

Libertarian National Committee

Policy Manual

November 17, 2019



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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 (11th) of ~~Robert's Rules of Order, Newly Revised~~ [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 ~~S~~standing ~~R~~rules include:
 - ~~Enduring~~ Staff Orders – orders to staff by the ~~Libertarian National Committee- LNC~~; and
 - ~~Enduring~~ Executive Orders – orders to staff by the Chair.

This ~~P~~policy ~~M~~manual is a compilation of the rules governing the Libertarian National Committee, Inc. not already reflected in its corporate charter, bylaws, or rules of order.

TERMS AND DEFINITIONS

The following terms may be used throughout this document:¹

“Constituent” is anyone who has paid money to the LNC in the past, regardless of whether he or she signed the [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~~ [LP News](#)” is Libertarian Party News

“Party ~~P~~platform” or “~~P~~platform” is the ~~P~~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.

1 **Article I. SPECIAL RULES OF ORDER**

2
3 Special **R**rules of **O**order are rules for orderly transaction of business (i.e., relating to
4 parliamentary procedure) that differ from those contained in the adopted parliamentary
5 authority. They are superseded only by the **B**bylaws, the **C**corporate **C**charter, and any
6 applicable procedural rule prescribed by federal, state, or local law, unless the rules in such
7 documents specifically provide for their own suspension.

8
9 A special rule of order may be adopted, amended, rescinded, or suspended. Adoption,
10 amendment, or rescission requires either (a) a two-thirds vote with previous notice or (b) a
11 vote of a majority of the entire membership of the **Libertarian National Committee LNC**.
12 Suspension requires a two-thirds vote of the **Libertarian National Committee LNC**. Rules
13 that have their application outside of the session which is in progress cannot be suspended, but
14 can be rescinded or amended.²

1 **Section 1.01 GENERAL DELEGATION OF AUTHORITY**

2
3 **1) Participation by LNC Alternates at Meetings**

4
5 Free substitution of Alternates for Regional Representatives at LNC meetings is permitted.³

6
7 **2) Proposed Agenda**

8
9 The Chair shall propose an agenda for each session of the LNC.⁴

10
11 **3) Executive Committee**

12
13 The Executive Committee shall exercise all powers of the LNC between LNC meetings except
14 for the addition, deletion, or amendment of the LNC policy manual or amendment of the
15 budget beyond the limits specified elsewhere in this Ppolicy Mmanual. Notwithstanding, the
16 LNC reserves the right to exercise its authority through electronic mail ballots.⁵

17
18 **4) Document Maintenance**

19
20 The Secretary shall maintain a complete copy of this Ppolicy Mmanual.

21
22 The Secretary is authorized to propose corrections to formatting, spelling, grammar,
23 capitalization, punctuation, article and section designations, cross-references, and such other
24 technical and conforming changes as may be necessary to the Ppolicy Mmanual, provided
25 such changes would have no effect on the meaning of the adopted Terms, Definitions, Rules,
26 and Orders.

27
28 The Secretary may propose adding or amending annotations in the form of endnotes and
29 introductory language to provide relevant references to authoritative statutes, the Party's
30 Ccorporate Ccharter and Bbylaws, the parliamentary authority, and explanations as to how
31 Sspecial Rrules of Oorder differ from the parliamentary authority.

32
33 The Secretary shall promptly submit such proposals to the LNC, along with any written
34 opinions provided by the Party's parliamentarian. These proposals shall be considered
35 adopted thirty days thereafter or upon the close of the next LNC meeting, whichever is sooner.
36 The LNC may veto such proposals by majority vote prior to adoption.

37
38 The LNC reserves the right to also propose and adopt non-substantive, as well as substantive,
39 changes.⁶

1 **Section 1.02 MEETINGS**

2
3 **1) Previous Notice**

4
5 An LNC Member may satisfy ~~by either one of two methods~~ the requirement of giving
6 previous notice of his or her intention to introduce an original main motion⁷ at the next session
7 by:

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

13
14 **2) Format of Proposed Agenda**

15
16 The proposed agenda shall be in the following format:⁹

- 17
18 • Opening Ceremony
19 ○ Call to Order
20 ○ Opportunity for Public Comment
21 • Housekeeping
22 ○ Credentials Report and Paperwork Check
23 ○ Adoption of Agenda
24 ○ Report of Potential Conflicts of Interest
25 • Officer Reports
26 ○ Chair's Report
27 ○ Treasurer's Report
28 ○ Secretary's Report
29 • Staff Reports
30 • Counsel's Report
31 • Regional Reports (supplements to printed reports)
32 • Committee Reports
33 ○ Reports of Standing Committees
34 ○ Reports of Special Committees
35 • Unfinished Business and Items Postponed from Previous Meeting
36 • New Business
37 ○ with Previous Notice
38 ○ without Previous Notice
39 • Closing Ceremony
40 ○ Announcements
41 ○ Opportunity for Public Comment
42
43

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Special Rules of Order

3) Agenda Changes

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

4) Open Meetings

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

5) Executive Sessions¹²

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

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

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

Other topics require a two-thirds vote of [the](#) LNC.¹⁴

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

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

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

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

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- 1 • Strategic issues (only those requiring confidentiality)
- 2 • Negotiations (potential, pending, or past)

3
4 Recordings shall be made and minutes shall be taken on any other topic. Immediately upon
5 return to Open Session, the LNC may by a majority vote order its destruction or – by a two-
6 thirds vote – incorporate such recordings and minutes into its public records. Nothing in this
7 section shall require the LNC to ever make these records public.¹⁷

8
9 Any LNC Member who is unwilling to commit to maintaining confidentiality regarding any
10 particular Executive Session is obligated to excuse himself or herself from the entire
11 Executive Session and to request that the Secretary note his or her absence from the Executive
12 Session in the minutes of the meeting.¹⁸

13
14 A participant in an Executive Session may publicly disclose information discussed in
15 Executive Session, if the same information is publicly available from other sources, not as the
16 result of a participant’s misconduct, and the participant does not reveal that it was discussed in
17 Executive Session;¹⁹ or the LNC, and all the participants in the Executive Session,²⁰ first
18 consent to its release.

19
20 **6) Meeting Minutes**

21
22 In addition to the requirements articulated by RONR, the meeting minutes shall include the
23 following:

- 24
25 • Any disclosure of a conflict of interest by an LNC Member shall be noted in the
26 minutes of the subsequent LNC meeting, citing the individual and pertinent details
27 needed to identify the conflict of interest.²¹
- 28
29 • The following aspects of each mail ballot conducted since the prior meeting and
30 reported by the Secretary at that meeting:
 - 31
32 ○ the complete text of the motion,
 - 33 ○ the names of the co-sponsors,
 - 34 ○ the dates of the initiation and completion of the balloting, and
 - 35 ○ the roll of those voting on the motion.²²

36
37 Meeting minutes for LNC electronic meetings or face-to-face meetings involving travel to a
38 single site may be promoted from draft status to official during the time between LNC
39 meetings as follows:²³

- 40
41 • Draft minutes shall be mailed or emailed to all LNC Members not more than 15 days
42 after each meeting.
- 43
44 • Corrections, clarifications, and changes to the draft minutes may be submitted for the
45 Secretary's consideration for a period of 15 days following the distribution of the draft

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1 minutes. The Secretary shall distribute an updated version of the draft minutes not later
2 than 7 days following the end of that submission period.

- 3
- 4 • The updated version shall be deemed official if no LNC Member challenges the
5 content to the Secretary within 7 days of the distribution of the updated version. These
6 provisions are void if the Secretary fails to distribute the draft minutes of a meeting
7 within 15 days after that meeting, or fails to distribute an updated version as described
8 above.
 - 9
 - 10 • The Secretary shall send an official copy of meeting minutes to staff within 7 days of
11 the promotion of those minutes from draft to official status.
 - 12

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

- 15
- 16 • Draft minutes for Executive Committee meetings shall be emailed to all LNC
17 Members not more than 7 days after each meeting.²⁴
- 18
- 19 • Absent objection from an Executive Committee member who attended the meeting,
20 the minutes shall be deemed to be approved 14 days after their distribution.²⁵
- 21
- 22 • Executive Committee minutes shall be distributed to all LNC Members and alternates
23 within 7 days of such approval.
- 24
- 25 • The Secretary shall send an official copy of meeting minutes to staff within 7 days of
26 the promotion of those minutes from draft to official status.
- 27

28 **7) Electronic Meetings**

- 29
- 30 a) The term “electronic meeting” within these electronic meeting rules shall be construed to
31 include teleconferences and videoconferences.
 - 32
 - 33 b) The term “committee” within these electronic meeting rules shall be construed to include
34 both the LNC (as the board of the Libertarian Party) as well as committees.
 - 35
 - 36 c) All videoconferences will be conducted via the Adobe Connect (Citrix) service, or via
37 Zoom (zoom.us). These ~~two~~ services are hereinafter referred to as Electronic Meeting
38 Provider(s).
 - 39
 - 40 d) Electronic meetings may be called by either:
 - 41 • The committee Chair, or
 - 42 • 1/3 of the committee members or 2 committee members, whichever is greater.
 - 43 However, the call of an electronic meeting can be canceled if a majority of the committee
44 members email a cancellation request to the entire committee prior to the scheduled time
45 of the meeting.

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- 1
2 e) Each committee member calling for an electronic meeting must do so by emailing the
3 entire committee and specifying the date of the meeting, time of the meeting, meeting link
4 including the identity of the Electronic Meeting Provider, and the topic(s) to be addressed.
5 Meetings must be so called no fewer than 2 days in advance for committees with fewer
6 than 10 members, or 7 days in advance for committees with 10 or more members. These
7 time limits do not apply to the LNC's Executive Committee, the LNC's Advertising and
8 Publications Review Committee, or the Judicial Committee.
9
- 10 f) For electronic LNC meetings, messages calling or vetoing a meeting must be sent on the
11 LNC-Business email list.
12
- 13 g) When a sufficient number of people have issued a call for an electronic meeting, the
14 committee Chair or Secretary shall issue a notice of the meeting to each member and
15 alternate of the committee. In addition to the standard notice content, the meeting notice
16 shall describe how to participate in the meeting.
17
- 18 h) Each participant must provide his own equipment and connectivity, including but not
19 limited to any computer, internet access, web camera, microphone, earphones, or
20 telephone. Members and alternates have the right to participate in an electronic meeting
21 by telephone, however they should use a computer connection if feasible so as to be able
22 to more fully use the Electronic Meeting Provider features. The organization is not
23 responsible for providing a central location for physical attendance of an electronic
24 meeting. For face-to-face meetings, electronic participation is not allowed.
25
- 26 i) Each participant must accurately identify himself by name when joining the meeting.
27 Videoconference participants other than members or alternates of the committee must
28 precede their sign-in name with "zz" (or the group administrator shall do so) so as to
29 group them at the end of the alphabetical participant list.
30
- 31 j) Electronic meeting participants must try to eliminate, as much as possible, background
32 noise, echoes, and call waiting interruptions. Participants shall not place their telephone
33 connection on hold if the system has music or messages playing while in that mode.
34
- 35 k) All participants legally consent to having the meetings recorded, should the committee opt
36 to do so.
37
- 38 l) Electronic meetings are special meetings such that only the topics listed in the call of the
39 meeting may be considered during the meeting.
40
- 41 m) For original main motions, the committee Chair or Secretary shall document the time at
42 which the vote tally was announced. A person eligible to vote who was present during the
43 debate of the motion but who lost his connection to the meeting may still reconnect to the
44 meeting and cast his vote on the motion no more than 5 minutes after the announcement of
45 the vote tally.
46

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- 1 n) If the committee permits, participants other than members or alternates of the committee
2 may observe videoconferences using the Electronic Meeting Provider (and not by a toll-
3 free number) with their web cameras off and their microphones muted.
4
- 5 o) The LNC Secretary shall promulgate these rules to all members/alternates of each
6 committee upon notice of their election or appointment.
7
- 8 p) Arrangements for use of the Electronic Meeting Providers must be made through the LNC
9 Secretary who may be required to be present to administer the meeting which might limit
10 available days for use.
11

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Special Rules of Order

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Section 1.03 COMMITTEE APPOINTMENTS AND TERMS OF OFFICE

1) Committee Appointments²⁶

These committees have special appointment procedures as follows:

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

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Policy and Compensation	than the LNC Chair		
Executive	Four Officers + plus A any # number of LNC Members excluding alternates	LNC	LNC Chair Selected
Historical Preservation Committee	A minimum of five and up to seven Members	Committee Chair selected by LNC; remaining members selected by the Committee Chair	LNC
Information Technology Committee	Two LNC Members, plus up to 5 non-LNC members who are recommended by the IT Committee	LNC Chair	* Committee Selected

1
2 * See Section 1.03.4 below regarding interim chairs
3

4 **2) Committee Terms of Office**

5
6 With the exception of the Convention Oversight Committee, the terms of office of all project
7 managers, committee chairs, and committee members shall expire with the administration that
8 appoints them, or when their successors are chosen, whichever occurs first. The term of office
9 for the Convention Oversight Committee shall expire 90 days following the close of the
10 convention.²⁸

11
12 **3) Chair as Nonvoting Member of Committees**

13
14 The Chair shall serve as a nonvoting member of all LNC-created committees, except where
15 specifically appointed to the committee as a voting member.²⁹
16

17 **4) Interim Committee Chairs**

18
19 The Chair shall have the authority to appoint an interim chair for all non-standing committees
20 of the LNC which select their own permanent chair. The interim chair shall serve until a
21 permanent chair is chosen by the committee.
22

23 **5) Participation by Alternates**

24
25 Unless explicitly excluded in this **P**olicy **M**anual or the **B**ylaws, an alternate may fill any
26 appointment requiring an LNC member.
27
28

1 **Section 1.04 ELECTRONIC MAIL BALLOT PROCEDURES**

2
3 **1) Electronic Mail Ballots³⁰**

4
5 Notification of an electronic mail ballot shall be made by the Secretary by electronic mail.
6 This notification shall not include an accompanying argument for or against passage of the
7 motion. An LNC Member may change their vote on an electronic mail ballot, provided that
8 the change is received by the Secretary by the deadline for return of ballots.

9
10 In the event that a Regional Representative votes abstain, that Regional Alternate's vote shall
11 not be counted.

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Section 1.05 OTHER SPECIAL APPROVAL PROCEDURES

1) Budget

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

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

- Addition of lines for previously unbudgeted expenses, the total of which shall not exceed 1% of budgeted revenues
- An increase in a line for budgeted expense provided there is a corresponding reduction from the contingency fund.

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

2) Honorary Life Memberships

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

1 **Article II. STANDING RULES**

2
3 Standing ~~R~~rules relate to details of administration. They are superseded only by the
4 parliamentary authority, ~~S~~pecial ~~R~~rules of ~~O~~order, ~~B~~ylaws, the ~~C~~orporate ~~C~~harter and
5 any applicable procedural rule prescribed by federal, state, or local law, unless the rules in
6 such documents specifically provide for their own suspension.

7
8 A standing rule may be adopted, amended, rescinded, or suspended. Adoption requires a
9 majority vote. Amendment or rescission requires either (a) a majority vote with previous
10 notice, ~~or~~ (b) without notice a two-thirds vote, or (c) a majority of the entire membership of
11 the ~~Libertarian National Committee LNC~~. Suspension requires a majority vote of the
12 ~~Libertarian National Committee LNC~~, but rules which have their application outside of the
13 session which is in progress cannot be suspended.³⁶
14
15

Section 2.01 OBLIGATIONS AMONG BOARD MEMBERS AND STAFF

1) Confidentiality

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

2) Conflict of Interest

Each LNC Member and each Party officer or employee shall disclose to the LNC situations in which such person's own economic or other interests, or duties to others, might conflict with the interests of the Party in the discharge of his/her duties. Any such disclosure shall be made at the earliest opportune moment, prior to the discharge of such duties and clearly set forth the details of the conflict of interest, in a written disclosure statement provided to the Secretary.

No LNC Member, Party officer, or employee shall: (a) transact business with the Party unless the transaction is fair and equitable to the Party; or (b) use information gained in the discharge of Party duties to the disadvantage of the Party.

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

3) Employment Terms

Employment agreements shall require adherence to the **B**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

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

3
4 No employee of the Party shall be a member or alternate of the LNC or any **B**ylaws -
5 specified committee.³⁷ Any person employed by the Party shall be terminated immediately
6 upon his or her acceptance of election or appointment to the LNC or any **B**ylaws -specified
7 committee.

8
9 Except as otherwise authorized in this **P**olicy **M**anual, no employee of the Party shall
10 endorse, support, or contribute any money, use his or her title or position, or work as a
11 volunteer, employee, or contractor to aid:

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

14
15 This shall not preclude any Party employee from being a candidate for public office.

16 **4) Harassment and Offensive Behavior Prohibition**

17
18 The Libertarian Party is founded on the key principles of liberty, responsibility, and respect.
19 With that foundation, it is to be expected that libertarians treat each other with professional
20 respect, thoughtful consideration, and fundamental decency. Violation of this expectation by
21 members of the Party not only risks substantial legal penalties, it also undermines the very
22 legitimacy of the Party and the honor of its members. Violation of this expectation by
23 members of the LNC, whether towards other LNC Members or HQ staff, is therefore
24 especially egregious. To prevent such inappropriate behavior, the following standards must be
25 observed:
26

- 27
28 • All collective deprecation, whether alluding to sex, race, color, national origin,
29 disability, age, religion, or any other protected category, must be avoided. Every
30 person is a unique individual, and as the Libertarian Party is the Party of Individual
31 Liberty, this injunction should doubly apply.
32
- 33 • Sexual harassment, like other forms of harassment, is prohibited. Sexual harassment
34 includes unwelcome sexual advances, requests for sexual favors or any other conduct
35 of a sexual nature when: (1) submission to the conduct is made either implicitly or
36 explicitly a condition of employment; (2) submission to or rejection of the conduct is
37 used as the basis for an employment decision affecting the harassed employee; or (3)
38 the harassment has the purpose or effect of unreasonably interfering with the
39 employee's work performance or creating an environment that is intimidating, hostile
40 or offensive to the employee.
41
- 42 • Any behavior, whether verbal or physical, that clearly offends a reasonable person –
43 libertarian or not – must be avoided. Libertarianism is a philosophy of respect for the
44 individual, and **it** must not be presented as being in harmony with behavior generally
45 regarded as offensive.
46

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- 1 • Any interaction which might be interpreted as abusing the apparent employer-
2 employee relationship must be avoided. This applies to interactions of LNC
3 ~~M~~members with staff, and is to be extended to interactions with any consultant hired
4 by the LNC.

5
6 ~~You~~ **LNC members and staff members** must exercise **their** ~~your~~ own good judgment to
7 avoid any conduct that may be perceived by others as harassment. The following conduct
8 could constitute harassment:

- 9
10 • unwanted physical contact
11 • racial or sexual epithets
12 • derogatory slurs
13 • off-color jokes
14 • sexual innuendoes
15 • unwelcome comments about a person's body
16 • propositions
17 • leering
18 • unwanted prying into a person's private life
19 • graphic discussions about sexual matters
20 • suggestive behavior, sounds, gestures, or objects
21 • threats
22 • derogatory posters, pictures, cartoons, or drawings

23
24 As a rule of thumb, if you think it might be offensive, it probably is.

25
26 Toward ensuring that all LNC Members are thoroughly familiar not only with this policy but
27 also the ramifications of it, they must participate in a standard program of exposure to the
28 issues raised by these concerns. The Chair is responsible to select the content of this training
29 program, in consultation with Counsel, and participation should be arranged at the earliest
30 practicable opportunity after the person becomes an LNC Member.

31
32 Any agreement that the LNC enters into with an affiliate must stipulate that the affiliate
33 incorporate the principles set forth in the policy.

34
35 Any violation of this policy should be brought to the attention of the Chair, or the Chairman of
36 the Judicial Committee. In response to every complaint, **the** LNC will take prompt and
37 necessary steps to investigate the matter and will protect the individual's confidentiality, as
38 much as possible, recognizing the need to thoroughly investigate all complaints. **The** LNC
39 will take corrective and preventative actions where necessary. **The** LNC will not retaliate
40 against any individual who in good faith brings a complaint to the attention of **the** LNC or
41 participates in an investigation regarding a complaint. Any employee who violates this policy
42 is subject to discipline, up to and including discharge.

43
44 Violations of this policy may result in disciplinary action against the perpetrator.
45
46

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Section 2.02 COMMITTEE SCOPE AND RESPONSIBILITIES

1) Committee Reports

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

2) Advertising & Publication Review Committee

The [Advertising & Publication Review Committee](#) (APRC) shall review and advise whether public communications of the Party violate our bylaws, ~~P~~policy ~~M~~manual or advocate moving public policy in a different direction other than a libertarian direction, as delineated by the Party ~~P~~platform.

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

- Public communications that are of a time-sensitive nature, namely mass e-mails, news releases, twitter posts, and blog entries, shall be made available to the APRC upon their publication.
- Public communications that are of a more enduring nature, such as ~~LP News~~ [LP News](#), ~~Liberty Pledge News~~ [Liberty Pledge News](#), self-published party literature, and fundraising letters, shall be made available to the APRC before the final proof is approved for printing and distribution.

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

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

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

If a majority of the committee concludes that a public communication violates the bylaws, ~~P~~policy ~~M~~manual or advocates moving public policy in a different direction other than a libertarian direction, as delineated by the Party ~~P~~platform Platform, the committee chair shall report such to the Executive Director and the LNC Chair, citing the specific platform plank,

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1 bylaw or **P**olicy **M**anual section. Official decisions of the APRC which are overridden
2 shall be promptly reported to the LNC without revealing confidential employer-employee
3 matters.

4
5 Communications between the APRC, staff, and the LNC Chair are in the nature of
6 confidential employer-employee communications. However, the APRC may by majority vote
7 agree to consult with other relevant individuals about matters which come before it,
8 conditioned upon the prior agreement by such individuals to maintain confidentiality of the
9 discussions. The LNC Chair in his bylaws-defined role as Chief Executive Officer of the
10 Party retains the sole right to discipline and discharge employees who repeatedly contravene
11 official party positions.

12 13 **3) Affiliate Support Committee**

14
15 For any affiliate not in a region, the Vice-Chair will serve the same intermediary role that
16 Regional Representatives serve for the affiliates in their respective regions.

17
18 The Affiliate Support Committee (ASC) shall identify the needs and interests of the various
19 affiliates. In addition, the ASC shall identify those affiliates that are in particular need of
20 assistance that the LNC can provide.

21
22 The ASC shall deliver a report to the LNC for the last LNC meeting of each calendar year,
23 identifying and prioritizing those needs and interests of the various affiliates. This ranked list
24 shall be taken into consideration when drawing up the following year's budget, and
25 throughout the year as needed. This list will also assist the Executive Director in deciding how
26 to assign tasks to staff, by identifying those services that staff provides to the affiliates that are
27 the most desired.

28
29 The ASC shall also, ~~as and~~ when needed, recommend to the LNC measures that will address
30 the particular affiliates that need assistance from the LNC.

31
32 The ASC will also establish a process for tracking the progress in meeting those needs.

33 34 **4) Audit Committee** ³⁸

35
36 The Audit Committee's tasks are to select an independent audit company and to direct the
37 scale and scope of standard annual audits of the Party's accounting records and processes.
38 Following receipt of the audit company's report, the Committee shall help the LNC interpret
39 the audit results and assist the latter in preparing any action plans that might be needed to
40 alleviate deficiencies.

41 42 **5) Awards Committee**

43

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

4
5 The award descriptions are:

6
7 ***Thomas Jefferson Leadership Award*** with recognition of outstanding leadership, high character,
8 and dedication to the principles and goals of the Party.

9
10 ***Patrick Henry Candidate Award*** with recognition of a very effective campaign for public office at
11 the state or federal level, while communicating Libertarian ideas, principles, and values.

12
13 ***Benjamin Franklin Candidate Award*** with recognition of a very effective campaign for public
14 office at the local level, while communicating Libertarian ideas, principles, and values.

15
16 ***Thomas Paine Communication Award*** with recognition of outstanding communication of
17 Libertarian ideas, principles, and values through written, published, or spoken communication.

18
19 ***Samuel Adams Activism Award*** with recognition of effective activism by building Party
20 membership, organizing community outreach, or communicating Libertarian principles.

21
22 ***The Hall of Liberty*** induction is to honor lifetime or significant achievement that has made a
23 lasting impact on the Libertarian Party and/or libertarian movement.

24
25
26 With a majority vote the committee may select recipients of the Thomas Jefferson, Samuel
27 Adams, Benjamin Franklin, Thomas Paine, and Patrick Henry awards. While the committee
28 has discretion as to the frequency of such convention awards, it is hoped that at least one
29 recipient will be found worthy for each award at each regular convention.

30
31 With a unanimous vote the committee may select recipients of the Hall of Liberty award, with
32 up to 3 inductees per convention. While the committee has discretion as to the frequency of
33 this convention award, it is hoped that at least one recipient will be found worthy for each
34 presidential nominating convention.

35 36 **6) Candidate Support Committee**

37
38 The Candidate Support Committee will develop and make available to Libertarian Party candidates
39 for public office an application for LNC financial support based on current standards approved by
40 the LNC. The Committee will also review applications and make recommendations to the LNC on
41 their merits.

42
43 The Committee will review the standards within the first three months of a new LNC term and
44 report any needed changes to the LNC for approval no later than the second LNC meeting of the
45 term.

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1 The Candidate Support Committee will develop, with support of LNC ~~S~~staff, training for
2 candidates and their staff to be presented both online and ~~to be presented~~ in LP training
3 workshops. The Committee will also aid LNC ~~S~~staff in the development of various campaign
4 templates for websites, printed materials, etc., that will be made available to LP candidates at little
5 or no cost.
6
7

8 **7) Convention Oversight Committee**

9
10 The Convention Oversight Committee shall make recommendations for convention sites to the
11 LNC, but the LNC shall choose the site. On other matters concerning the Party's conventions, the
12 committee shall act on behalf of the LNC, including:
13

- 14 • conveying requirements to convention planners;
- 15 • ensuring the convention meets the Party's needs; and
- 16 • reviewing and approving in a timely manner major elements, such as contracts, the
17 convention budget and the convention program.
18

19 The committee shall periodically report its decisions and actions to the LNC. The committee
20 may begin its work as soon as its members from the LNC are appointed.³⁹
21

22 During the 90 days following a convention, the committee shall make a final report to the
23 LNC of actual versus expected convention performance, and the committee shall update the
24 online convention archive with information comparable to what the archive contains for past
25 conventions.
26

27 **8) Employment Policy and Compensation Committee (EPCC)**

28
29 The Employment Policy and Compensation Committee (EPCC) shall develop documents,
30 procedures, and guidelines for the effective administration, supervision, and development of
31 ~~S~~staff, including but not limited to job descriptions, compensation ranges, hiring, training,
32 performance reviews, promotion, progressive discipline, and termination. The LNC may
33 supersede any such documents, procedures, and guidelines by adopting a replacement.
34

35 The ~~Employment Policy and Compensation Committee~~ EPCC shall also be available to
36 ~~S~~staff to discuss on a confidential basis the working environment or observed violations of the
37 ~~P~~policy ~~M~~manual.
38

39 Following General Counsel's review of a director-level employment contract, the EPCC shall
40 review the proposed contract and any related advice from General Counsel. No such contract may
41 be signed by the Chair without having first obtained either EPCC approval of the contract at least
42 10 days prior, or an affirmative vote from a majority of the fixed membership⁴⁰ of the LNC.
43

44 **9) Information Technology Committee**

45

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1 The **Information Technology (IT)** Committee shall:

- 2 • Work with staff and state chairs to identify the ~~Information Technology~~ **IT** needs of
3 the LP;
- 4
- 5 • Discuss with staff and state chairs the anticipated IT needs and how to meet those
6 needs;
- 7
- 8 • Survey the list of possible vendors and solutions to those needs, and reduce the list to a
9 small number;
- 10
- 11 • ~~By the LNC meeting following the convention, the committee will r~~Recommend,
12 ~~by the LNC meeting following the convention, to the LNC~~ an implementation of the
13 IT tools that will best satisfy those needs within the budgetary constraints of the Party;
- 14
- 15 • Monitor progress in the transition and implementation ~~to that of any IT~~ solutions ~~as it~~
16 ~~pertain~~ing to **LPHQ**;
- 17
- 18 • Monitor progress in the transition and implementation ~~to that of any IT~~ solutions ~~as it~~
19 ~~pertain~~ing to relations with the various affiliates; and
- 20
- 21 • Propose standards for transfer of data between **LPHQ** and the affiliates.
- 22

23 Nothing in this policy should be construed as requiring staff to consult with this ~~C~~committee
24 for routine changes or any changes that are not expected to have an effect on the way **LPHQ**
25 deals with any affiliate. Any change to the ~~Information Technology~~ **IT systems** at **LPHQ**
26 that will affect the way finances are handled or the way FEC reports are generated must be
27 approved by the Treasurer.

28

29 **10) Ballot Access Committee**

30

31 The Ballot Access Committee (**BAC**) shall:

- 32 1. With the assistance of staff, collect and analyze information of all affiliates
33 concerning ballot access needs.
- 34 2. Recommend to the ~~committee as a whole~~ **the LNC** the implementation of specific
35 strategies and projects consistent with current budget allocations for ballot access.
- 36 3. Proposed strategies and/or projects ~~shall~~ representing the best use of budgeted
37 funds allocated among the various acceptable ballot access techniques such as, but
38 not limited to, petitioning, lobbying, litigation, public awareness, and collaboration
39 with other organizations which are pursuing the goal of liberalizing ballot access
40 laws.
- 41 4. With the assistance of staff, prepare and present ballot access reports at each
42 general LNC meeting in a spreadsheet form which will include:
 - 43 a. The specific affiliate(s) which is intended to benefit from the effort
 - 44 b. Funds allocated to the effort
 - 45 c. Expenses already incurred

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- 1 d. Brief description of the progress of the effort in terms of specific statistics
- 2 related to the effort
- 3 e. The specific individual(s) or organization(s) to which any funds were
- 4 disbursed and/or which use of the any LP trademark, service mark, or logo
- 5 were approved.
- 6 5. With the assistance of staff, and prior to the second general LNC meeting
- 7 following the completion of the bi-annual election cycle ending in November of
- 8 even numbered years, prepare and present a report which supplies the details of the
- 9 entire election cycle ballot access effort with regard to:
- 10 a. Initial estimated expenses
- 11 b. Expenses actually incurred
- 12 c. Actual ballot access results
- 13 d. If appropriate, ballot access retention results
- 14 e. Significant problems encountered in the effort
- 15 f. Significant unexpected successes of the effort
- 16 g. FEC regulation issues encountered
- 17 h. Evaluation of the individual(s) and/or organization(s) which were directly
- 18 contracted/interacted with.
- 19 6. Develop procedures and policies as reasonably appropriate to spread institutional
- 20 knowledge of ballot access issues within the committee, LNC staff, officers of
- 21 LNC affiliates, and future holders of these positions.
- 22
- 23

11) Historical Preservation Committee

24 The [Historical Preservation Committ](#) (HPC) shall be responsible for directing the

25

26 preservation and publication of Party historical documents and the administration of

27 LPedia.org. A report of its decisions and activities shall be delivered at each LNC meeting.

28

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Section 2.03 FINANCIAL MATTERS

1) Bad Debt Write-Off

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

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

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

2) Banking Relationships

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

3) Budget

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

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

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

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- 1 • Cost of Support and Revenue
 - 2 ○ General Fundraising Costs
 - 3 ○ Membership Fundraising Costs
 - 4 ○ Convention and Event Costs
 - 5 ○ Direct Costs Related to Other Sales
 - 6
- 7 • Compensation and Administration
 - 8 ○ Compensation – Salaries, wages, benefits, taxes, and related expenses
 - 9 ○ Administration – Rent and utilities, accounting, bad debts, bank charges,
 - 10 depreciation, equipment leases & maintenance, insurance, legal, office
 - 11 supplies, postage & shipping, printing, software & other information
 - 12 technology, telephone, travel, and other administrative expenses
 - 13
- 14 • Program Expenses
 - 15 ○ Affiliate Support – Developing and supporting state and county affiliate parties
 - 16 ○ Ballot Access – Getting candidates on ballots, including required lawsuits
 - 17 ○ Branding – Developing and maintaining a positive image in the minds of
 - 18 voters
 - 19 ○ Campus Outreach – Recruiting and supporting on campus groups
 - 20 ○ Candidate Support – Recruiting and supporting candidates
 - 21 ○ Litigation – Lawsuits to change public policy, excluding ballot access
 - 22 ○ Lobbying – Efforts to change laws, including ballot access laws
 - 23 ○ Media Relations – Direct communication with the media
 - 24 ○ Member Communications – ~~LP-News~~ LP News and other member
 - 25 communications
 - 26 ○ Outreach – Initiatives to reach the general public and outside groups
 - 27 ○ Voter Registration – Voter registration campaign efforts
 - 28
- 29 • Capital Expenditures

30
31 No budget shall be submitted to the LNC for approval that exceeds 120% of the actual
32 revenue of the year four years prior.

33
34 Year-end closing positive or negative fund balances for restricted funds shall be reflected in
35 the next year's budget as incremental budgeted expenses or revenues.

36
37 Funds shall not be disbursed for any budget line that exceeds the total budgeted expense
38 amount by 10% or \$100, whichever is more. Funds shall not be disbursed for any expense
39 which is not in the budget, unless otherwise authorized in this ~~P~~policy ~~M~~manual

40
41 The exact levels of financial support provided by the Party for ~~LP-News~~ LP News shall be
42 established annually in the approved budget for the Party or in other LNC resolutions.

43
44 The Treasurer shall report any unauthorized expenses to the LNC.
45

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4) Conventions

The Party shall not directly or indirectly compensate or otherwise underwrite or subsidize the convention travel, lodging (excepting room upgrades which the Party received at no cost), entertainment costs, or speaker fees/honorariums of any Convention delegates. This policy shall not prohibit the Party from underwriting organized convention events offered to all donors of a particular level. Nor shall it prohibit delegates from receiving complementary meals or access to convention events in rough proportion to their level of volunteer work. All volunteer compensation must be approved by the Convention Oversight Committee, and contemporaneously published when actual compensation is received.

5) Credit Cards and Expense Reimbursements

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

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

6) Fixed Assets

A fixed asset is defined as a unit of property or equipment that: (1) has an economic useful life that extends beyond 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

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1 proportion with approved time. Separate general ledger accounts shall be used for allocated
2 payroll costs.

3
4 Where appropriate, an expense shall be allocated to one category. Expenses that benefit more
5 than one category or that are general administrative in nature shall be allocated to a general
6 administrative account in the general ledger. Those expenses shall then be allocated on a
7 monthly basis to expense categories in proportion to the allocation of payroll costs. Separate
8 general ledger accounts shall be used for allocated general administrative costs.

9
10 Monthly financial statements shall separately report allocations of payroll and overhead to
11 corresponding categories.

12
13 **8) Inventories**

14
15 Staff shall maintain an inventory listing of promotional and other inventoried items, costing
16 units on a first-in, first-out basis. The list shall be updated periodically and an inventory count
17 shall at a minimum be conducted annually at year-end. The results of each count shall be
18 reconciled to the general ledger and accounting entries shall be made to ensure accurate
19 presentation of ending inventory on the financial statements.

20
21 **9) Related Party Reporting**

22
23 For each related party engaging in one or more financial transactions with the Party, all
24 interim financial statements shall include a report of the status, nature, and current and year-
25 to-date amounts with respect to such transactions, including contributions, expenses, loans,
26 commitments, guarantees, or any other transaction.

27
28 **10) Financial Exigency**

29
30 The Chair or Treasurer is authorized to execute up to \$100,000 in promissory notes while the
31 LNC has specifically declared that a state of financial exigency exists and the only reasonable
32 method of forestalling legal action is to execute promissory notes.

33
34 The Chair must approve all negotiated terms with the goal being a schedule that the Party can
35 successfully meet to extinguish its debts within six months. Such promissory notes shall only
36 be executed with the following terms:

- 37
- 38 • Only for a legitimate trade payable in an amount not to exceed \$25,000 per vendor,
39 and then only to each specific creditor or vendor involved.
 - 40
 - 41 • Vendor agrees in writing not to assign the note to any third party.
 - 42
 - 43 • A rate of interest no greater than 12% per annum from date of note execution.
 - 44

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- 1 • A duration not exceeding six months from note execution. If debt extinguishment is
2 not possible in that time frame, no note shall be executed.
3

4 **11) Fundraising and Contributor Relationships**

5
6 The Treasurer shall develop and maintain appropriate contributor relationships. The Chair
7 shall approve all fundraising letters.
8

9 **12) Special Events**

10
11 The LNC or the Executive Committee may designate certain Party efforts as "special events."
12 All revenues for special events must be promptly deposited into "Special Events" accounts
13 dedicated for that purpose. All disbursements for special events must be made from these
14 same accounts to the extent their balances permit. Other party funds shall not be dispensed for
15 these events without prior approval of the Chair, nor shall special events funds be used for
16 other purposes until all obligations relating to that event have been discharged. National
17 conventions are special events.
18

19 The Executive Committee may, by a 2/3 vote, redirect funds from these funds as it seems
20 necessary for the good of the Party.
21

22 **13) Project Funding**

23
24 Projects shall be self-funding and shall expend or obligate only money **which that** has been
25 received unless such expenditures or obligations are approved in advance by the LNC.
26

27 **14) Targeted Reserve**

28
29 The targeted Reserve shall be equal to the sum of all monthly occupancy, labor and
30 governance expenses.
31

32 **15) Treasurer's Reports**

33
34 No later than 45 days after each calendar quarter, the Treasurer shall prepare a quarterly
35 Treasurer's Report to be mailed to any sustaining member who either was a delegate at the
36 most recent regular convention or requests such report.⁴⁴ The monthly Treasurer's Report
37 shall include a listing of the year-to-date expenditures of the Chair's discretionary funds.
38

39 No later than the end of each calendar month, the Treasurer shall prepare a monthly
40 Treasurer's Report to the LNC reflecting the Party's financial position and the results of
41 its operations through the previous calendar month.⁴⁵
42

43 **16) Presidential Campaign Support Fund**
44

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

10
11 **17) Office Mortgage**

12
13 It shall be the goal of the LNC to completely pay off the office mortgage as quickly as
14 possible, and in any case prior to the due date of the 10-year balloon payment. Towards that
15 end the LNC shall budget a minimum of \$20,000 in each odd-numbered year to pay down the
16 principal until the mortgage balance is zero. Fundraising for this specific purpose shall be
17 made a high priority. This provision does not preclude additional fundraising and pre-
18 payments in even-numbered years.

19
20 **18) Debt and Capital Leases**

21
22 The LNC and its staff may not incur debt, with the exception of trade payables, in excess of
23 \$2,000, except with a $\frac{2}{3}$ vote of the **National Committee LNC**.⁴⁶ This includes entering into
24 binding lease agreements with aggregate payments totaling more than \$2,000.
25

1
2 **Section 2.04 LEGAL MATTERS**

3
4 **1) General Counsel**

5
6 The LNC shall appoint an attorney to serve as the Party's General Counsel.
7

8 **2) Authorization of Lawsuits**

9
10 Prior to the filing of a lawsuit, or the joining of a lawsuit filed in any court, in which the LNC
11 or the national Libertarian Party is proposed to be a named plaintiff, to the preparation and
12 filing of a friend of the court brief, or to providing material (costing in excess of \$1,000)
13 financial support for the litigation, the Chair shall:
14

- 15 • Advise all LNC Members (including alternates) of the proposed lawsuit, its purpose,
16 and its estimated cost;
- 17
- 18 • Confirm, or seek and obtain approval for, the budgetary authority for the expenses of
19 the lawsuit as provided elsewhere in this **P**olicy **M**anual; and
- 20
- 21 • Seek and obtain approval with a two-thirds vote of the Executive Committee for
22 participation in the lawsuit.
23

24 **3) Contracts and Contract Approval**

25
26 All contracts or modifications thereto shall be in writing and shall document the nature of the
27 products or services to be provided and the terms and conditions with respect to the amount of
28 compensation/reimbursement or other consideration to be paid.
29

30 The Chair shall approve any contract in excess of \$7,500.
31

32 All contracts of more than one year in duration or for more than \$25,000 shall be reviewed
33 and approved by General Counsel prior to signing by the Chair.
34

35 No agreement involving a financial transaction with a related party shall be executed unless
36 first approved by the LNC. Any such agreement shall be disclosed in a conflict of interest
37 statement.
38

39 Independent contractors doing business with the LNC are required to sign formal contracts
40 that clearly set forth the parties' intention that they be treated as independent contractors.
41 Each contract for director-level employment and any related advice from General Counsel
42 must be circulated to the LNC on a strictly confidential basis following EPCC approval.
43

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4) Indemnification

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

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

1 **Section 2.05 MEMBERSHIP POLICIES**

2
3 **1) Membership Forms**

4
5 Membership forms produced by the LNC shall include a membership statement that meets the
6 requirements of Article 4, Section 1 of the **Party B**ylaws Any new wording for the
7 membership statement shall be subject to the same review process as all other Party
8 **L**iterature.
9

10 **2) Association Levels**

11
12 The following levels of association are recognized by the Party:

- 13
14 • Chairman’s Circle* \$25,000 annually or \$2500 monthly in dues or contributions
15 • Select Benefactor* \$15,000 annually or \$1500 monthly in dues or contributions
16 • Beacon of Liberty* \$5,000 annually or \$500 monthly in dues or contributions
17 • Pioneer of Freedom* \$2,500 annually or \$250 monthly in dues or contributions
18 • Lifetime Founder* \$1,500 annually or \$150 monthly in dues or contributions
19 • Platinum \$500 annually or \$50 monthly
20 • Gold \$250 annually or \$25 monthly
21 • Silver \$150 annually or \$15 monthly
22 • Bronze \$50 annually
23 • Basic \$25 annually
24

25 Contribution levels are based upon transfers of cash (or its equivalent), where there is no
26 exchange of goods, services, or quid pro quo, such as in the case of convention package sales.
27

28 Staff shall have discretion as to when to list any or all membership/donation levels and/or
29 benefits online, in print, or elsewhere, based on practical considerations such as layout, and
30 with their priority being to maximize both membership and donations.
31

32 **3) Life Membership Status**

33
34 A member who contributes at least \$1,500 during any twelve-month period shall be granted
35 life-membership in the Party.⁴⁷
36

37 **4) Benefits**

38
39 Non-member contributors shall be provided all benefits provided to member contributors,
40 except for those rights specifically granted only to members or sustaining members by the
41 Party **B**ylaws or this **P**olicy **M**anual.
42

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

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Standing Rules

- 1
2 • 1-Year subscription to ~~LP News~~ [LP News](#).

3
4 A member with a future benefits lapse date shall also be entitled to the following basic
5 benefit:

- 6
7 • Customized Party membership card, updated annually, identifying the individual's
8 level of association and lapse date.

9
10 A Lifetime Founder shall be entitled to the following benefits: **\$1,500 level**

11 ~~(Convention benefits are based on giving at least one annual contribution or equivalent~~
12 ~~pledges, from the start of the previous convention and prior to the next convention)~~

- 13
14 • Special name badge with Life Ribbon (Torch Club)
15 • Lifetime Pin
16 • Mention in program at national convention

17
18 A Pioneer of Freedom shall be entitled to the following benefits: **\$2,500 level**

19 ~~(Convention benefits are based on giving at least one annual contribution or equivalent~~
20 ~~pledges, from the start of the previous convention and prior to the next convention)~~

- 21
22 • Special name badge with Life Ribbon (Torch Club)
23 • Lifetime Pin
24 • Special mention on signage and programs at national convention
25 • VIP seating at national convention banquet**

26
27 A Beacon of Liberty shall be entitled to the following benefits: **\$5,000 level**

28 ~~(Convention benefits are based on giving at least one annual contribution or equivalent~~
29 ~~pledges, from the start of the previous convention and prior to the next convention)~~

- 30
31 • Special name badge with Life Ribbon (Torch Club)
32 • Lifetime Pin
33 • Special mention on signage and programs at national convention
34 • VIP seating at national convention banquet**

35
36 A Select Benefactor shall be entitled to the following benefits: **\$15,000 level**

37 ~~(Convention benefits are based on giving at least one annual contribution or equivalent~~
38 ~~pledges, from the start of the previous convention and prior to the next convention)~~

- 39
40 • Special name badge with Life Ribbon (Torch Club)
41 • Lifetime Pin
42 • Special mention on signage and programs at national convention
43 • VIP seating at national convention banquet or other events**

44
45 A Chairman's Circle member shall be entitled to the following benefits: **\$25,000 level**

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

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

Convention benefits mentioned above 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.

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

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

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

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

5) Benefits Lapse Date

An individual's benefits lapse date is independent of the sustaining membership lapse date defined by the Party's **B**ylaws.⁴⁸

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

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

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

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

5
6 Notwithstanding the above, an individual who has contributed an amount sufficient to have
7 qualified for life membership status shall be entitled to lifetime basic benefits.
8

1
2 **Section 2.06 PARTY COMMUNICATIONS**

3
4 **1) Official Spokesperson**

5
6 The Chair represents and serves as the chief spokesman of the Party as appropriate, including:

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

14
15 **2) Graphic Symbols and Colors**

16
17 The Statue of Liberty graphic and the Torch Eagle graphic are considered the appropriate
18 graphic symbols to be used on Party materials. Yellow, black, and grey are the appropriate
19 primary colors to be used on Party materials.

20
21 **3) Literature**

22
23 All reprints of Party literature shall be required to show credit to the author if such credit is
24 given on the original. All wording on material produced by the Party shall be regarded as
25 integral to the piece, and no wording shall be added to materials after approval of their form
26 and content by the LNC. This requirement shall not apply to copyrights, addresses, etc. All
27 materials for public distribution will carry the designation "Libertarian Party."
28

29 **4) ~~LP News~~ LP News**

30
31 ~~LP News~~ LP News is the name of the Party's newsletter and as such is the principal regularly
32 issued publication of the Party. It is the major communications medium of the party. It
33 conveys the Party's message and self-image to all who receive it. It serves as the one unifying
34 publication for the political views within the Party.
35

36 The ~~LP News~~ LP News shall be published in a tabloid format. The frequency of publication
37 shall be at least bimonthly unless the Chair decides that frequency is inconsistent with the
38 approved budget or the Party's current financial condition. The number of pages per issue and
39 the circulation per issue shall be the responsibility of the Chair consistent with the approved
40 budget and the Party's current financial condition.
41

42 The selection of articles, their layout and the graphics for ~~LP News~~ LP News, the relative
43 amount of space assigned to articles, advertisements, Party announcements, and regular
44 features shall be the responsibility of the Chair except as detailed in this **P**olicy **M**anual.

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1
2 The ~~LP-News~~ *LP News* is distributed to three major groups: Party members and contributors,
3 media representatives, and prospective members. The ~~LP-News~~ *LP News* shall address itself
4 primarily to Party members and its role shall be complementary to other publications within
5 the libertarian movement.

6
7 The ~~LP-News~~ *LP News* shall focus on three types of articles:

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

13
14 This leaves to other publications the areas of scholarly articles, in-depth analysis of current
15 issues, regular coverage of the arts (book and film reviews), analysis of libertarian movement
16 (as opposed to Party) tactics and strategy, in-depth debate of questions on which there is no
17 libertarian consensus, critique of individuals within the libertarian movement, and reporting of
18 routine state and local activities and personalities.

19
20 The proper tone for all articles is factual and even-handed. "Mainstream" political rhetoric
21 shall be used to present "radical" libertarian ideas. "Buzz words" and "libertarian jargon" shall
22 be avoided in order to make the ~~LP-News~~ *LP News* appealing to the broadest possible
23 readership. Personal attacks on persons and institutions within the libertarian movement are to
24 be avoided.

25
26 The articles in ~~LP-News~~ *LP News* shall, on the whole, represent the core ideas of agreement
27 in the Party. No articles shall be published ~~which that~~ contradict the Party ~~P~~platform. Articles
28 ~~which that~~ address areas where the ~~P~~platform is silent may be published provided that they
29 are noted as representing the opinions of the author only and not those of the Party.

30
31 Recommendations appearing in the ~~LP-News~~ *LP News* for the study of ~~I~~internal ~~E~~education
32 material not produced by the Party shall be accompanied by a disclaimer to the effect that they
33 may contain material inconsistent with the ~~P~~platform. The only authoritative statement of
34 Party positions is contained in the ~~P~~platform.

35
36 No classified advertising shall be accepted. All advertisements will be clearly labeled as such.

37
38 A directory of state and Party contacts shall be included at least once each year. Information
39 on where to find a directory of contacts online shall be published monthly.

40 41 **5) Assuring Quality Communications**

42
43 If a majority of all LNC members notify the Secretary of their belief that a proposed or actual
44 public communication is detrimental to the image of the Party, such notification to occur no
45 later than 72 hours after the public communication is published, the Secretary shall inform the
46 Executive Director and Chair of this finding, and such communication shall not be further

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Standing Rules

- 1 disseminated, and to the extent possible, already-disseminated material shall be promptly
- 2 removed from the public sphere.
- 3

1 **Section 2.07 PARTY RECORDS**

2
3 **1) Proposed Agenda and Reports**

4
5 The proposed agenda and all reports shall be distributed to the LNC at least 7 days prior to the
6 session.⁴⁹

7
8 **2) Delegate Allocation Based on Presidential Votes**

9
10 The Secretary shall distribute to each affiliate party the Ppresidential vote totals which the
11 Secretary proposes to use for purposes of delegate allocation for Nnational Cconventions as
12 provided for in the Bbylaws, no later than the last day of April in the year following a
13 Ppresidential election. If any Party member seeks a modification of the vote totals proposed
14 by the Secretary, the member shall file with the Secretary a written request to modify the
15 totals along with any documentation supporting the request no later than the last day of May
16 of the same year. The Secretary shall review all such requests to modify the Ppresidential vote
17 totals and distribute a final allocation of delegates based on Ppresidential vote totals no later
18 than the last day of July of the same year.

19
20 **3) Document Distribution**

21
22 The Secretary shall assure that LNC Members, alternates, and state chairs shall receive copies
23 of the Bbylaws and Pplatform after each convention. The Secretary shall assure that LNC
24 agendas, minutes, mail ballots, resolution updates, and other supporting material shall be sent
25 without charge to all LNC Members, alternates, and committee chairs, as well as to any state
26 chair that requests them. Any Party member may obtain these materials at his or her own cost.

27
28 **4) Electronic Mail Ballot Results**

29
30 The Secretary shall report the results of electronic mail ballots at each LNC meeting
31 immediately following those ballots.⁵⁰

32
33 **5) Access to Corporate Records**

34
35 Members of the National Committee LNC and the Audit Committee are entitled to inspect
36 and copy books, records (including electronic records) and documents of the Libertarian
37 National Committee, Inc. to the extent reasonably related to the performance of the member's
38 duties to the corporation, including those duties as a member of a committee, but not for any
39 other purpose or in any manner that would violate any duty to the corporation. Prior to
40 obtaining copies the member shall execute a standard nondisclosure agreement. If the
41 member requires an outside professional to assist in reviewing and analyzing the materials,
42 that individual shall also execute a standard nondisclosure agreement prior to receiving the
43 materials.

1 **Section 2.08 POLITICAL CAMPAIGNS**

2
3 **1) Qualifications for Party Support**

4
5 The Party may financially support the candidacies of persons who meet the following
6 requirements:

- 7
8 1. The requested contribution from the LNC is legal;
- 9 2. The candidate is a sustaining member of the national LP and a member in good
10 standing of the state affiliate;
- 11 3. The candidate is legally qualified to hold the office ~~&~~ **and** if partisan party registration
12 is available, must be registered as Libertarian, and not registered with any other Party;
- 13 4. The candidate must have a professional quality website and email address under a
14 campaign-related domain name;
- 15 5. The candidate has professional quality photos, especially a headshot and at least a one-
16 minute video with audio of the candidate speaking;
- 17 6. The candidate must have a dedicated campaign manager ~~&~~ **and** a dedicated campaign
18 treasurer;
- 19 7. The candidate must use the word "Libertarian" in his or her campaign in partisan
20 elections, if allowed by law;
- 21 8. The candidate must have already raised more contributions than requested of the LNC;
- 22 9. The candidate has a written campaign plan with justifiable and quantifiable expected
23 results (votes, recruits, money, media, etc) ; **and**
- 24 10. The candidate will follow the national Party ~~P~~**p**latform or clearly distinguish where
25 their views differ.
- 26
27

28 **2) Limitations on Party Support for Public Office**

29
30 Party resources shall not be used to provide information or services for any candidate for
31 public office prior to the nomination unless:

- 32
- 33 • ~~S~~**s**uch information or services are available and announced on an equal basis to all
34 Libertarians who have declared they are seeking that nomination;
 - 35
 - 36 • ~~S~~**s**uch information or services are generally available and announced to all ~~P~~**p**arty
37 members; or
 - 38
 - 39 • ~~T~~**t**he service or candidate has been approved by the state chair.
- 40
41

42 **3) Liability for Political Campaigns**

43

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1 The LNC will not be responsible for the debts incurred by future presidential campaigns or
2 any other campaign. However, the LNC may vote to make monetary and non-monetary
3 contributions to such campaigns under the limits prescribed by law. If such contributions are
4 made, they shall be made only after such candidate or campaign has agreed to meet the
5 reasonable financial and budgetary controls set by the LNC. No candidate or staff member of
6 a campaign is permitted to place orders, make purchases, or sign contracts in any manner that
7 would lead a person to assume that the LNC is liable for the debt.
8

1
2 **Section 2.09 OTHER MATTERS**

3
4 **1) Libertarian National Congressional Committee**

5
6 The Party shall act in good faith with the Libertarian National Congressional Committee, and
7 the Chair and Staff are directed to encourage and develop a symbiotic relationship by fully
8 cooperating in activities and coordinating efforts, including the sharing of constituent
9 information, so as to achieve our mutual goal of supporting Libertarian candidates.

10
11 **2) Affiliation with Other Organizations**

12
13 The Party shall maintain membership in the Coalition for Free and Open Elections (COFOE).

14
15 **3) International Representatives**

16
17 The LNC may appoint one or more individuals to serve as International Representatives,
18 subject to the following:

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

29
30 **4) Hiring and Termination**

31
32 The Chair shall appoint and employ the Executive Director with the approval of a two-thirds
33 vote of the LNC, subject to the right of the LNC to discharge the Director at any time by
34 majority vote. The Chair shall provide advice and consent to the Executive Director on the
35 appointment, employment, and termination of all LPHQ personnel.

36
37 The office of the LNC shall conduct a credit and criminal background check prior to offering
38 employment to any prospective employee.

39
40 Employees and candidates for employment shall be obligated to notify the Chair, Executive
41 Director and ~~Employment Policy and Compensation Committee~~ [EPCC](#) of the full details
42 of any arrest or conviction of crimes punishable by imprisonment, or of any personal financial
43 problem, including involuntary liens or any filing for personal bankruptcy.

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Standing Rules

1
2 The office of the LNC shall not employ any person who has been convicted of a crime against
3 property or person, unless with the approval of the ~~Employment Policy and Compensation~~
4 ~~Committee~~ [EPCC](#). The Chair shall promptly disclose to the LNC as a confidential employer-
5 employee matter that such approval has been given. The LNC may override such approval,
6 but the motion shall not reveal confidential details.
7

8 The office of the LNC shall not allow any employee with a history of financial problems,
9 including involuntary liens or who has filed for personal bankruptcy, to handle money or
10 negotiable instruments, access donor information, approve or negotiate purchases with
11 contractors or suppliers, or prepare accounting records, unless with the approval of the Chair
12 and the ~~Employment Policy and Compensation Committee~~ [EPCC](#). The Chair shall
13 promptly disclose to the LNC as a confidential employer-employee matter that such approval
14 has been given. The LNC may override such approval, but the motion shall not reveal
15 confidential details.
16

17 **5) Employee Performance Standards**

18
19 The following applies to all employees who report directly or indirectly to the Executive
20 Director.
21

22 The office of the LNC shall promote a positive work environment by establishing clear
23 standards for work performance.
24

25 Annual reviews shall be conducted during the fourth quarter of each year for all employees
26 using procedures and guidelines developed by the ~~Employment Policy and Compensation~~
27 ~~Committee~~ [EPCC](#).
28

29 If an employee's job-related behavior does not meet expected and communicated performance
30 standards, a process of progressive discipline shall be employed, using procedures and
31 guidelines developed by the ~~Employment Policy and Compensation Committee~~ [EPCC](#).
32

33 **6) Limitations on Party Support for Party Office**

34
35 Party resources shall not be used to provide information or services for any candidate for party
36 office unless:

- 37 • ~~S~~such information or services are available and announced on an equal basis to all
38 Libertarians who have declared they are seeking that office, or
- 39
- 40 • ~~S~~such information or services are generally available and announced to all party
41 members.
42

43 **7) Convention Speakers**

44

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

3
4 “As a condition of my being scheduled to speak, I agree to neither seek nor accept
5 nomination for any office to be selected by delegates at the upcoming Libertarian Party
6 convention if the voting for that office occurs after my speech.”

7
8 This policy shall not apply to participation in a scheduled candidate debate or breakout session
9 or panel discussion or similar non-major event. This policy shall not apply in the case where
10 someone is exercising official duties (e.g. [.u](#) such as when the Treasurer presents his official
11 report).

1 **Article III. ENDURING STAFF ORDERS**

2
3 Staff Orders are orders to staff by the ~~Libertarian National Committee~~ LNC. They are a
4 special category of Standing Rules, which relate to details of administration. They are
5 superseded only by the parliamentary authority, ~~S~~special ~~R~~rules of ~~O~~orders, ~~B~~bylaws, the
6 ~~C~~corporate ~~C~~charter and any applicable procedural rule prescribed by federal, state, or local
7 law, unless the rules in such documents specifically provide for their own suspension.
8

9 Members of staff are responsible for reading, understanding, and complying with the articles
10 of this ~~P~~policy ~~M~~manual entitled ~~S~~standing ~~R~~rules, ~~E~~enduring ~~S~~staff ~~O~~orders, and ~~E~~enduring
11 ~~E~~executive ~~O~~orders. ~~S~~special ~~R~~rules of ~~O~~orders are generally not applicable to staff.
12

13 A ~~S~~staff ~~O~~orders, just like any other standing rule, may be adopted, amended, rescinded, or
14 suspended. Adoption requires a majority vote. Amendment or rescission requires ~~either~~ (a) a
15 majority vote with previous notice, or (b) without notice a two-thirds vote, or (c) a majority of
16 the entire membership of the LNC. Suspension requires a majority vote of the ~~Libertarian~~
17 ~~National Committee~~ LNC, but rules which have their application outside of the session
18 which is in progress cannot be suspended.⁵¹
19
20

1 **Section 3.01 GENERAL STAFF RESPONSIBILITIES**

2
3 **1) General LP Headquarters Responsibilities**

4
5 The purpose of LPHQ is to provide full-time, professional support for the on-going political
6 activities of the Party. The activities of LPHQ include:

- 7
8 • **RECORDKEEPING** ~~RECORD KEEPING~~
- 9 ○ membership/contributor database
 - 10 ○ accounting
 - 11 ○ FEC reports
 - 12 ○ archives
- 13
- 14 • MEMBER SERVICES
- 15 ○ filling orders and requests
 - 16 ○ answering questions
 - 17 ○ handling complaints
 - 18 ○ acknowledging and reviewing correspondence
- 19
- 20 • DEVELOPMENT ACTIVITIES
- 21 ○ inquiry response
 - 22 ○ direct mail prospecting
 - 23 ○ process liberty pledge payments
 - 24 ○ direct mail fundraising
 - 25 ○ telemarketing support
 - 26 ○ membership packets/cards
 - 27 ○ premium fulfillment
 - 28 ○ long-term renewals
 - 29 ○ major donor program
 - 30 ○ wills and bequests
 - 31 ○ donor thanks and recognition
- 32
- 33 • LNC AND AFFILIATE PARTY SERVICES
- 34 ○ reports to state affiliates, LNC, and Executive Committee
 - 35 ○ state and national contact lists
 - 36 ○ lists of Libertarian office holders
 - 37 ○ mailing the updated **B**ylaws and **P**platform to all LNC **M**members, alternates,
38 and state chairs
 - 39 ○ state, local, and campus organizing
 - 40 ○ activist training and support
- 41
- 42 • EXTERNAL COMMUNICATION
- 43 ○ news releases
 - 44 ○ response to media inquiries/requests

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Enduring Staff Orders

- 1 ○ development and maintenance of media contacts and lists
- 2 ○ public testimony
- 3 ○ participation in outside conferences
- 4
- 5 • POLITICAL ACTION
- 6 ○ ballot access
- 7 ○ campus support
- 8 ○ candidate recruitment and training
- 9

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Section 3.02 SPECIFIC STAFF RESPONSIBILITIES

1) ~~LP News~~ LP News Editor Responsibilities

The Executive Director shall select the Editor of ~~LP News~~ 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~~ LP News must rest with one person: the Editor. It is the responsibility of the Editor to produce the best possible publication within the guidelines of the policies for ~~LP News~~ 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.

1
2 **Section 3.03** **AFFILIATE RELATIONS**

3
4 **1) Affiliate Relationships**

5
6 Special agreements extended to one or more states, but not to all states require the approval of
7 the LNC.
8

9 **2) Data Sharing with Affiliates**

10
11 A Non-Disclosure Agreement (NDA) shall be adopted by the LNC and maintained by the
12 **Libertarian Party Headquarters LPHQ**, which shall require the protection of Personally
13 Identifiable Information (PII) from abuse. This NDA shall:
14

- 15 • Require any person to sign the NDA prior to being given direct or indirect access to
16 any PII data owned, co-owned, managed, or co-managed by LPHQ.
17 • Require that any person transmitting PII, or providing direct or indirect access to PII,
18 verify that the recipient has signed the same NDA prior to that transaction.
19 • Prohibit sharing data in any manner that would provide an unfair advantage to any
20 candidate for internal party office or any external campaign which has not yet received
21 official party nomination.
22

23 All transmission of PII shall be encrypted. LPHQ shall maintain a copy of any signed NDA
24 under this section.
25

26 For states participating in the Shared **Customer Relationship Management database (CRM)**:

27
28 The **Shared** CRM exists as a service to maintain and share data of members, donors, and
29 leads between LPHQ and state-level affiliates. The **Shared** CRM is not to be used to manage
30 a list of all voters.
31

32 The **Shared** CRM contains PII; therefore a signed copy of the NDA shall be submitted to
33 LPHQ as a term of service for all users.
34

35 Data specific to a state-level affiliate in the **Shared** CRM shall be jointly co-owned by LPHQ
36 and the relevant **Sstate Pparty** affiliate. It is encouraged, but not required, that state-level
37 affiliates use the data for state-specific purposes, and LPHQ to use the data for national
38 purposes. Further, it is encouraged that LPHQ and state-level affiliates take care to not over-
39 communicate with contacts which can be perceived as “pestering.”
40

41 Through the **shared** CRM, LPHQ may, at its discretion, import data from state-level affiliates
42 and any other users of the **shared** CRM.
43

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

4
5 State-level affiliates will provide a primary point of contact who will serve as the **S**state
6 **A**administrator on the **Shared** CRM. The **S**state **A**administrator shall be responsible for
7 maintaining user access within a state-level affiliate, and shall be required to ensure any other
8 users of the **Shared** CRM from their state-level affiliate have signed the NDA prior to
9 receiving access to the **Shared** CRM.

10
11 LPHQ support of state affiliates using the **Shared** CRM will be prioritized by the level of
12 financial support the state affiliate provides for the project, on a schedule to be determined by
13 LPHQ based upon available resources and agreed-upon **S**service **L**level **A**greements.

14
15 State-level affiliates shall be responsible for content creation and maintenance on the front-
16 end website, and for manually entering contacts obtained from other sources.

17
18 If a state-level affiliate exits the **Shared** CRM program, they shall be entitled to an export of
19 the data relevant to their affiliate, and then qualify under the “not participating” paragraphs
20 below.

21
22 For states not participating in the **Shared** CRM:

23
24 On a monthly basis, LPHQ will provide all officially recognized state-level affiliates with an
25 encrypted file containing membership and lead data in CSV or Excel format for the area
26 covered by that affiliate, within the first 5 business days of the month to the affiliate chair, or
27 their designee(s); provided that the recipient has signed the **Non-Disclosure Agreement**
28 [NDA](#).

- 29
30
- A unique ID
 - First, **M**iddle and **L**ast **N**ame
 - Postal mailing address
 - Home phone and email address
 - County of residency
 - Join and **E**xpiration **D**ates
 - Donation classification level (basic, life, etc.)
 - Existence of signed certification
 - Sustaining membership status
 - Other data elements, at the discretion of LPHQ

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40
41 Should the LP HQ desire to change the quantity or order of the data elements, it will provide
42 one month's notice of such change.

1 **Section 3.04** ~~**DONOR & VENDOR RELATIONS AND FINANCIAL**~~
2 **MATTERS**

3
4 **1) Accounts Receivable Monitoring**

5
6 The Executive Director is responsible for monitoring receivables on an ongoing basis and
7 presenting write off proposals to the Chair or the LNC.
8

9 **2) List of Unauthorized Vendors**

10
11 The Executive Director shall maintain a list of individuals denied any trade relationship with
12 the LP; due to any debt to the Party being written off.
13

14 **3) Revenue and Spending**

15
16 The Executive Director shall notify the LNC of any intention to undertake any project that is
17 estimated, on gross, to cost more than 2.5% of budgeted revenue. The Executive Director
18 must immediately report to the LNC when any project's gross cost unintentionally exceeds
19 2.5% of budgeted revenue.
20

21 The Executive Director shall provide monthly budgets for the next calendar year's proposed
22 budget, including when reserve funds might be required.
23

24 The Executive Director shall not disburse any funds in excess of authorized limits until a
25 budget amendment is approved. Failure to follow this policy may be cause for dismissal.
26

27 The Executive Director shall promptly report to the Executive Committee if cumulative
28 revenue as of the end of the month is less than 90% of the accepted budget and submit
29 detailed plans for appropriate expense reductions for the remainder of the budget period.
30

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Section 3.05 MEETING SUPPORT AND DOCUMENTATION

1) Proposed Agenda

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

2) Document Distribution

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

1 **Section 3.06 OTHER MATTERS**

2
3 **1) Coordination and Support of Project Managers**

4
5 The Executive Director shall coordinate vendor contracts, project communications to donors
6 or service providers, and the timing and content of fundraising appeals.

7
8 LNC staff will:

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

20
21 Staff shall not be responsible for oversight or direction of any project activity.

22
23 **2) Membership Certification Statements**

24
25 A list of approved wording for membership certification for use in Party literature shall be
26 maintained at the **National-office** [LPHQ](#).

27
28 **3) Notifying Candidates of LNC Campaign Obligation Policy**

29
30 The Executive Director is responsible for publicizing the LNC's policy to all candidates for
31 the **P**presidential nomination and other candidates who seek aid from the LNC or the **national**
32 **office** [LPHQ](#). This policy is that no campaign is permitted to place orders, make purchases, or
33 sign contracts in any manner that would lead a person to assume that the LNC is liable for the
34 debt.

35
36 **4) Orientation**

37
38 Before the second LNC meeting after a convention, staff shall provide an orientation to new
39 LNC members that includes providing and explaining the current budget, staff marketing plan,
40 staff fundraising plan, policy manual, committee information, fiduciary duties, and other
41 relevant documents.

1 **Article IV. ENDURING EXECUTIVE ORDERS**

2
3 Executive Orders are orders to staff by the Chair. They are a special category of Standing
4 Rules, which relate to details of administration. They are superseded only by the
5 parliamentary authority, **S**pecial **R**ules of **O**order, **B**ylaws, the **C**orporate **C**harter, and
6 any applicable procedural rule prescribed by federal, state, or local law, unless the rules in
7 such documents specifically provide for their own suspension.

8
9 Members of staff are responsible for reading, understanding, and complying with the articles
10 of this **P**olicy **M**anual entitled Standing Rules, **E**nduring **S**taff-**O**orders and **E**nduring
11 **E**xecutive **O**orders. Special **R**ules of **O**order are generally not applicable to staff.

12
13 An **E**xecutive **O**order, just like any other standing rule, may be adopted, amended, rescinded,
14 or suspended. However, since the Chair is effectively a committee of one, his unilateral
15 decision to create, amend, or repeal such **E**xecutive **O**orders will always meet the threshold
16 of a majority of the entire committee, so notice is not required.⁵²

17
18 There is no requirement that the Chair commit **E**xecutive **O**orders to writing.

1 **Section 4.01 EXECUTIVE DIRECTOR MATTERS**

2
3 **1) Position Description of Executive Director**

4
5 The ED is the chief operating officer of the Party, serving at the pleasure of the Chair, with a
6 compensation package (with a bonus incentive structure) specified in a contract negotiated by
7 the LNC Chair. The position shall have the following responsibilities:

8
9 ADMINISTRATION

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

15
16 PERSONNEL

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

24
25 COMMUNICATIONS

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

37
38 FINANCIAL

- 39 • Execute the LNC approved annual budget; coordinate with the Chair and the Treasurer
40 if available resources will not support budget execution;
- 41 • Submit all contracts over \$7,500 to the Chair for approval prior to commitment;
- 42 • Be responsible for soliciting major donor participation. Maintain a listing of major
43 donors and grow that list; and

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- 1 • Direct the development and execution of fundraising direct mail; assess and analyze
2 the effectiveness of each mailing.

3

4 OUTREACH

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

9

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Log of Changes

LOG OF CHANGES¹

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

¹ This log of changes only includes substantive amendments formally passed by the Libertarian National Committee. 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.

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	and Contract Review
July 18, 2015	Deleted Section 2.07.5, Minutes of Conference Calls
July 18, 2015	Inserted new Section 2.02.1, Committee Reports
July 18, 2015	Meeting Minutes, Section 1.02.6
July 18, 2015	Graphic Symbols, Section 2.06.2
March 28, 2015	Inserted new Section 2.02.8, Ballot Access Committee and inserted new corresponding row in Section 1.03.1
December 14, 2014	Inserted new Section 1.02.7, Electronic Meetings
December 14, 2014	Meeting Minutes, Section 1.02.6
December 14, 2014	Affiliate Support Committee, Section 2.02.2
December 14, 2014	Awards Committee, Section 2.02.4
December 14, 2014	Committee Appointments (Awards Committee), Section 1.03.1
December 14, 2014	Committee Terms of Office, Section 1.03.2
December 14, 2014	Convention Oversight Committee, Section 2.02.5
September 20, 2014	Previous Notice, Section 1.02.1
September 20, 2014	International Representative, Section 2.09.3
September 20, 2014	Format of Proposed Agenda, Section 1.02.2
September 20, 2014	Outreach Committee, Sections 1.03.1, 2.02.10
September 20, 2014	Convention Committees, Sections 1.03.1, 2.02.5
August 1, 2014	Membership Policies adopted December 11, 2011 went into effect - Sections 2.05.2, 2.05.3, and 2.05.4
July 13, 2014	Inserted new Section 2.09.3, International Representatives
June 29, 2014	Information Technology Committee, Section 2.02.9
June 29, 2014	Committee Appointments, IT Committee, Section 1.03.1
June 29, 2014	Committee Appointments, APRC, Section 1.03.1
May 22, 2014	Amended Section 2.05, Membership Policies, to revise effective dates
March 2, 2014	Deleted Section 2.09.3, Project Administration
March 2, 2014	Amended and renamed Section 2.03.13, Project Funding
March 1, 2014	Amended Section 2.06.1, Official Spokesperson
March 1, 2014	Amended Section 2.03.4, Conventions
March 1, 2014	Inserted new Section 2.03.17, Office Mortgage
March 1, 2014	Inserted new Section 1.03.4, Interim Committee Chairs
August 9, 2013	Inserted new Section 2.03.9, Related Party Reporting
August 9, 2013	Documentation and related party transactions, Section 2.04.3
August 9, 2013	Inserted new Section 2.03.8, Inventories
August 9, 2013	Inserted new Section 2.03.7, Time Sheets and Expense Allocation
August 9, 2013	Inserted new Section 2.03.6, Fixed Assets
August 9, 2013	Credit cards and receipts for expenditures, Section 2.03.5
August 9, 2013	Inserted new Section 3.03.3, Accounting Policies and Procedures Manual
March 28, 2013	Renamed Convention Organizing Committee to Convention Management Committee
March 17, 2013	Convention Committees, Sections 1.03.1, 2.02.5, 2.02.6, 2.02.7

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March 17, 2013	Inserted new Section 2.03.12, Presidential Campaign Support Fund
March 17, 2013	Removed sections "Members of LNC-Created Committees" and "Members of Bylaws-Mandated Committees"
March 16, 2013	Effective date of new Membership Policies postponed, Sections 2.05.2, 2.05.3, and 2.05.4
December 30, 2012	Effective date of new Membership Policies postponed, Sections 2.05.2, 2.05.3, and 2.05.4
December 6, 2012	Inserted new Section 2.07.6, Access to Corporate Records
October 21, 2012	Affiliate Support Committee, Section 2.02.2
July 16, 2012	Treasurer's Reports, Section 2.03.11
July 16, 2012	Conflict of Interest, Section 2.01.2
July 16, 2012	Format of Proposed Agenda, Section 1.02.2
July 16, 2012	Proposed Agenda and Reports, Section 2.07.1
July 16, 2012	Deleted Section 1.02.7, Motion Protocol
July 16, 2012	Previous Notice, Section 1.02.1
July 16, 2012	Convention Speakers, Section 2.09.7
May 6, 2012	Effective date of new Membership Policies postponed, Sections 2.05.2, 2.05.3, and 2.05.4
May 2, 2012	Inserted new Section 2.04.4, Legal Matters Indemnification
May 2, 2012	Inserted new Awards Committee, Sections 1.03.1 and 2.02.4 and alphabetized the subsections of Section 2.02
March 11, 2012	Updated RONR references to 11 th 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

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November 21, 2010	Previous Notice, Section 1.02.1
October 25, 2010	IT and Convention Oversight Committee, Section 1.03.1
October 8, 2010	Convention Oversight Committee, Section 2.02.3
July 11, 2010	Information Technology Committee, Section 1.03.1 & Section 2.02.6
July 11, 2010	Outreach Committee, Section 1.03.1 & Section 2.02.7
July 10, 2010	Meeting Minutes, Section 1.02.6
May 31, 2010	EPCC and Convention Committee, Section 1.03.1
February 28, 2010	Affiliate Support Committee, Section 2.
December 6, 2009	Membership Benefits – Renewals, Section 2.05
December 6, 2009	Agenda Format, Section 1.02.1
December 6, 2009	Definition of Previous Notice for Meetings, Section 1.02.1
December 6, 2009	APRC, Section 2.02
December 6, 2009	Hiring and Termination, Section 2.09.3
December 5, 2009	Policy on Merit Based Relationships, Section 2.01.3
December 5, 2009	EPCC Responsibilities, Section 2.02.4
December 5, 2009	Authority to set Agenda, Sections 1.01.1, 2.07.1, 3.05.1
November 19, 2009	Employee Performance Standards, Section 2.09.4
September 28, 2009	Membership, Section 2.05, 3.03
September 11, 2009	General Delegation of Authority – Executive Committee, Section 1.01.3
September 6, 2009	Authorize Secretary to make Technical Changes, Section 1.01.4
August 20, 2009	Adoption of Reformatted Policy Manual

ENDNOTES

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

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

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

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

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

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

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

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

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

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

Note: RONR p. 82 defines session as a “meeting or series of connected meetings devoted to a single order of business, program, agenda or announced purpose, in which—when there is

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more than one meeting—each succeeding meeting is scheduled with a view to continuing business at the point where it was left off at the previous meeting.”

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

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

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

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

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

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

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

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

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

¹⁷ In the absence of this rule, this action of making public these minutes would be made in executive session. RONR on p. 96 states, “the minutes, or record of proceedings, of an executive session must be read and acted upon only in executive session, unless that which

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would be reported in the minutes – that is, the action taken, as distinct from that which was said in debate – was not secret, or secrecy has been lifted by the assembly.”

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

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

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

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

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

²² **Robert's 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 footnote on p. 1 and also p. 98 lines 14-19.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

⁴⁰ The term “fixed membership” is defined in the footnote on RONR p. 403.

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

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

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

⁴⁴ Authorized by Bylaw Article 6.6.

⁴⁵ Authorized by Bylaw Article 6.6.

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

⁴⁷ Authorized by Bylaw Article 4.2.

⁴⁸ Qualifications for sustaining membership are defined by Bylaw Article 4.4.

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

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

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(pp. 364ff.) or conforms to the standard order of business (pp. 25-26, 353ff.) or an order of business prescribed by the rules of the organization (pp. 16, 25).”

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

⁵⁰ **Robert's 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 footnote on p. 1 and also p. 98 lines 14-19.

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

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