

Libertarian National Committee Policy Manual

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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 (12th) of *Robert's Rules of Order Newly Revised* (RONR).
- **Standing Rules:** Relate to details of administration. They are adopted as the need arises.

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

The following terms may be used throughout this document:

“ED” is Executive Director.

“LNC” is Libertarian National Committee.

“LNC Members” are Officers, At-Large members, and Regional Representatives.

“LP” is Libertarian Party.

“LPHQ” is Libertarian Party Headquarters.

“RONR” is Roberts Rules of Order, Newly Revised.

Article I. SPECIAL RULES OF ORDER AND STANDING RULES

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 They are superseded only by the bylaws, the corporate charter, and any applicable procedural rule prescribed by federal, state, or local law, unless the rules in such documents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

A special rule of order may be adopted, amended, rescinded, or suspended. Adoption, amendment, or rescission requires (a) a two-thirds (2/3) vote with previous notice, or (b) a vote of a majority of the entire membership of the LNC. Suspension requires a two-thirds (2/3) vote of the LNC (except see RONR (12th ed. 25:2). Rules that have their application outside of the session which is in progress cannot be suspended but can be rescinded or amended (RONR (12th ed.) 10:45, 25:2, 25:13).

Standing rules relate to details of administration. They are superseded only by the parliamentary authority, special rules of order, bylaws, the corporate charter and any applicable procedural rule prescribed by federal, state, or local law, unless the rules in such documents specifically provide for their own suspension.

A standing rule may be adopted, amended, rescinded, or suspended. Adoption requires a majority vote. Amendment or rescission requires (a) a majority vote with previous notice, (b) without notice a two-thirds (2/3) vote, or (c) a majority of the entire membership of the LNC. (see RONR (12th ed. 25:2 for exception). Suspension requires a majority vote of the LNC, but rules which have their application outside of the session which is in progress cannot be suspended (RONR (12th ed.) 25:12-13).

Section 1.01 GENERAL DELEGATION OF AUTHORITY

1) Participation by LNC Alternates at Meetings

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

2) Representation of Region-Less States

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

3) Executive Committee

The Executive Committee shall exercise all powers of the LNC between LNC meetings, when urgency demands a more immediate time frame than when the LNC can next meet, except for amendment of the LNC policy manual or amendment of the budget beyond the limits specified elsewhere in this policy manual. It shall further make decisions specifically delegated in this Policy Manual. Notwithstanding, the LNC reserves the right to exercise its authority through electronic mail ballots and to rescind decisions of the Executive Committee.

4) Removal from Office

No Party Officer or At-Large Member shall be subject to removal from office except for failure to perform the duties of office or gross malfeasance. The process for removing Officers and At-Large Members shall be the trial procedure as outlined in the Party's parliamentary authority. The Officer or At-Large Member's membership rights can be suspended by a 2/3 vote while the matter is being investigated if necessary to prevent potential harm to the Party.

Section 1.02 MEETINGS

1) Previous Notice

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

- announcing this intention at the previous session in the presence of a quorum, providing an accurate and complete statement of purport, with such notice to be taken note of in the minutes; or
- sending the complete language of the motion to the entire LNC by e-mail at least five (5) days prior to the session.

Previous notice is not required unless specified by the Party Bylaws or its parliamentary authority though vote thresholds may change based upon whether or not notice was given.

2) Format of Proposed Agenda

The proposed agenda shall be in the following format:

- Opening Ceremony
 - Call to Order
 - Attendance Roll Call
 - Opportunity for Public Comment
- Housekeeping
 - Adoption of Agenda
 - Report of Potential Conflicts of Interest
 - Credentials Check
- Officer Reports (supplements to printed reports)
 - Chair's Report
 - Vice Chair's Report
 - Treasurer's Report
 - Appointment of Assistant Treasurer (post-convention meeting)
 - Secretary's Report
 - Report of upcoming Bylaws-mandated deadlines
- Staff Reports
- Counsel's Report
- Regional Reports (supplements to printed reports)
- Committee Reports
 - Reports of Standing Committees
 - Reports of Special Committees
 - Selection of Executive Committee, APRC, and EPCC
- Unfinished Business and Items Postponed from Previous Meeting
- New Business
 - with Previous Notice
 - Presentation and Approval of Budget (4th Quarter Meeting)

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- without Previous Notice
- Closing Ceremony
 - Announcements
 - Opportunity for Public Comment

3) Open Meetings

LNC meetings are open to Party members, except while in Executive Session. Non-Party members may be excluded upon a majority vote of the LNC.

4) Open Emails

Email discussions involving the entire LNC shall take place on a publicly-accessible read-only email list with the exception of items that qualify for Executive Session; those discussions shall take place on a separate email list specially designated for that purpose. An announcement of each new discussion on the Executive Session list shall be made on the public list by the Secretary, including the justification for having the discussion in Executive Session. The beginning and end dates of those discussions will be noted in the regular Secretary's report to the LNC.

5) Executive Sessions

The LNC or any committee may enter into Executive Session only in compliance with this special rule of order. The motion to enter Executive Session must list all reasons for doing so from among the following:

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

No action can be taken while in Executive Session. Discussion of action which may be taken in Open Session can occur. No recording shall be made or minutes.

Any member who is unwilling to commit to maintaining confidentiality regarding any particular Executive Session is obligated to excuse themselves from the entire Executive Session and to request that the Secretary note their absence from the Executive Session in the minutes of the meeting. A participant in an Executive Session may publicly disclose information discussed in Executive Session, if the same information is publicly available from other sources, not as the result of a participant's misconduct, and the participant does not reveal that it was discussed in Executive Session; or the LNC, and all the participants in the Executive Session, first consent to its release.

6) Meeting Minutes

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

- Copies of reports submitted for review as appendices.
 - The following aspects of each mail ballot conducted since the prior meeting and reported by the Secretary at that meeting:
 - the complete text of the motion,
 - the names of the co-sponsors,
 - the dates of the initiation and completion of the balloting, and
 - the roll of those voting on the motion.
- This requirement may be satisfied by including this information in the Secretary's Report appended to the minutes.
- Complete text of all motions made with notations of any vote counts for rising votes or votes by show of hands announced by the Chair.

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

- Draft minutes shall be mailed or emailed to all LNC Members not more than twenty (20) days after each meeting.
- Corrections, clarifications, and changes to the draft minutes may be submitted for the Secretary's consideration for a period of fifteen (15) days following the distribution of the draft minutes. The Secretary shall distribute an updated version of the draft minutes not later than seven (7) days following the end of that submission period. If no changes are distributed during that period, the minutes shall be promoted from draft to final.
- The updated version shall be deemed official if no LNC Member challenges the content to the Secretary within seven (7) days of the distribution of the updated version. Only Executive Committee members can present challenges to Executive Committee minutes. Any additional changes will be made by the Secretary within two (2) days and distributed for an additional seven (7) day review period. This process shall repeat until there are no challenges or the next regular LNC meeting, whichever comes first.
- These auto-approval provisions are void if the Secretary fails to distribute the draft minutes of a meeting within twenty (20) days after that meeting or fails to distribute updated versions as described above.
- The Secretary shall send an official copy of meeting minutes to staff within seven (7) days of the promotion of those minutes from draft to official status for posting on the Party website and shall provide a final copy to all LNC members.

If the minutes are not submitted through the auto-approval process previously described, draft minutes must be presented for approval at the next regular meeting after the auto-approval time period expires.

7) Electronic Mail Ballots

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- 1) Notification of an electronic mail ballot shall be made by the Secretary or Chair by electronic mail within two (2) days of the question being submitted by the Chair or cosponsored by a sufficient number of LNC members. This notification shall not include an accompanying argument for or against passage of the motion though subsequent posting with votes may contain debate. An LNC Member may change their vote on an electronic mail ballot, provided that the change is received by the Secretary by the deadline for return of ballots or the entire LNC has either voted or expressly abstained, whichever comes first. In the event that a Regional Representative expressly abstains, that Regional Alternate's vote shall not be counted.
- 2) Only one (1) LNC and one (1) Executive Committee main motion can be pending at one time.
- 3) Any member of the Executive Committee may object to the consideration of any original main motion or incidental main motion. This may be at any time from until twenty-four (24) hours after the motion ballot has been started. Any member also objecting shall have twenty-four (24) hours from the first objection to also post, "I object to the consideration of this motion." A majority of the entire membership of the Executive Committee shall adopt such a motion.
- 4) Any member of the LNC may object to the consideration of any original main motion or incidental main motion. This may be done at any time from when the co-sponsors are requested, and until twenty-four (24) hours after the motion ballot has been started. The member objecting shall post "I object to the consideration of this motion," on the thread containing the motion. Any member also objecting shall have twenty-four (24) hours from the first objection to also post, "I object to the consideration of this motion." A majority of the entire membership of the LNC shall adopt such a motion.

8) Electronic Meetings

- a) The term "electronic meeting" within these electronic meeting rules shall be construed to include teleconferences and videoconferences.
- b) The term "committee" within these electronic meeting rules shall be construed to include both the LNC (as the board of the Libertarian Party) as well as committees.
- c) Electronic meetings may be called by either:
 - The committee Chair, or
 - One-third (1/3) of the committee members or two (2) committee members, whichever is greater with the exception of the Executive Committee which will require a majority of the entire membership of the Executive Committee.

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

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- d) Each committee member calling for an electronic meeting must do so by emailing the entire committee and specifying the date of the meeting, time of the meeting, and the topic(s) to be addressed. Meetings must be so called no fewer than two (2) days in advance for committees with fewer than ten (10) members, or five (5) days in advance for committees with ten (10) or more members. These time limits do not apply to the LNC's Executive Committee, the LNC's Advertising and Publications Review Committee, or the Judicial Committee. The LNC's Executive Committee may meet with one (1) day notice.
- e) When a sufficient number of people have issued a call for an electronic meeting, the committee Chair or Secretary shall issue a notice of the meeting to each member and alternate of the committee. In addition to the standard notice content, the meeting notice shall describe how to participate in the meeting.
- f) All participants legally consent to having the meetings recorded, should the committee opt to do so.
- g) Electronic meetings are special meetings such that only the topics listed in the call of the meeting may be considered during the meeting.
- h) A person eligible to vote who was present during the debate of an original main motion but who lost their connection to the meeting may still reconnect to the meeting and cast their vote on the motion no more than five (5) minutes after the announcement of the vote tally.

9) Emergency Meetings During a National Convention

If an emergency matter arises during a national convention, the LNC may meet immediately upon either the call of the Party Chair or any two (2) officers. The meeting may be held in a hybrid electronic/in-person format only if that is necessary to achieve quorum, otherwise it will be held solely in-person. An announcement of such a meeting shall be made on the LNC Business List and to the convention. At least fifteen minutes must elapse between the notification and the meeting. These meetings shall be considered special meetings.

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Section 1.03 COMMITTEES

1) Committee Appointments

These committees have special appointment procedures as follows:

Committee Name	Size	Member Selection	Chair Selection
Advertising & Publication Review	No more than five (5), all LNC Members	LNC	* Committee selected
Affiliate Support Committee	A minimum of seven (7) members, with a minimum of two (2) LNC members	LNC	LNC Chair
Audit	One (1) non-officer LNC member and two (2) non-LNC members, excluding the Assistant Treasurer (Bylaws 9.2)	Non-officer LNC members	* Committee selected
Awards	Five (5) members, including up to two (2) non-LNC members	LNC - Each cycle strive to keep two (2) members of past Awards Committee	* Committee selected
Ballot Access	Seven (7) Party members, no less than three (3) of which shall be LNC members; plus up to five (5) non-voting advisory members with topic expertise	LNC members selected by LNC using approval voting, non-LNC members selected by the LNC Chair; non-voting advisory members selected by the LNC Chair on the recommendation of the Ballot Access Coordinator	*Committee selected
Candidate Support Committee	A minimum of seven (7) members including a minimum of two (2) LNC members	LNC members elected by the LNC; non-LNC members appointed by the LNC Chair based on recommendations from the LNC members of the committee	* Committee selected
Convention Oversight	Seven (7) members, with a minimum of three (3) LNC members. The Secretary is an ex-officio non-voting member if not otherwise a member of the committee.	LNC	LNC
Employment Policy and Compensation	Three (3) LNC members other than the LNC Chair	LNC	* Committee selected

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Executive	Four (4) officers plus any number of LNC members excluding alternates	LNC	LNC Chair selected
Historical Preservation Committee	A minimum of five (5) and up to seven (7) members	Committee Chair selected by LNC; remaining members selected by the Committee Chair	LNC
Information Services Committee	Two (2) LNC members, plus up to five (5) non-LNC members who are recommended by the IS Committee	LNC Chair	* Committee selected

* See below regarding interim chairs

2) Committee Terms of Office

With the exception of the Convention Oversight Committee, Ballot Access Committee, and the Historical Preservation Committee, the terms of office of all project managers, committee chairs, and committee members shall expire with the administration that appoints them, or when their successors are chosen, whichever occurs first. The term of office for the Convention Oversight Committee shall expire ninety (90) days following the close of the convention. The term of office for the Ballot Access Committee shall expire upon the presentation of the report described in Section 2.02(10).

Any committee member who misses three (3) consecutive meetings or a total of five (5) meetings is considered to have automatically resigned. This does not apply to committees created pursuant to the Bylaws which would require an active vote of the appointing body.

3) Subordinate Committees

With the exception of the Advertising & Publication Review Committee, Audit Committee, and Employment Policy and Compensation Committee, committees created by this Policy Manual may appoint subordinate committees to delegate specific tasks provided that their decisions are ratified by, and become the work product of, the delegating committee.

4) Chair as Nonvoting Member of Committees

The Chair shall serve as an ex-officio nonvoting member of all LNC-created committees, except where specifically appointed to the committee as a voting member.

5) Interim Committee Chairs

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

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permanent chair is chosen by the committee. These provisions are not applicable if the motion creating any such committee provides otherwise.

6) Participation by Alternates

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

**Section 1.04 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 five (5) days prior to the session noting the dates and attendance rosters for each of their meetings since the previous regular LNC meeting and progress in meeting the committee's objectives.

2) Advertising & Publication Review Committee

The Advertising & Publication Review Committee (APRC) shall review and advise whether official public communications of the Party violate our bylaws, policy manual, advocate moving public policy in a different direction other than a libertarian direction, as delineated by the Party platform, or are detrimental to the image of the Party. Staff may seek advance advice from the APRC on any proposed communication, and the APRC may provide advance guidance on their own initiative.

The APRC is not required to provide advance review of any social media content or items that are of an urgent or non-substantive nature as determined by the Executive Director or the LNC Chair.

All other official public communications must be sent to the APRC in advance and given three (3) hours to review. This time frame may be shortened if the entire APRC approves the communication earlier. If a majority of the entire APRC disapproves a communication with specified reasons within its scope, the communication will not be sent. The LNC Chair may override this disapproval.

All public communications may be subject to later review or reconsideration upon receipt of a credible written complaint from any Party member that is emailed to staff or an LNC member. All complaints should be promptly forwarded to the LNC Chair and the APRC Chair. Upon receipt of such complaint, the APRC shall have twenty-four (24) hours to make a recommendation whether or not to remove the communication from the public sphere to the extent possible or make other recommendations by a majority vote of the entire APRC. The LNC Chair may override such recommendations.

Communications between the APRC, staff, and the LNC Chair are in the nature of confidential employer-employee communications. Official decisions of the APRC which are overridden shall be promptly reported to the LNC by the APRC Chair without revealing confidential employer-employee matters. However, the APRC may by majority vote agree to consult with other relevant individuals about matters which come before it, conditioned upon the prior agreement by such individuals to maintain confidentiality of the discussions.

3) Affiliate Support Committee

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

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

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

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

4) Audit Committee

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

5) Awards Committee

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

The award descriptions are:

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

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

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

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

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

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

With a majority vote the committee may select recipients of the Thomas Jefferson, Samuel Adams, Benjamin Franklin, Thomas Paine, and Patrick Henry awards. While the committee has discretion as to the frequency of such convention awards, it is hoped that at least one (1) recipient will be found worthy for each award at each regular convention.

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

6) Candidate Support Committee

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

The Committee will review the standards within the first six (6) months of a new LNC term and report any needed changes to the LNC for approval no later than the third (3rd) LNC meeting of the term.

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

7) Convention Oversight Committee

The Convention Oversight Committee (COC) shall make recommendations for convention sites to the LNC, but the LNC shall choose the site. On other matters concerning the Party's conventions, the COC shall:

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

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The COC shall report monthly its decisions and actions to the LNC. The COC may begin its work as soon as its members from the LNC are appointed.

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

The Chair and Secretary shall be ex-officio non-voting members of the COC.

8) Employment Policy and Compensation Committee

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

The EPCC shall also be available to staff to discuss on a confidential basis the working environment or observed violations of the policy manual.

Following Counsel's review of a director-level employment contract or a contract with a contractor for a director-level position, the Chair or the Executive Director shall submit to the EPCC the proposed contract and any related advice from Counsel. No such contract may be signed by the Chair without having first obtained either EPCC approval of the contract at least ten (10) days prior, or an affirmative vote from a majority of the fixed membership of the LNC.

9) Information Services Committee

The IS Committee shall:

- Work with staff and state chairs to identify the Information Technology (IT) needs of the LP;
- Discuss with staff and state chairs the anticipated IT needs and how to meet those needs;
- Assist staff in surveying the list of possible vendors and solutions to those needs and reduce the list to a small number;
- Recommend, an implementation of the IT tools that will best satisfy those needs within the budgetary constraints of the Party;
- Assist staff by monitoring progress in the transition and implementation of any IT solutions pertaining to LPHQ and state affiliates;
- Assist staff by performing audits of IT assets as needed; and
- Propose standards for transfer of data between LPHQ and the affiliates.

Nothing in this policy should be construed as requiring staff to consult with this committee for routine changes or any changes that are not expected to have an effect on the way LPHQ deals

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with any affiliate. Any change to the IT systems at LPHQ that will affect the way finances are handled or the way FEC reports are generated must be approved by the Treasurer.

10) Ballot Access Committee

The Ballot Access Committee (BAC) shall:

1. Provide oversight and assistance to the Ballot Access Coordinator, who is appointed by the LNC Chair with the advice and consent of the LNC.
2. Approve recommendations to the LNC concerning the implementation of specific strategies, funding allocations, and projects consistent with current budget allocations for ballot access.
3. Propose strategies and/or projects representing the best use of budgeted funds allocated among the various acceptable ballot access techniques such as, but not limited to, petitioning, lobbying, litigation, public awareness, and collaboration with other organizations which are pursuing the goal of liberalizing ballot access laws.
4. With the assistance of staff, prepare and present ballot access reports at each general LNC meeting in a spreadsheet form which will include:
 - a. The specific affiliate(s) which is intended to benefit from the effort
 - b. Funds allocated to the effort
 - c. Expenses already incurred
 - d. Brief description of the progress of the effort in terms of specific statistics related to the effort
 - e. The specific individual(s) or organization(s) to which any funds were disbursed and/or which use of the any LP trademark, service mark, or logo were approved.
5. With the assistance of staff, and prior to January 31 following the completion of the bi-annual election cycle ending in November of even numbered years, prepare and present a report which supplies the details of the entire election cycle ballot access effort with regard to:
 - a. Initial estimated expenses
 - b. Expenses actually incurred
 - c. Actual ballot access results
 - d. If appropriate, ballot access retention results
 - e. Significant problems encountered in the effort
 - f. Significant unexpected successes of the effort
 - g. FEC regulation issues encountered
 - h. Evaluation of the individual(s) and/or organization(s) which were directly contracted/interacted with
 - i. Identifies state targets for litigation and lobbying efforts.
6. Develop procedures and policies as reasonably appropriate to spread institutional knowledge of ballot access issues within the committee, LNC staff, officers of LNC affiliates, and future holders of these positions.

The Ballot Access Coordinator shall:

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

Note: See Appendix for Ballot Access Committee Policies and Procedures

11) Historical Preservation Committee

The Historical Preservation Committee (HPC) shall be responsible for directing the preservation and publication of Party historical documents and the administration of LPedia.org. A report of its decisions and activities shall be delivered at each LNC meeting. In order to maintain continuity and progress on long-term and technical projects, the HPC members remain in position from term to term until resignation or replacement by action of the LNC at any time. The HPC is expected to fundraise to offset any budget for preservation projects. In the event of vacancy of the chair of the HPC, the LNC will make every effort to appoint a member in the vicinity of the physical archives. The HPC must make every effort to ensure there is at least one member (if it is not the HPC Chair) in vicinity of the physical archives and one member with sufficient technological expertise to provide system administrative support to LPedia.

**Section 1.05 OTHER SPECIAL APPROVAL
PROCEDURES**

1) Budget

The budget may be amended at any time by a majority vote of the LNC. A motion to increase spending, that neither specifies the use of unobligated or pledged revenue nor specifies an equivalent spending reduction or revenue increase, is out of order unless overruled by a two-thirds (2/3) vote of the entire LNC. 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 and to add lines for previously unbudgeted expenses, the total of which shall not exceed one-percent (1%) of budgeted revenues.

The Chair, without the consent of the Executive Committee, is authorized to expend up to \$1,000 in discretionary funds within any (rolling) three (3) month period, the total of which shall not exceed \$5,000 per term unless those expenditures are later ratified by the LNC.

2) Affiliate Petitions

Organizations which wish to become state-level affiliate parties shall apply for such status on the petition form in the Appendix. The LNC shall only consider a petition for affiliation if:

- a) The petitioners held a public physical or virtual meeting which was open to all current national Party members at the time notice of an organizing convention was issued residing in the state in which all of those members had an equal voice in adopting bylaws and electing leadership.
- b) Reasonable notice shall be sent to all current national Party members at the time notice of an organizing convention was issued residing in the state and to the LNC Chair and Secretary. The Secretary or Chair shall forward the request to all LNC members. The LNC or the Executive Committee may, but is not required to, publish the notice via its resources to the potential attendees.

Section 1.06 LEGAL MATTERS

1) Counsel

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

2) Authorization and Management of Lawsuits

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

- Advise all LNC members (including alternates) of the proposed lawsuit, its purpose, and its estimated cost;
- Confirm, or seek and obtain approval for, the budgetary authority for the expenses of the lawsuit as provided elsewhere in this policy manual; and
- Seek and obtain approval with a two-thirds (2/3) vote of the Executive Committee for participation in the lawsuit.

Once a lawsuit is filed or joined, including lawsuits filed against the Party or the LNC, the Executive Committee shall manage the details of the lawsuit subject to the budgetary instructions above. The Executive Committee may delegate this task to an empowered Litigation Committee. The LNC shall be kept advised of the progress and goals of the suit. Any settlement or dismissal of the entire lawsuit recommended by the Executive Committee must be approved by the LNC.

3) Contracts and Contract Approval

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

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

All contracts of more than one (1) year in duration or for more than \$25,000 shall be reviewed and approved by Counsel prior to signing by the Chair.

Independent contractors doing business with the LNC are required to sign formal contracts that clearly set forth the parties' intention that they be treated as independent contractors. All director-level positions must be hired as employees of the organization, contractors must not be in any managerial role and cannot be managed. Each contract for director-level employment along with any related advice from Counsel must be circulated to the LNC on a strictly confidential basis following EPCC approval.

Any proposed contracts or agreements for financial remuneration with a closely related

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party (legal relative, domestic partner, business associate) to a sitting LNC member or staff member shall be disclosed to the LNC prior to execution and shall be approved by a 2/3 vote of the Executive Committee or a majority vote of the LNC. This relation shall also be disclosed on the LNC's member's listing of potential conflicts of interest.

4) Indemnification

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

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

**Section 1.07 OBLIGATIONS AMONG BOARD
MEMBERS AND STAFF**

1) Confidentiality

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

2) Conflict of Interest

Each LNC Member shall disclose to the LNC situations in which such person's own economic or other interests, or duties to others, might conflict with the interests of the Party in the discharge of their duties. Any such disclosure shall be made at the earliest opportune moment, prior to the discharge of such duties and clearly set forth the details of the conflict of interest, in a written disclosure statement provided to the Secretary. No LNC member 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 and attached to the minutes.

3) Concerns Regarding Staff

Concerns regarding a staff member's behavior should be reported to the Employment Policy and Compensation Committee. The EPCC will immediately notify the Executive Director and LNC Chair of the behavior and will gather facts from all parties involved and present them for further review and action.

6) Harassment and Offensive Behavior Prohibition

The following standards of behavior are expected of LNC members, while discharging their official duties, and of staff:

- All collective deprecation, whether alluding to sex, race, color, national origin, disability, age, religion, or any other protected category, must be avoided.
- Harassment, such as unwanted physical contact or prying into a person's private life, derogatory slurs, off-color jokes and innuendos, unwelcome comments about a person's body or appearance, leering, suggestive/derogatory behavior or objects, and the like, is prohibited. LNC members and staff members must exercise their own good judgment to avoid any conduct that may be perceived by others as harassment.

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- Sexual harassment, like other forms of harassment, is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any other conduct of a sexual nature when: (1) submission to the conduct is made either implicitly or explicitly a condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or (3) the harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment that is intimidating, hostile or offensive to the employee.
- Any interaction which might be interpreted as abusing the apparent employer-employee relationship must be avoided. This applies to interactions of LNC members with staff and is to be extended to interactions with any consultant hired by the LNC.

Mere criticism, even if harsh, of the policies, decisions, and business practices of the LNC by other members of the LNC shall not be considered harassment or grounds for removal from office for Officers and At-Large Members. Rules of decorum shall apply to all official interactions.

Toward ensuring that all LNC members are thoroughly familiar not only with this policy but also the ramifications of it, they must participate in a standard program of exposure to the issues raised by these concerns as developed by the LNC Chair in consultation with Counsel. This participation should be arranged at the earliest practicable opportunity after the person becomes an LNC member.

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

Section 1.08 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. 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.

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.

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

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

- Cost of Support and Revenue

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

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

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

- Capital Expenditures

No budget shall be submitted to the LNC for approval that exceeds one hundred and twenty-percent (120%) of the actual revenue of the year four (4) years prior, adjusted for inflation using the average of the Producer Price Index and Consumer Price Index.

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

Funds shall not be disbursed for any budget line that exceeds the total budgeted expense amount by ten-percent (10%) or \$100, whichever is more. Funds shall not be disbursed for any expense which is not in the budget, unless otherwise authorized in this policy manual.

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

The Treasurer shall report any unauthorized expenses to the LNC.

Ballot access expenditures may only be authorized by the Executive Committee, and the total expended cannot exceed the budgeted amount.

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 complimentary meals or access to convention events in rough proportion to their level of volunteer work. All volunteer compensation must be approved by the Convention Oversight Committee, and contemporaneously published when actual compensation is received.

5) Credit Cards and Expense Reimbursements

All expenditures shall be evidenced by receipts. The Chair or Treasurer shall be required to approve (and evidence by signing or email) all expenses and expense account reimbursements in excess of \$200 made to the Executive Director or LNC members prior to payment or within thirty (30) days of payment if the expenditure is incurred with a Party-issued credit card. No advances shall be made. No officer shall approve their own expenses.

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

6) Fixed Assets

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

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

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

7) Related Party Reporting

For each related party engaging in one (1) or more financial transactions with the Party, all interim financial statements shall include a report of the status, nature, and current and year-to-date amounts with respect to such transactions, including contributions, expenses, loans, commitments, guarantees, or any other transaction.

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8) Financial Exigency

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

The Chair must approve all negotiated terms with the goal being a schedule that the Party can successfully meet to extinguish its debts within six (6) months. Such promissory notes shall only be executed with the following terms:

- Only for a legitimate trade payable in an amount not to exceed \$25,000 per vendor, and then only to each specific creditor or vendor involved.
- Vendor agrees in writing not to assign the note to any third party.
- A rate of interest no greater than twelve-percent (12%) per annum from date of note execution.
- A duration not exceeding six (6) months from note execution. If debt extinguishment is not possible in that time frame, no note shall be executed.

9) Special Events

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

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

10) Targeted Reserve

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

11) Treasurer's Reports

No later than the end of each calendar month, the Treasurer shall prepare a monthly Treasurer's Report to the LNC reflecting the Party's financial position and the results of its operations through the previous calendar month. The monthly Treasurer's Report shall include a listing of the year-to-date expenditures of the Chair's discretionary funds.

12) Debt and Capital Leases

The LNC and its staff may not incur debt, with the exception of trade payables, in excess of

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\$2,000, except with a two-thirds (2/3) vote of the LNC. This includes entering into binding lease agreements with aggregate payments totaling more than \$2,000.

Section 1.09 MEMBERSHIP POLICIES

1) Membership Forms

Membership forms produced by the LNC shall include a membership statement that meets the requirements of Article 4, Section 1 of the bylaws.

2) Life Membership

A member, as defined in the Bylaws, who contributes at least \$1,500 during any 365-day period shall be granted life membership in the Party.

3) Benefits

The LNC, the Convention Oversight Committee, and staff shall have the discretion to create and bestow additional benefits based on contribution levels.

4) Joint Membership in National and State Parties

Staff is authorized to develop agreements between the National Committee and a State Affiliate on joint membership, whereby the annual payment by a member to either the National Party or the State Affiliate of an amount that equals or exceeds the basic membership dues or donation amount of both parties, shall be treated as membership in both the National Party and the respective State party for one year. Staff shall ensure all such draft agreements comply with national policies and federal law, and establishes clear obligations on both parties on the timely remittance of funds to the other party by whomever collects the dues. The Executive Committee shall approve such agreements with each affiliate before they enter into effect.

Section 1.10 PARTY COMMUNICATIONS

1) Official Spokesperson

The Chair represents and serves as the chief spokesperson of the Party as appropriate.

2) Graphic Symbols and Colors

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

3) Assuring Quality Communications

If a majority of all LNC members notify the Secretary of their disagreement with the decision of the LNC Chair to override an official recommendation of the majority of the members of the APRC to remove a public communication, such notification to occur no later than seventy-two (72) hours after being notified by the APRC Chair of such a decision, the Secretary shall inform the Executive Director and LNC Chair of this finding, and such communication shall not be further disseminated, and to the extent possible, already-disseminated material shall be promptly removed from the public sphere

Section 1.11 PARTY RECORDS

1) Proposed Agenda and Reports

The proposed agenda and all reports shall be distributed to the LNC at least five (5) days prior to the session. All reports shall be submitted in writing with only oral supplements given at any meeting.

2) Delegate Allocation Based on Presidential Votes

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

3) Document Distribution

The Secretary shall assure that the bylaws, platform, LNC agendas, minutes, mail ballots, resolution updates, and other supporting material shall be available on the LP.org website.

4) Motions

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

5) Access to Corporate Records

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

Section 1.12 AFFILIATE RELATIONS

1) Affiliate Relationships

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

2) Data Sharing with Affiliates

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

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

The Customer Relationship Manager (CRM) exists as a service to maintain and share data of members, donors, and leads between LPHQ and participating state-level affiliates. The CRM is not to be used to manage a list of all voters. All transmission of PII shall be encrypted. Data specific to a state-level affiliate in the CRM shall be jointly co-owned by LPHQ and the relevant state Party affiliate. If a state-level affiliate exits the CRM program, they shall be entitled to an export of the data relevant to their affiliate. Through the CRM, LPHQ may, at its discretion, import data from state-level affiliates and any other users of the CRM. State-level affiliates shall be responsible for content creation and maintenance on the front-end website, and for manually entering contacts obtained from other sources.

State-level affiliates will provide a primary point of contact who will serve as the state administrator on the CRM. The state administrator shall be responsible for maintaining user access within a state-level affiliate and shall be required to ensure any other users of the CRM from their state-level affiliate have signed the NDA prior to receiving access to the CRM. LPHQ support of state affiliates using the CRM will be prioritized by the level of financial support the state affiliate provides for the project, on a schedule to be determined by LPHQ based upon available resources and agreed-upon service level agreements.

For states not participating in the CRM:

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

Section 1.13 CANDIDATES AND ELECTED OFFICIALS

1) Qualifications for Party Support

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

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

2) Limitations on Party Support for Public Office

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

- Such information or services are available and announced on an equal basis to all Libertarians who have declared they are seeking that nomination;
- Such information or services are generally available and announced to all Party members; or
- The service or candidate has been approved by the state chair.

3) Liability for Political Campaigns

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

Section 1.14 OTHER MATTERS

1) International Representatives

The LNC may appoint one (1) or more individuals to serve as International Representatives, subject to the following:

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

2) Hiring and Termination

The Chair shall appoint and employ the Executive Director with the approval of a two-thirds (2/3) vote of the LNC, subject to the right of the LNC to discharge the Executive Director at any time by majority vote. The Chair shall provide advice and consent to the Executive Director on the appointment, employment, and termination of all LPHQ personnel.

3) Convention Speakers

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

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

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

4) Permissible Use of Trademarks

The following are permitted to use the Party trademarks:

- a. The Party and any recognized state-level affiliate and their properly chartered sub-affiliates.

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- b. Any other organization or group, that does not function as a party nor hold themselves out as a party, but identify as part of the Libertarian Party, such as caucuses or social groups formed in support of the Libertarian Party, provided the following:
1. Their leadership are members of a state Party and/or the national Party and their goals include supporting and recruiting members into the Party at a state and/or national level.
 2. They take no stance contrary to the Party's Statement of Principles;
 3. They only endorse or fund candidates in partisan races that are members of a state Party and/or the national Party and are not members of any other Party;
 4. They do not function as, or hold themselves out as, or register with any entity or election board as, a political party.

For any entity other than the recognized state-level affiliate and their properly chartered sub-affiliates, the LNC may revoke this permission, for failure to follow any of the above guidelines or conducting themselves in a manner harmful to the image of the Party.

Article II. APPENDICES

This section contains appendices referred to elsewhere in this Policy Manual.

Section 2.01 AFFILIATE PETITION FORM

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**Libertarian National Committee - Policy Manual
Appendices**



**PETITION
TO THE
LIBERTARIAN NATIONAL COMMITTEE
FOR CHARTERING
STATE-LEVEL AFFILIATE PARTIES**

Office	Name	Address	Email Address	Phone
Chair				
Vice-Chair				
Secretary				
Treasurer				

We, the undersigned, being residents of the state of _____ and individually certifying that each of us opposes the initiation of force to achieve political or social goals, hereby petition the Libertarian National Committee to charter _____ as the state-level affiliate of the Libertarian Party for the state of _____.

Furthermore, we attest that our organization has adopted the Statement of Principles of the Libertarian Party, approved the attached bylaws, and selected the above individuals as officers.

#	Name	Address	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Article 5.2 of the Libertarian Party Bylaws: The National Committee shall charter state-level affiliate parties from any qualifying organization requesting such status in each state, territory, and the District of Columbia (hereinafter, state). Organizations which wish to become state-level affiliate parties shall apply for such status on a standard petition form as adopted by the National Committee, which petition shall be signed by no fewer than ten members of the Party residing in the appropriate state. Affiliate party status shall be granted only to those organizations which adopt the Statement of Principles and file a copy of their constitution and/or bylaws with the Party Secretary.

***Section 2.02 BALLOT ACCESS COMMITTEE
POLICIES AND PROCEDURES***

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Ballot Access Committee Policies and Procedures

Executive Overview

The Ballot Access Committee (BAC) currently has no policies or procedures in place regarding the hiring and paying of signature gathering contractors and vendors. This is problematic because it makes compliance and passing third-party audits difficult. Additionally, there is no training, coordination, or expectation surrounding state affiliate points of contact or volunteers. A lack of process has led to confusion, miscommunication, frustration, unnecessary spending, budget issues, and inaccurate encumbrance estimates being presented to the Libertarian National Committee (LNC). This document is intended to alleviate many, if not all, of the aforementioned issues.

Petitioners/Vendors

Petitioners and vendors (whether internal or external) currently appear to be unaware of expectations surrounding their payment and reimbursement (the latter if applicable), i.e., who makes approvals, the needed documentation, expectations, points of contact, etc. As a result, the following recommendations are being proposed:

Required Criteria For Payment

- Signed contract w/full terms (between the petitioner/vendor and the LNC Chair)
- Current W-9
- Filled-out invoice w/proof of rendered services attached (i.e., scans of filled out petition pages)

Invoice Required Fields

- State or encumbrance petitioner is being paid for
- Name of the petitioner or vendor
- Payment information (e.g., ACH and mailing address)
- Compensation per signature based on contract (gross versus valid, if applicable)
- Number of signatures approved by BAC for payment
- Exact requested payment amount
- Signature of BAC Chair
- Signature of LNC Chair w/explicit written approval for disbursement

All invoice-required fields must be filled out in full before payment is rendered.

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Required Criteria For Expenses Reimbursement

- Signed contract w/full terms (between the petitioner/vendor and the LNC Chair)
- Current W-9
- Filled out itemized approved expenses sheet w/attached receipts

Expenses Sheet Required Fields

- State or encumbrance petitioner is being reimbursed for
- Name of the petitioner or firm
- Payment information (e.g., ACH and mailing address)
- Itemized approved expenses w/attached receipts
- Exact requested reimbursement amount
- Signature of BAC Chair
- Signature of LNC Chair w/explicit written approval for disbursement

All expense sheet-required fields must be filled out in full before reimbursement is rendered.

Payment Communication (All)

- Petitioner or firm contract specifics are drafted by EPCC or LNC Counsel based on BAC recommendations (contracts are subject to change based on state, hired help, need, etc.)
- Petitioner or vendor submits invoice or expense sheet to BAC Chair
- BAC Chair presents request to BAC
- BAC-approved invoices or expense sheet (w/attached documentation) go to LNC Chair for explicit approval and signature
- All approved and signed invoices and expense sheets go to the LNC Executive Director
- Payment method is at the discretion of the LNC Executive Director (for compliance purposes)

At no time should any contractor or vendor contact the LNC Chair or LNC Executive Director directly requesting payment. All requests must be submitted to the BAC Chair. They will be the primary point of contact for payment.

Volunteers

Due to the LNC's limited resources, volunteers are vital to the success of any ballot access drive. Any and all volunteers willing to assist should be encouraged and welcomed. That being said, it is in the best interest of all parties for volunteers to have expectations properly established from the beginning, to be properly trained, and to have the support they need from their main point of contact. Volunteers donate their time, energy, and sometimes money because they believe in the Party or the cause. They deserve honesty and direction.

Collecting signatures is difficult. Simply put, it's not for everyone. One has to be personable, engaging, outgoing, and, most importantly, be able to handle rejection, difficult people, and contentious situations. This should be made abundantly clear to anyone looking to volunteer. While this could theoretically discourage some seeking to volunteer, it is important to be honest

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about what they need to do and can expect. Few things are more demoralizing than finding out that the “job description” was inaccurate and far more difficult or different than what was initially relayed.

One way to prevent “volunteer fatigue,” discouragement, or general burnout for current or future ballot access drives is to ensure that volunteers receive proper training (whether virtually or in person) from someone with proper experience before they begin. Trainers should have current and relevant experience and be able to share best practices, tips, tricks, and any pertinent information that would make the volunteer more likely to succeed.

An often-looked-over method to keep volunteers engaged and motivated is support. Often times, issues or questions arise in the field that one may not have thought to ask initially. Additionally, every state is a bit different, which means that there could be different processes that were initially unknown. Whoever the primary point of contact is for a particular ballot access drive should be in constant communication with volunteers and be available to offer guidance and assistance for anything that may come up. Without a proper support network or some semblance of accountability, the volunteer may determine the endeavor to not be worth their time, do a poor job, or drop off all together.

Training

Solid training is vital for volunteers and internal contractors who may be new but are approved because they are promising prospects. Training should include, but not be limited to:

- Needed supplied
- Basic petition etiquette
- Best practices
- A list of counties in the state
- Acceptable high foot-traffic public places to collect signatures, private establishments willing to allow it in or on their property (especially in poor weather), laws and regulations surrounding petition signature gathering in certain areas
- How the petition forms are required to be filled out to make them valid signatures
- Providing a series of elevator pitches (which would vary based on whether they’re speaking Democrats, Republicans, or Independents, etc.)
- Understanding the difference between soft and hard “nos”
- How the petition forms are required to be filled out to make them valid signatures
- How to validate signatures at the end of collection day
- The point of contact they should be providing signature numbers to at the end of a collection day
- How petition pages should be turned in, who they should be turned into, and how often they should be turned in

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Point of Contact

Every ballot access drive should have one primary point of contact. This person should be the one coordinating the efforts on the ground, contacting the Secretary of State, in charge of collecting all of the signatures, double-checking their validity, and submitting the physical petitions to the Secretary of State before the deadline. Furthermore, they should be tasked with keeping daily track of the gross and valid signatures for that drive and serving as the primary source of support for all volunteers and paid petitioners. This person should be the State Chair for that affiliate, or whoever they designate.

Contracts

Petitioner/Vendor contracts should contain, at a minimum, the following:

- General terms
- Payment per gross signature (if applicable)
- Payment per valid signature
- Reimbursement terms (if applicable): e.g., partial, full, etc.
- Reimbursement amount maximums (if applicable) including but not limited to, airport travel, flights, hotel room per night, food and beverage per day, rental car terms, and other necessary expenses as a direct result of the ballot access drive.
- A payment and reimbursement schedule
- Under what conditions the LNC can terminate the contract

Signature Audits

Signature validation should be done by both the petitioner and the primary point of contact to keep better track of the expected payment as well as the progress of the drive (as feasible per state).

Volunteers and paid petitioners should have access to Voter Gravity, L2, or some other method to validate their own signatures at the end of a collection day. This should additionally be verified by the primary point of contact for that respective drive to keep everyone honest and maximize accuracy. The latter should be done at least once a week to prevent a buildup.

General Best Practices

- An up-to-date list of volunteers should be kept on hand for every state affiliate requiring ballot access assistance. This will allow the BAC to reach out to state leadership or the volunteers directly and establish the expected level of commitment and signatures these volunteers are willing to provide, which will in turn allow the BAC to more accurately determine how much paid-outside help will be needed for any particular drive. Leadership and regular members of any respective affiliate requiring assistance should always be volunteers.
- When outside paid assistance is required, a variety of factors should be considered, including but not limited to: experience, effectiveness, reputation, proximity, expediency, and personality (ability to work with or for others within their hired scope).

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- The BAC Chair should be intimately familiar with the overall budget and particularly with its line item so that they may work within that budget.
- The BAC Chair should be in constant communication with the point of contact for any particular ballot access drive to determine as soon as possible whether additional or less assistance is required. This would help the LNC save money and would also prevent having to work ballot access drives up to the “11th hour,” which could result in stress and potential failure.
- Given the LNC’s limited resources, priority should be given to ballot access drives that are the likeliest to be successful given its parameters with the least amount of money and a strong point of contact and committee volunteers (i.e., help those who help themselves). Spending money in short supply on drives where local leadership is doing nothing and is likely to fail even with LNC assistance just for the sake of optics is fiscally irresponsible.
- The BAC Chair working with LNC Counsel, state leadership and the point of contact, should work on making formal requests to private businesses at the beginning of a ballot access drive, which would allow petitioners to collect signatures inside private businesses. This is particularly important in areas with unpredictable or suboptimal weather. Asks should also be made of indoor public spaces where possible. Recommendations on places with high foot traffic that should be targeted should be made by the State Chair, local leadership of the point of contact. A full list should be provided to volunteers upon confirmation and should be kept and updated for future use.

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Log of Changes**

LOG OF CHANGES¹

August 25, 2024	Ballot Access Committee Procedures and Policies Appendix 2.02 [20240825-01]
August 24, 2024	Committee Composition 1.03 [20240824-04]
August 1, 2024	Electronic Meetings 1.02.8 [20240801-05], Electronic Ballots 1.02.7 [20240801-04], [20240801-03], [20240801-01]
June 15, 2024	LNC ExComm Notice, Deadline to Submit Reports, Attendance at Meetings, and Misc [20240608-01]
May 20, 2024	Convention Oversight Committee 1.03.2 [20240513-01]
February 4, 2024	Convention Oversight Committee 1.03.1 [20240204-02]
February 4, 2024	Emergency Convention Meetings 1.02.9 [20240204-01]
January 7, 2024	Previous Notice 1.02.1 [20240107-01]
December 3, 2023	Combine Sections 1 and 2 [20231203-04]
December 3, 2023	Proposed Agenda 1.02.2 [20231203-03]
December 3, 2023	Legal Matters 1.06.3 [20231203-02]
December 3, 2023	Historical Preservation Committee 1.04.11 [20231203-01]
October 1, 2023	Section Moves and Amendments to Format of Proposed Agenda 1.02.2; 1.03.1 Committee Appointments; 1.06.3 Legal Matters [20231001-01]
July 2, 2023	Acceptable Uses of Trademarks 2.09.5 [20230702-01]
June 15, 2023	APRC 1.03.1 [20230615-01]
June 4, 2023	Contracts and Contract Renewal 2.04.3 [20230604-03]
May 22, 2023	Open Emails 1.02.4 [20230515-01]
May 7, 2023	APRC 2.02.2 [20230507-01]
April 2, 2023	Committees 1.03.3 [20230326-01]
March 12, 2023	Committees 1.03.1 [20230312-04]
March 11, 2023	Committees 1.03.2 [20230311-04]
March 11, 2023	Auxiliary Memberships 2.05.5 [20230311-03]
February 5, 2023	Misc Policy Manual Clean-Up [20230205-01]
January 8, 2023	Misc Policy Manual Clean-Up [20230108-02]
November 5, 2022	Misc Policy Manual Clean-Up [20221105-01 through 20221105-07]
October 9, 2022	Affiliate Petitions 1.05.3 [20221001-01]
October 2, 2022	Policy Manual Cleanup [20221002-01] and [20221002-01]
September 11, 2022	Affiliate Petitions 1.05.3 [202209-07]
September 11, 2022	Candidate Support Committee 2.02.6 [20220911-06]
July 31, 2022	Committee Appointments 1.03.1 [20220731-10] and [20220731-11]
July 31, 2022	Whistleblower Protection 2.01.6 [20220731-07]

¹ This log of changes only includes substantive amendments formally passed by the LNC for the current and immediately past LNC term. Non-substantive formatting changes or corrections of scrivener's errors are not included.

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July 31, 2022	Harassment and Offensive Behavior Prohibition 2.01.5 [20220731-06]
July 31, 2022	Removal from Office 1.01.6 [20220731-05]
July 31, 2022	Executive Committee 1.01.3 [20220731-04]
July 31, 2022	Concerns Regarding Staff 2.01.5 [20220731-03]
July 31, 2022	Electronic Communications [20220731-03]
July 3, 2022	Social Media Policy 5.01 [20220703-09]
July 3, 2022	LNC Committee Appointments 1.03.2 [20220703-06]