

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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)	

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
13/36	Strike “two”	Unnecessary
13/41	Spell out numbers and add parentheses	CMOS 9.2 and parentheses added for consistency and clarity
14/4-6	Spell out numbers and add parentheses	CMOS 9.2 and parentheses 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 parentheses	CMOS 9.2 and parentheses added for consistency and clarity
16-17/entire table	Spell out numbers and add parentheses	CMOS 9.2 and parentheses 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 parentheses	CMOS 9.2 and parentheses 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 parentheses	CMOS 9.2 and parentheses added for consistency and clarity
19/4	Spell out number and add parentheses	CMOS 9.2 and parentheses added for consistency and clarity
19/4	Add a semi-colon and “and”	
19/20	Hyphenate “three month”	
19/25	Spell out number and add parentheses	CMOS 9.2 and parentheses 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”	

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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"	

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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"	

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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	

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
	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	

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
	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 person If 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

TABLE OF SUGGESTED POLICY MANUAL CHANGES – JULY 27-28, 2019

Page/Line #	Summary of Changes	Notes
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