS* 8.1 |
| **56/6** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **56/8** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **56/9** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **56/11** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **56/13** | Lowercase “Service Level Agreements” | *CMOS* 8.1 |
| **56/18** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **56/22** | Strike out “Shared” as it is part of CRM abbreviation/acronym already |  |
| **56/26** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **56/27-28** | Strike out “Non-Disclosure Agreement” and add abbreviation/acronym “NDA” |  |
| **56/31** | Lowercase “Middle” and “Name” | *CMOS* 8.1 |
| **56/35** | Lowercase “Expiration” and “Dates” | *CMOS* 8.1 |
| **56/42** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **56/42-43** | Add section number and set off title “3.04 DONOR AND VENDOR RELATIONS AND FINANCIAL MATTERS”’ and renumber following sub-sections accordingly |  |
| **57/1** | Strike out “Executive Director” and add “ED” |  |
| **57/6** | Strike out “Executive Director” and add “ED” |  |
| **57/11** | Strike out “Executive Director” and add “ED” |  |
| **57/12** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **57/12-13** | Strike out “Executive Director” and add “ED” |  |
| **57/14** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **57/16** | Strike out “Executive Director” and add “ED” |  |
| **57/19** | Strike out “Executive Director” and add “ED” |  |
| **57/22** | Strike out “Executive Director” and add “ED” |  |
| **57/23** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **58/6** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **58/17** | Strike out “Executive Director” and add “ED” |  |
| **59/5** | Strike out “Executive Director” and add “ED” |  |
| **59/9** | Hyphenate “fund raising” |  |
| **59/17** | Add “and” to standardize list formatting | Consistency and *CMOS* 6.127 |
| **59/26** | Strike out “the National office” and add abbreviation/acronym “LPHQ” |  |
| **59/30** | Strike out “Executive Director” and add “ED” |  |
| **59/31** | Lowercase “Presidential” | *CMOS* 8.1 |
| **59/31-32** | Strike out “the National office” and add abbreviation/acronym “LPHQ” |  |
| **60/5** | Lowercase “Special Rules of Order,” “Bylaws,” and “Corporate Charter” | *CMOS* 8.1 |
| **60/5** | Add Oxford comma after “charter” | *CMOS* 6.19 |
| **60/6** | Add Oxford comma after “state” | *CMOS* 6.19 |
| **60/10-11** | Lowercase “Policy Manual,” “Standing Rules,” “Enduring Staff Orders,” “Enduring Executive Orders,” and “Rules of Order.” | *CMOS* 8.1 |
| **60/19** | Move “effectively a committee of one” to end of sentence; add parenthetical for number, and remove “his” and add “the Chair’s” |  |
| **60/21** | Lowercase “Executive Orders” | *CMOS* 8.1 |
| **60/14-16** | Strike out entire sentence and rewrite to avoid the use of the gendered pronoun “he” | Simply switching to their in this instance would be awkward since the emphasis in the original sentence is the fact that the Chair is a single personIf this change is rejected, an Oxford comma should be added to 7/15 after “amend” |
| **61/19** | Hyphenate “highly valued” |  |
| **61/11** | Add Oxford comma after “coordinate” | *CMOS* 6.19 |
| **61/17** | Add Oxford comma after “train” | *CMOS* 6.19 |
| **61/23** | Add Oxford comma after “employ” | *CMOS* 6.19 |
| **61/26-30** | Put periods at the end of items. | Consistency with rest of lists |
| **61/28** | Add Oxford comma after “information” | *CMOS* 6.19 |
| **61/30** | Strike and move “monthly” and recapitalize accordingly | Smoother language |
| **61/31** | Strike and move “monthly,” and add “Provide a” | Smoother language |
| **61/33-35** | Strike and move “Two (2) weeks prior to a scheduled LNC meeting,” and recapitalize accordingly | Smoother language |
| **61/34** | Strike “to” and add “ing” to “include” | Smoother language |
| **61/36-38** | Strike and move “At the LNC meeting following a general election” and recapitalize accordingly | Smoother language |
| **61/43** | Add comma after “donors” | *CMOS* 6.22 |
| **62/3** | Add comma after “community” | *CMOS* 6.22 |
| **Footnotes 2, 6, 7, 22, 23, 24, 25, 26, 27, 28, 29, 30, 39, 49, 50**  | Strike dashes/minus symbol and replace with en-dashes for range of numbers | *CMOS* 6.78 |
| **Footnotes 8, 36, 51, 52** | Strike spaces on either side of en-dashes in number range | *CMOS* 6.78 |
| **Footnotes 4, 15, 17, 20, 30, 49,**  | Strike spaces on either side of em-dashes in text and replace hyphens or en-dashes with em-dashes in text | *CMOS* 6.85 |
| **Footnote 4** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **Footnote 7** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **Footnote 8** | Strike comma after “suspended” | *CMOS* 6.25  |
| **Footnote 8** | Spell out numbers and add parentheticals | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **Footnote 10** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **Footnote 11** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **Footnote 14** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **Footnote 17** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **Footnote 22** | Strike “Robert’s” and add abbreviation/acronym “RONR” |  |
| **Footnote 31** | Spell out number and add parenthetical | *CMOS* 9.2 and parentheticals added for consistency and clarity |
| **Footnote 37** | Add Oxford comma after “Platform” | *CMOS* 6.19 |
| **Footnote 42** | Strike comma after “suspended” | *CMOS* 6.25  |
| **Footnote 50** | Strike “Robert’s” and add abbreviation/acronym “RONR” |  |

Bulleted lists and punctuation of lists see 6.131