**Libertarian Party of Georgia**

**Executive Committee Meeting – June 12, 2023**

**Present:** Chair Gerred Bell, Vice Chair Zach Varnell, Secretary Zane Placie, Jack Aiken, Brian Allen, David Barker, Seth Benton, Scott Boykin, Warren Cunningham, Danny Dolan, Jake Green, Steve Hilton, Amber Howell, Mitch Johnson, Colin McKinney, Halima Monds, Mark Mosley, Victoria Salvia, Sabrina Sawyer, Jim Sheehan, Jeffery Shull

**Absent:** Treasurer Alex Moldenhawer, Doug Craig

The regular monthly meeting of the Executive Committee of the Libertarian Party of Georgia was held virtually over 8x8 on Monday, June 12, 2023, at 7:03 PM.

Mark Mosley moved to amend the agenda to add an update on ballot access issues. The amendment was ruled well-taken.

Zane Placie moved to adopt the agenda. The motion was adopted.

Zane Placie moved to promote the draft 2023 Convention minutes to official status. The motion was adopted.

Mark Mosley gave an update on ballot access issues.

Brian Allen moved adoption of *A Resolution to Oppose Cop City*. The motion was adopted.

David Barker moved to confirm the following appointments of the Chair:

* Danny Dolan as Membership Director
* Steve Hilton as Political Director
* Jack Aiken as Fundraising Director
* Elizabeth Melton as Field Development Director
* Danny Dolan as IT Director
* Zach Varnell as Communications Director
* Jake Green as Social Media Director

The motion was adopted.

Zane Placie moved to adopt a general revision to the Policy Manual and adopt Standard Operating Procedures for four Committees (see below). During debate, Mark Mosley moved to Postpone to the next meeting of the Executive Committee. This motion was adopted.

The Committee discussed how goals should be set for the Standing Committees.

Gerred Bell gave the Chair’s Report. During the report, David Barker moved to confirm the Chair’s appointment of R.K. Brumbelow as Convention Chair. The motion was adopted.

Zach Varnell gave the Vice Chair’s Report.

Elizabeth Melton gave the Executive Director’s Report.

Zane Placie gave the Secretary’s Report.

R.K. Brumbelow gave the Convention Committee Report. During the report, Colin McKinney moved that the 2024 LPGa Convention be held on dates between January 12 and January 28, 2024. The motion was adopted.

Colin McKinney moved that an e-ballot be opened three days after the meeting on whether to release the Special Committee report to the Libertarian Party of Georgia HQ Basecamp group. The motion was adopted after debate.

Zane Placie moved to suspend the rules to confirm the Chair’s appointment of Brian Allen as Policy Director. The motion was adopted.

The meeting adjourned at 9:06 PM.

**A Resolution to Oppose Cop City**

*Whereas* the platform of the Libertarian Party of Georgia states that government force must be limited to the protection of the rights of individuals to life, liberty, and property, and governments must never be permitted to violate these rights; and,

*Whereas* the platform of the Libertarian Party of Georgia states that governments are unaccountable for damage done to our environment and have a terrible track record when it comes to environmental protection; and,

*Whereas* the platform of the Libertarian Party of Georgia states that we call for the repeal of all taxes, that we advocate all public services be funded in a voluntary manner, and that government should not incur debt; and,

*Whereas* the platform of the Libertarian Party of Georgia states that we advocate initiative, referendum, recall, and repeal when used as popular checks on government and that we recognize peaceful protest and civil disobedience as being among the proper and moral means to check, alter, or abolish government; and,

*Whereas* on September 8, 2021 the Atlanta City Council adopted Ordinance 21-O-0367 authorizing the lease of 381 acres of forested land to the Atlanta Police Foundation for the construction of an 85-acre Public Safety Training Center also known as Cop City; and,

*Whereas* the South River Forest in DeKalb County where Cop City is to be constructed is one of the largest urban forests in the Southeastern United States and has been referred to as one of the four lungs of Atlanta; and,

*Whereas* Governor Brian Kemp has vowed to arrest Cop City protesters, over 40 people have been charged with domestic terrorism in connection with protesting Cop City, and one person, Manuel Esteban Paez Terán, has died from being shot 57 times by police; and,

*Whereas* on May 31, 2023 heavily armed police arrested three activists involved in a mutual aid and bail fund supporting Cop City protesters on dubious charges; and,

*Whereas* this weaponization of the law against opposition serves to suppress dissent through intimidation; and,

*Whereas* on June 6, 2023 the Atlanta City Council adopted Ordinance 23-O-1257 authorizing $31 million of taxpayer funds to be allocated to the construction of Cop City and a lease-back agreement for an additional $1.2 million per year for 30 years for a total of $67 million charged to taxpayers; and,

*Whereas* Cop City would include a mock-up of an urban setting where police will receive military-grade training with military-grade equipment they will use when dealing with civilians in the community, with such police militarization having often resulted in the excessive use of force against citizens and the violation of their rights; and,

*Whereas* there is a movement to petition that the following referendum be placed on the ballot in November 2023: “Shall the City of Atlanta Ordinance 21-O-0367 authorizing the ground lease of 381 acres of forested land to the Atlanta Police Foundation for the construction of a $100 million police training facility be repealed”;

*Therefore, be it resolved*, that the Libertarian Party of Georgia:

1. condemns the weaponization of the law against peaceful opposition; and,
2. opposes police militarization; and,
3. endorses voting “Yes” on the proposed referendum to repeal Atlanta City Council Ordinance 21-O-0367; and,
4. opposes Cop City.

**Policy Manual of the LPGa**

As last modified June 13, 2023

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**1. POLICY MANUAL OVERVIEW AND INTRODUCTION**

An organization is subject to public law and other rules it adopts to govern its operation. The rules governing the LPGa are as follows and supersede each other in the order listed:

* LPGa 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.
* “Georgia Rules”: Relate to rules for orderly transaction of business that differ from those contained in the adopted parliamentary authority. Contained in the LPGa Bylaws Appendix A.
* 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 (RONR).
* Standing Rules: Relate to details of administration. They are adopted as the need arises. Special categories of Standing Rules include:
  + Staff Orders - orders to staff by the Executive Committee; and
  + Executive Orders - orders to staff by the chair

This Policy Manual is a compilation of the rules governing the LPGa not already reflected in its Bylaws or Rules of Order**.**

**1.1 Modifications**

1.1.1 Modifications of Substance

Any modifications which change the meaning of a policy outlined in the Policy Manual must be approved by a majority vote of the Executive Committee.

1.1.2 Modifications of Syntax

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

The Secretary may propose adding or amending annotations in the form of endnotes and introductory language to provide relevant references to authoritative statutes, the LPGa’s Corporate Charter and Bylaws, the parliamentary authority, and explanations as to how Special Rules of Order differ from the parliamentary authority.

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

The Executive Committee reserves the right to also propose and adopt non-substantive, as well as substantive, changes.

**1.2 Terms and Definitions**

The following terms may be used throughout this document:

* “Constituent” is anyone who has paid money to the LNC in the past, regardless of whether he or she signed the certification, along with all individuals who have requested information from the national party (aka inquiries).
* “LPGa” is LPGa
* “Party Platform” or “Platform” is the Platform of the LPGa
* “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 all restricted funds and accounts payable at month end.

**2. EXECUTIVE COMMITTEE**

**2.1 Executive Committee Description**

The Executive Committee is the managing Committee of the LPGa. All Officers and members are elected by delegates to the annual Convention as per the guidelines set forth in the LPGa Bylaws.

The size of the Executive Committee and the terms of office of the Officers and other members of the Committee is determined as per the LPGa Bylaws.

The Executive Committee is also responsible for strategic planning for the LPGa. This includes a yearly vision and strategic planning meeting.

2.1.1 Goals

The Executive Committee shall vote on at least one resolution per month. This can be used by the various Committees to accomplish their goals and help drive the direction of the party.

Each member of the Executive Committee shall fundraise at least $250 per year.

**2.2 Executive Committee Rules**

2.2.1 Meeting Time and Location

The Executive Committee meets monthly on the second Monday of each month. Members may attend in person or via conference call.

2.2.2 Agenda

*2.2.2.1 Proposed Agenda*

The Presiding Officer at the start of business shall present an agenda for adoption by the body. The agenda shall not require a second prior to adoption.

See LPGa Bylaws Appendix A (“Georgia Rules”), Rule II(1)

*2.2.2.2 Format of Proposed Agenda*

The proposed agenda shall contain the following elements in any order:

* Adoption of Agenda - Must be first
* Committee Reports
* Chairman’s Report
* Vice Chairman’s Report
* Staff Report (if applicable)
* Old Business
* New Business

*2.2.2.3 Agenda Changes*

The agenda shall be subject to amendment by the body. The Chair may rule an amendment as “well taken” or “not well taken.” If an amendment is ruled well taken it shall immediately be incorporated in the agenda. If the amendment is ruled not well taken it shall not be adopted, unless appealed and sustained by a majority vote of the body.

See LPGa Bylaws Appendix A (“Georgia Rules”), Rule II(1)

2.2.3 Open Meetings

Executive Committee meetings are open to LPGa members, except while in Executive Session. However, participation is not permitted except by majority vote of the Committee.

2.2.4 Executive Sessions

It is acknowledged that there are times when issues of a very sensitive nature may arise. It may have to do with things such as personnel or legal issues. For these purposes an Executive Session must be defined. During an Executive Session everything said or done is confidential. No action decision or vote may occur during an Executive Session.

1. The Executive Committee shall have the power to enter Executive Session with a two-thirds (2/3) vote of the Committee members present at a regular or special called meeting. No prior notice is required to enter Executive Session during a regular meeting.
2. If the need for an Executive Session is required between regular meetings, a special meeting shall be called by a simple majority of all the Executive Committee members according to the rules of Decisions between Meetings as defined in the LPGa By-laws.
3. The Executive Session will exclude all persons that are not members of the Executive Committee unless otherwise stated in the motion for Executive Session or upon the completion of discussions within the Executive Session.
4. The reason(s) for the Executive Session must be stated as part of the motion voted on by the Executive Committee and must be limited to any or all the following: a. Legal matters involving potential liability of the LPGa. b. Any matter involving the LPGa that has been referred to government authorities. c. Matters involving disciplining a member or employee of the LPGa. d. Any reason that is advised by legal counsel for the LPGa. Page 5 of 21
5. While in Executive Session the Committee may only discuss the cause of the reason(s) for calling the Executive Session, potential action because of that reason and the readiness to end the Executive Session.
6. No vote on an action may be made during the Executive Session other than to end that Executive Session. All votes by the Executive Committee must be made according to the open meeting provision.
7. To exit the Executive Session, a vote of the majority of the Executive Committee members present must be made. This is the only decision or vote allowed in the Executive Session.

See LPGa Bylaws Article IV, Section F.

2.2.5 Meeting Minutes

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

The following aspects of each mail ballot conducted since the prior meeting and reported by the Secretary (or designee) 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
* the roll of those voting on the motion

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

* Draft minutes for Executive Committee meetings shall be emailed to all LNC Members as laid out in LPGa Bylaws Article V, Section B, Part 7.
* Absent objection from an Executive Committee member who attended the meeting, the minutes shall be deemed to be approved 7 days after their distribution.
* Executive Committee minutes shall be distributed to all Executive Committee members within 7 days of such approval.

2.2.6 Electronic Mail Ballot Procedures

Notification of an electronic mail ballot shall be made by the Secretary by electronic mail. An Executive Committee member may change his or her vote on an electronic mail ballot, provided that the change is received by the Secretary before voting is declared closed by the Secretary.

Should a decision need to be made between meetings of the Executive Committee, the Chairman shall be empowered to poll the members of the Executive Committee by telephone or electronic communication. The Chair must make at least two reasonable attempts to contact each Committee member; no such vote shall be binding unless at least two-thirds (2/3) of the entire Committee votes and a simple majority vote is required for passage. The result of any such vote must be announced and entered into the minutes by the Secretary at the next meeting.

See LPGa Bylaws Article IV, Section H.

2.2.7 Vacancies

When a vacancy on the Executive Committee occurs, the Executive Committee is responsible for filling the vacancy under the Bylaws of the Libertarian Party of Georgia Article V, Section C.3. The process for the vacancy will be as follows:

1. An email will be sent to current membership at least ten (10) business days before the next Executive Committee meeting soliciting applications for nomination. The email will also include the date, time, and location of the next executive committee meeting and will invite all prospective applicants to attend and speak to their nomination. The email will contain a link to a form for applicants to fill out and submit. Submitting an application is not mandatory for nomination.
2. At least two (2) business days before the next Executive Committee meeting, all applicants will be emailed to attend the meeting and speak to their nomination.
3. During the Executive Committee meeting, members who applied will need to be nominated by a member of the Executive Committee. This may be done in a single nomination of the entire list or by individually nominating applicants.
4. Additional nominations may be made by members of the Executive Committee during the nominating period.
5. Upon closure of nominations, the Executive Committee will conduct elections in a manner chosen by the Executive Committee provided it is consistent with the LPGa Bylaws and the Policy Manual.

**3. STANDING COMMITTEES**

**3.1 Committee Rules**

3.1.1 Status

The committees listed in Section 3.2 are Standing Committees created by the elected Executive Committee of the LPGa and authorized by the LPGa Bylaws. They are governed by these committee rules.

3.1.2 Membership

Unless otherwise stated, the voting membership of each Committee shall consist of the Committee Director, one representative from each PSC District, and two at-large representatives. The Fundraising Committee shall consist of the Committee Director and four at-large representatives.

The non-voting membership of each Committee shall consist of any number of volunteers as decided by the Committee and any specialists trained to fill a specific role.

The LPGa Chair, Vice Chair, Secretary, Treasurer, and Executive Director shall be ex-officio members of all Committees.

3.1.3 Leadership

*3.1.3.1 Committee Director*

The Committee Director, which may be given a specific title depending on the Committee, shall serve as the interim Chair of the Committee from the time of their appointment until either confirmed or replaced as Committee Chair by the rest of the committee. The Committee Director is responsible for ensuring that Committee decisions are implemented and carried out. The Committee Director shall be considered as “volunteer staff” until such time the party has the need and resources to turn it into a paid position.

*3.1.3.2 Committee Chair*

The Committee Chair shall be chosen to lead the Committee. The Committee Chair shall have the power to call special meetings and shall lead all business meetings of the Committee. The body shall have the power to either keep the Committee Director as the permanent Chair or elect a Chair from any of the voting members.

*3.1.3.3. Committee Vice Chair*

The Committee may optionally elect a Vice Chair, who shall take over the role of the Chair when the Chair is absent or unable to temporarily fulfill elected duties. The Vice Chair shall be elected from among the voting members.

*3.1.3.4 Committee Secretary*

The Committee Secretary shall create and distribute minutes for all Committee business meetings. The minutes, upon approval, shall be sent to the LPGa Secretary for permanent recordkeeping and shall be made available to any LPGa member upon request. The Secretary shall be elected from among the voting members.

3.1.4 Appointments

The Committee Director shall be appointed by the LPGa Chair and approved by the Executive Committee as required by the LPGa Bylaws. The Director shall be appointed following each regular Convention. The appointment should happen by the close of the second regular Executive Committee meeting following Convention.

Voting members shall be appointed by the LPGa Chair and approved by the Executive Committee as required by the LPGa Bylaws. The district members of the Committee shall be recommended to the LPGa Chair by the representatives for each district. If the reps cannot agree on candidates, the LPGa Chair may choose between the presented options. The appointment should happen by the close of the second regular Executive Committee meeting following Convention. Vacancies shall be filled as soon as possible. District members should, but are not required to, live in the district they represent on the Committee.

The voting members of the committee may vote to recommend to the LPGa Chair non-voting committee members or regular party members to fill at-large voting membership vacancies.

Non-voting members may be appointed by either the LPGa Chair or Committee Chair at any time.

The Committee shall be allowed to conduct business as soon as either all positions are filled or after the second regular Executive Committee meeting after Convention, whichever comes first.

3.1.5 Meetings

Each Committee shall hold at least one business meeting per month, at a time decided by the voting Committee members. Notices of these meetings shall be sent to the LPGa Secretary and posted on the LPGa website, and they shall be open for all members to attend.

The Committee Chair may call a special meeting for the purpose of doing business with at least five days’ notice to all voting members and an agenda submitted with the notice. The meeting may take place sooner if all voting members agree.

A quorum for a Committee meeting shall consist of at least a majority of voting members.

Any business meeting may enter Executive Session as permitted by the LPGa Bylaws and Policy Manual.

Meeting minutes must be completed and distributed within one week of any business meeting.

Any voting, non-voting, and ex-officio members may meet at any time for the purpose of conducting committee work, as long as no official business is done. These will be working meetings and may be private and unannounced.

3.1.6 Budget

Except where otherwise stated in the LPGa Bylaws or Policy Manual, each Committee shall follow these budgeting guidelines:

* The Committee shall create a proposed budget and submit it to the LPGa Treasurer on or before December 1 of each year.
* The budget shall include specific projects or initiatives and how much money is expected to be needed.
* Following the approval of the annual budget by the Executive Committee in January, the Treasurer will inform the Committee how much money has been allocated to the Committee and which projects and initiatives were funded.
* The Committee may request that the Executive Committee allot funds above the approved budget for unexpected expenses or opportunities during the year.
* If the Committee receives earmarked donations above and beyond the requested budget amount, that money will become the Committee’s and will roll over until spent.

3.1.7 Standard Operating Procedures

Each Committee with Standard Operating Procedures may amend them by a majority vote of the Committee. The LPGa Secretary shall be provided with the most up-to-date version of the Standard Operating Procedures and append them to the Policy Manual.

**3.2 Committee Descriptions**

3.2.1 Ballot Access Committee

The Ballot Access Committee (BAC) shall create and implement a plan to ensure the maximum number of candidates are able to be named on the ballot in any given election year.

The BAC shall come up with a budget proposal for each yearly budget to be submitted to the Executive Committee Chair a month prior to the February budget meeting. Ongoing budget changes may be made in accordance with current budget amendment rules.

Each year, within 30 days following the qualifying period as set by the state of Georgia, the BAC shall report to the Executive Committee the following in regard to the current election cycle:

* Initial estimated expenses
* Expenses incurred
* Ballot Access results
* Significant problems identified
* Significant unexpected successes
* Regulatory issues encountered
* Evaluation of any third parties contracted with

*3.2.1.1 Ballot Access Director*

The duties of the Ballot Access Director shall be to:

* Develop and execute strategies to reduce and eliminate ballot access requirements, including oversight of legal action on ballot access issues
* Educate candidates, potential candidates, and the public on ballot access struggles and the likelihood of success in petitioning
* Research and identify races with low signature requirements and provide to candidate support for recruitment efforts
* Acquire and organize paid petitioners, collaborating with candidate support in fundraising efforts for this purpose
* Assist candidates in district races with signature collection requirements
* Schedule signature collection drives and events including the mobilization of volunteers
* Work with communications team to publicize events and volunteer recruiting efforts

3.2.2 Convention Committee

The Convention Committee oversees the planning and running of the LPGa yearly Convention. This includes but is not limited to finding a location, booking space, finding catering, finding speakers, finding sponsors, setting the agenda, and advertising.

The Convention Committee shall make recommendations for Convention sites to the Executive Committee, but the Executive Committee shall choose the site. On other matters concerning the Party’s Conventions, the Committee shall act on behalf of the Executive Committee, including:

* Conveying requirements to Convention planners.
* Ensuring the Convention meets the Party’s needs.
* Establishing a proposed budget to be presented and approved by the Executive Committee.
* Reviewing and approving major elements, such as contracts and the Convention program in a timely manner.

The Committee shall book event space within four months of the proposed Convention date.

Subcommittees:

*3.2.2.1 Bylaws Committee*

The Bylaws Committee is responsible for compiling a list of bylaws changes required for Convention each year. During the Convention, the Bylaws Committee Chair is responsible for presenting proposed bylaws changes.

The duties of the Bylaws Director shall be to:

* Collaborate with team to craft changes to LPGa Bylaws with the intention of improving the achievement of LPGa goals
* Schedule and conduct meetings and coordinate volunteers
* Present new bylaws proposals at annual Convention
* Responsibly administer and account for any funds allocated to Ballot Access Committee budget.

*3.2.2.2 Platform Committee*

The Platform Committee is responsible for compiling a list of proposed platform changes for the Convention each year. During the Convention, the Platform Committee Chair is responsible for presenting proposed platform changes.

The duties of the Platform Director shall be to:

* Suggest changes to party platform, affirming that those suggestions align with libertarian values and the non-aggression principle
* Review existing platform to ensure that it addresses current issues in the political landscape
* Develop the language of platform amendments in collaboration with other Committee members
* Organize Committee volunteers and conduct meetings
* Present suggestions to membership at annual Convention

Each Committee (or designee) shall report its decisions and actions to the Executive Committee during its monthly meeting.

The Committee may begin its work as soon as its Chair is appointed.

During the 90 days following a Convention, the Committee shall make a final report to the Executive Committee of actual versus expected Convention performance.

*3.2.2.3 Goals*

The Convention Committee shall book a date and venue for the annual Convention no later than a date determined by the LPGa Chair.

The Convention Committee shall have a revenue goal of at least the cost of the Convention and any extra as determined by the LPGa Chair.

*3.2.2.4 Convention Committee Director*

The duties of the Convention Committee Director shall be to:

* Research potential locations for annual Convention
* Choose location and present to Executive Committee
* Administer budget
* Recruit, coordinate, and assign tasks to volunteers
* Develop Convention program, collaborating with party leadership to set agenda of business meeting portion
* Secure sponsors and determine various levels of fees and benefits
* Oversee logistics of events such as procurement of technology, refreshments, set up of venue, etc.
* Plan and organize auxiliary social gatherings and events outside of the main Convention

3.2.3 Communications Committee

The Communications Committee oversees our general communications strategy and ensures communications guidelines for all external communications.

The Communication Committee is responsible for publishing a quarterly newsletter. The newsletter contains information like upcoming events, press releases, resolutions passed, and any media (photos, podcasts, videos).

Refer to the Communications Policy for more information about the Communications Committee.

*3.2.3.1 Goals*

The Communications Committee shall publish a number of blog posts as determined by the LPGa Chair.

The Communications Committee shall publish a number of press releases as determined by the LPGa Chair.

The Communications Committee shall publish a number of episodes of the podcast as determined by the LPGa Chair.

*3.2.3.2 Communications Director*

The duties of the Communications Director shall be to:

* Ensure plentiful and professional communications through various channels including blog posts, emails, calls-to-action, marketing materials, website, and social media
* Create strategies to determine messaging and document needs based upon current political situations and organizational needs
* Recruit writers and developers to create content and marketing collateral
* Work with writers and editors to ensure quality content
* Collaborate with podcast moderator to brainstorm topics and ensure coverage of relevant party activities

*3.2.3.3 Social Media Subcommittee*

The duties of the Social Media Director shall be to:

* Manage the promotion of LPGa on Twitter, Facebook, YouTube, Instagram, TikTok, and other social media platforms
* Collaborate with Communications Director to ensure coverage of targeted messaging and current issues
* Set engagement goals with communications team and employ analytics reports to measure success
* Coordinate volunteers and assign tasks

3.2.4 Membership Committee

The Membership Committee shall provide resources and create programs to retain members and grow membership.

The Membership Committee shall provide resources and create programs for training affiliate leaders on recruiting, growing, and maintaining membership and keeping members active in the affiliate.

The Membership Committee, along with any additional appointed members, shall serve as the Credentials Committee, with the Chair of the Membership Committee serving as the Chair of the Credentialing Committee. The Chair or their designee shall present the Credentials Reports required throughout Convention business.

Each affiliate Membership Director, or another authorized representative of the affiliate, shall be a non-voting member of the Membership Committee.

*3.2.4.1 Goals*

The Membership Committee shall have a goal of signing up a certain number of memberships each year as determined by the LPGa Chair.

*3.2.4.2 Membership Director*

The duties of the Membership Director shall be to:

* Maintain membership records, verifying that they are accurate and up-to-date
* Assist prospects with membership, addressing any issues with the sign-up process
* Develop strategies for retention of current members, ensuring that members receive both automated and personal renewal requests
* Work with party leadership to create and execute membership incentive programs

3.2.5 Fundraising Committee

The Fundraising Committee is responsible for creating and executing fundraising plans. This includes, but is not limited to, planning events, phone banks, and other ideas to raise money for the LPGa.

*3.2.5.1 Goals*

The Fundraising Committee shall have a revenue goal for a given year as determined by the LPGa Chair.

The Fundraising Committee shall hold a number of fundraising events in a given year as determined by the LPGa Chair.

*3.2.5.2 Finance Director*

The duties of the Finance Director shall be to:

* Drive revenue for LPGa through development of fundraising strategy
* Plan and execute fundraising events, phone banks, mailing campaigns, and other outreach to donors
* Collaborate with Executive Committee to determine revenue goals
* Coordinate and assign tasks to volunteers

3.2.6 Outreach Committee

The Outreach Committee is responsible for finding, planning, and executing outreach events on behalf of the state party. They also assist local affiliates with the same.

The Outreach Committee is also responsible for interfacing with libertarian minded groups on campuses on behalf of the state party. Duties include maintaining lists of groups, which campus they are on, point person, and contact information, as well as reaching out to these groups when necessary on behalf of the party.

The Outreach Committee shall inform the Communications Committee of all planned events in a timely manner.

*3.2.6.1 Goals*

The Outreach Committee shall sign up a certain number of potential contacts at outreach events each year as determined by the LPGa Chair.

*3.2.6.2 Outreach Director*

The duties of the Outreach Director shall be to:

* Coordinate events and campaigns to increase membership and awareness of the LPGa
* Recruit and organize volunteers for tabling, events, phone banks, and other outreach activities
* Provide training, assistance, and support to assist affiliates in the development of outreach programs
* Connect with businesses, organizations, and other community members to expand Libertarian presence

3.2.7 Affiliate Support Committee

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

The ASC shall deliver a report to the Executive Committee at each meeting, 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.

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

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

The ASC shall also assist in the recruiting and founding of new affiliates.

The ASC shall create and maintain a new affiliate packet for information related to creating affiliates for interested volunteers.

*3.2.7.1 Goals*

The ASC shall create a number of new affiliates in a given year as determined by the LPGa Chair.

The ASC shall provide a number of trainings on affiliates in a given year as determined by the LPGa Chair.

*3.2.7.2 Field Development Director*

The duties of the Field Development Director shall be to:

* Oversee Affiliate Support program developing overall strategies for affiliate support and growth
* Provide information and guidance to assist individuals in establishing new affiliations
* Review paperwork to verify completeness and accuracy
* Help new affiliations in establishing a Libertarian Party presence in their communities
* Introduce techniques for managing day-to-day operations of affiliate
* Conduct new affiliate meetings and trainings
* Act as a liaison between affiliates and state party, encouraging affiliate involvement in state-level activities
* Host regular meetings among affiliate leadership featuring relevant topics to enhance effectiveness and growth
* Conduct and/or organize in-person and virtual trainings and assist with access to training in learning management system
* Work with communications team to develop affiliate support materials and facilitate publication of affiliate events
* Assist Affiliate Director and Consultants with needed tasks.
* Help affiliates with phone banking activities
* Organize volunteers and assign tasks

*3.2.7.3 New Affiliates*

The Committee has a major responsibility to help build the LPGa through the creation of new affiliates. The Committee will need to be intimately involved with walking members through the creation of a new affiliate. All voting members shall attempt to meet all new affiliate leadership and speak with them about their vision and goals in creating a new affiliate. This may happen at a regularly scheduled monthly business meeting.

Upon an initial affiliation meeting, election of affiliate Officers, and adoption of bylaws, the Committee shall meet and review the request for affiliation. The new Officers of the affiliate shall be invited to this meeting and encouraged to attend.

The Committee shall vote whether to recommend the affiliation to the Executive Committee. Regardless of the outcome of the vote, the request for affiliation, along with the committee recommendation, shall be presented at the next Executive Committee meeting.

3.2.8 Candidate Support Committee

The Candidate Support Committee is responsible for supporting Libertarian candidates and their campaigns. Duties include reaching out to those interested in being candidates to help them with next steps, candidate recruitment, campaign assistance, and interfacing between the state party and individual campaigns.

The Candidate Support Committee shall use CiviCRM to track all contact with potential and current candidates to ensure a record is kept for future election years.

*3.2.8.1 Goals*

The Candidate Support Committee shall assist a number of candidates in a given year as determined by the LPGa Chair.

*3.2.8.2 Political Director*

The duties of the Political Director shall be to:

* Offer assistance to candidates running for office on both the state and local level to include navigation of processes with the Secretary of State and formation of campaign teams
* Address candidate questions and help resolve issues
* Conduct and/or organize in-person and virtual training and assist with access to training in learning management system
* Assist with debate preparation
* Manage and assign tasks to Candidate Support volunteers
* Seek, organize, and share opportunities for candidate publicity
* Recruit candidates ensuring that the number of statewide races needed for continued ballot access have qualified candidates
* Make suggestions to Executive Committee in regard to management of leveling fund
* Communicate state party support offerings to prospective candidates
* Help candidates develop effective messaging based upon their vision and values
* Work with ballot access director on signature collection strategies and events

3.2.9 Public Policy Committee

The Public Policy Committee is responsible for tracking legislation in various legislatures across Georgia, helping to guide local affiliate activists in affecting their own local changes, determining legislative priorities for the party, and organizing activism for prioritized public policy changes.

For all lobbying efforts, the Public Policy Committee shall collaborate with the Communications Committee to ensure all messaging is uniform and effective.

*3.2.9.1 Goals*

The Public Policy Committee shall complete a certain number of trainings on how to affect public policy per year as determined by the LPGa Chair.

The Public Policy Committee shall complete a certain number of calls to action per year as determined by the LPGa Chair.

The Public Policy Committee shall provide monthly updates to the Executive Committee on legislation making its way through the General Assembly during session.

*3.2.9.2 Policy Director*

The duties of the Policy Director shall be to:

* Follow activities of Georgia legislative session to discover items of interest to the LPGa
* Employ LegiScan to track bills on relevant topics
* Research and summarize proposed legislation along with other policy Committee volunteers
* Pinpoint proposed legislation to support or oppose through Liberty Watch call-to-action network
* Organize activism, lobbying, educational activities, and events to address hot-button issues
* Collaborate with Communications Committee in the authoring and editing of call-to-action emails and other policy-related communications
* Manage volunteers and assign tasks

*3.2.9.3 Liberty Watch*

The Public Policy Committee shall review proposed legislation and propose calls to action as the bills move through the process. The Committee shall vote to approve support or opposition and a call to action for bills. Upon approval, the committee shall submit the recommendation and the call to action to the communications team who will distribute as far and as wide to all lists as possible.

*3.2.9.4 Coalitions*

The Public Policy Committee may make coalitions with other organizations for the purpose of education and lobbying for legislation consistent with the LPGa Platform.

The Committee may create separate organizations to handle this partnership. The Committee must ensure that the party retains at least joint ownership in any data collected by that separate organization.

The Executive Committee shall approve any coalition agreements to finalize the process and direct the Committee to execute the agreement.

3.2.10 IT Committee

The IT Committee is responsible for implementing and maintaining IT Infrastructure. This includes and is not limited to CRM, website, email, and other IT solutions.

*3.2.10.1 IT Director*

The duties of the IT Director shall be to:

* Oversee the technology needs of the LPGa
* Work with national party to make requests and solve issues with CiviCRM platform
* Update website, submitting tickets to national for updates that fall outside of current permissions
* Serve as admin for multiple technologies including project management software and learning management system
* Conduct technology trainings for affiliates and volunteers
* Research technologies to determine which products best meet the needs of the LPGa and make recommendations
* Manage IT team and assign tasks to volunteers

3.2.11 Youth Engagement Committee

The Youth Engagement Committee is responsible for assisting the LPGa engage with youth across the state.

The Youth Engagement Committee is responsible for finding, planning, and executing youth outreach events on behalf of theLPGa and in conjunction with the outreach Committee. They also assist local affiliates with the same.

The Youth Engagement Committee is responsible for maintaining a social media presence which the LPGa has ownership over.

The Youth Engagement Committee is responsible for creating and engaging Libertarian Party youth groups including college organizations.

The Youth Engagement Committee will release quarterly reports about the interests of the youth including which topics had the most engagement.

*3.2.11.1 Goals*

The Youth Engagement Committee shall have a goal to acquire a certain number of contacts at youth outreach events in a given year as determined by the LPGa Chair.

The Youth Engagement Committee shall have a goal to sign up a specified number of memberships in a given year as determined by the LPGa Chair.

The Youth Engagement Committee shall have a goal to hold a specified number of calls to action as determined by the LPGa Chair

The Youth Engagement Committee shall have a goal to establish a specified number of youth affiliates as determined by the LPGa Chair.

The Youth Engagement Committee shall have a goal to reach a specified level of engagement in social media as determined by the LPGa Chair.

*3.2.11.2 Youth Engagement Director*

The duties of the Youth Engagement Director shall be to:

* Create strategies to drive youth involvement in the LPGa
* Initiate development of new campus affiliations and attract new members
* Plan and execute campus events to expand Libertarian presence
* Recruit and coordinate volunteers
* Manage Internship Program
* Forge relationships and coalitions with other liberty-oriented youth organizations

**4. STANDING RULES**

Standing rules relate to details of administration. They are superseded only by the parliamentary authority, “Georgia Rules”, and the LPGa Bylaws, 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 by a majority vote of the Executive Committee.

**4.1 Obligations Among Board Members and Staff**

4.1.1 Approved Staff

*4.1.1.1 Executive Director*

4.1.1.1.1 Duties

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the LPGa. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Executive Committee.

4.1.1.1.2 Compensation

Compensation for the Executive Director shall not exceed ⅓ of total revenue for the year.

*4.1.1.2 Fundraiser*

Any number of fundraisers may be hired with approval by the Chair.

4.1.1.2.1 Duties

Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for the LPGa. May design and produce promotional materials. May also raise awareness of the LPGa's work, goals, and financial needs.

4.1.1.2.2 Compensation

Compensation for fundraisers shall not exceed ½ of all donations elicited by said fundraiser.

4.1.2 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.

4.1.3 Employment Terms

Employment agreements shall require adherence to the LPGa Bylaws and policies adopted by the Executive Committee as a condition of employment.

Employment agreements shall specify in writing that registering as a delegate to any 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 bonuses based on achievements during a period 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 Executive Committee to pay moving and moving-related expenses. A maximum on the total of such expenses to be paid shall be specified. In addition, the specific expenses must be approved by the Executive Committee Chair.

No employee of the party shall be a member of the Executive Committee or any Committee therein. Any person employed by the party shall be terminated immediately upon his or her acceptance of election or appointment to the Executive Committee or any Committees therein.

4.1.4 Harassment and Offensive Behavior Prohibition

The Libertarian Party is founded on the key principles of Liberty, responsibility, and respect. With that foundation, it is to be expected that libertarians treat one another with professional respect, thoughtful consideration, and fundamental decency. Violation of this expectation by members of the party not only risks substantial legal penalties, it also undermines the very legitimacy of the party and the honor of its members. Violation of this expectation by members of the Executive Committee, whether towards other Executive Committee members or staff, is therefore especially egregious. To prevent such inappropriate behavior, the following standards must be observed:

* All collective deprecation, whether alluding to sex, race, color, national origin, disability, age, religion, or any other protected category must be avoided. Every person is a unique individual, and as the Libertarian Party is the party of individual liberty, this injunction should doubly apply
* Sexual harassment, like other forms of harassment, is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any other conduct of a sexual nature when: (1) submission to the conduct is made either implicitly or explicitly a condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or (3) the harassment has the purpose or effect of unreasonably interfering with the employee’s work performance or creating an environment that is intimidating, hostile, or offensive to the employee.
* Any behavior, whether verbal or physical, that clearly offends a reasonable person - libertarian or not - must be avoided. Libertarianism is a philosophy of respect for the individual and must not be presented as being in harmony with behavior generally regarded as offensive.
* Any interaction which might be interpreted as abusing the apparent employer-employee relationship must be avoided. This applies to interactions of Executive Committee members with staff and is to be extended to interactions with any consultant hired by the Executive Committee.

You must exercise your own good judgement to avoid any conduct that may be perceived by others as harassment. The following conduct could constitute harassment:

* Unwanted physical contact
* Racial or sexual
* Epithets
* Derogatory slurs
* Off-color jokes
* Sexual innuendos
* Unwelcome comments about a person’s body
* Propositions
* Leering
* Unwanted prying into a person’s private life
* Graphic discussions about sexual matters
* Suggestive behavior, sounds, gestures, or objects
* Threats
* Derogatory posters, pictures, cartoons, or drawings

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

Any violation of this policy should be brought to the attention of the Chair. In response to every complaint, the Executive Committee 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 Executive Committee will take corrective and preventative actions where necessary. The Executive Committee will not retaliate against any individual who in good faith brings a complaint to the attention of the Executive Committee or participates in an investigation regarding a complaint. Any employee who violates this policy is subject to discipline, up to and including discharge.

Violations of this policy may result in disciplinary action against the perpetrator.

**5. FINANCIAL MATTERS**

**5.1 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 $100 requires approval of the Chair; greater amounts require approval of the Executive Committee.

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

**5.2 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, to carry out the business of the Executive Committee. Persons permitted to sign will include only the Officers, the Executive Director, and those staff members to be agreed upon by the joint decision of the Chair and the Treasurer.

**5.3 Budget**

5.3.1 Timing

The budget will be set for the year each February. A proposed budget is to be completed by the Chair and ready for discussion two weeks in advance of the February Executive Committee meeting.

5.3.2 Approval

Prior to presenting the budget to the Executive Committee, the Chair must get approval from the Treasurer as to the correctness of the data within, and that it conforms to any constraints found in the LPGa Bylaws or Policy Manual.

The budget will be approved in a single motion after discussion unless any member of the Executive Committee makes a motion to approve on a line-by-line basis. This motion does not need a second nor a vote.

5.3.3 Amendments

The budget may be amended at any time by a majority vote of the Executive Committee.

5.3.4 Constraints

Operations reserve balance requirement: $15,000

The budget may not, at any time, contain expenditures that are greater than expected revenues for any given year unless the operations account has a reserve balance greater than or equal to the operations reserve balance requirement noted above.

If the shortfall in revenue would cause the operations account to fall below the required reserve balance, then the budget must be amended to reduce expenses or increase revenues to reduce the shortfall so the operations account balance will not fall below the required reserve.

5.3.5 Minimum Requirements

At a minimum, any budget must contain line items for the following:

* Revenue
  + Membership Dues
  + Donations
  + Convention
  + Filing Fee Repayment
* Expenditures
  + Any staff salaries
  + Expected Filing Fee Payment
  + Recurring infrastructure costs (Email marketing service, Meeting space, Phones, PO Box, Web domains, QuickBooks, SOS Fees, Insurance, Storage)
  + Convention Costs
  + Affiliate support expenditures for each active local affiliate based on the formula laid out in Section 5.3.6.

5.3.6 Support for Affiliates

Each annual budget shall include a total amount of expenditure equaling $15 times the number of members at the time of budget creation in each local affiliate. This budget allocation will remain with the LPGa state party until the affiliate requests the funds with a specified purpose.

New affiliates established throughout the year will automatically amend the budget to include the membership funding specified above for the current fiscal year.

Members are defined as active LPGa members.

5.3.7 Leveling Fund

*5.3.7.1 Eligibility*

All properly nominated LPGa candidates subject to the filing fee requirements specifiedby OCGA § 21-2-131 are eligible for Leveling Fund money up to the amount of thatportion of their filing fee that is refunded to the LPGa from either the Secretary of Stateor local government voter office.

The proportion of filing fee that is refunded is 75% for state and federal candidates, and 50% for local candidates.

*5.3.7.2 Leveling Fund Money Use is Limited*

Leveling Fund money is limited to the use defined above.

*5.3.7.3 Setting the Priority of Limited Funds*

The only reason any eligible, properly nominated candidate can be excluded from accessto Leveling Fund money is limited funds. The priority on the use of limited Leveling Fundmoney is to be determined by LPGa Executive Committee or LPGa Convention decision and isdetermined for each election separately.

It is suggested that, for ballot access reasons, any Public Service Commission candidatealways be given first priority to Leveling Fund money.

*5.3.7.4 Disposition of Monies to Eligible Candidates*

Leveling Fund money will be distributed to all qualified candidates by the Treasurer and/or Chair through a check directly to the campaign or on behalf of the candidate to the Secretary of State at the discretion of the Treasurer and/or Chair.

*5.3.7.5 Managing the Receipt of the Secretary of State Refund*

When any § 21-2-131 refund money is received by the LPGa the money shall be deposited directly into the Leveling Fund.

Any eligible candidate that self-funded the entire filing fee, i.e., raised the entire fee without the use of the Leveling Fund, may request that money be returned from the Leveling Fund. Upon request the Treasurer is to send money to that campaign within a reasonable amount of time.

*5.3.7.6 Increasing the Amount of Money in the Leveling Fund*

The amount of money in the Leveling Fund can increase by fundraising initiative from the LPGa or an individual, or if a candidate who self-funded their filing fee declines to request the LPGa return their money from the Leveling Fund.

5.3.8 Convention Fund

All revenue generated by the annual Convention is to be kept separate from any other expenditures other than those that are Convention related.

**5.4 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 Committee, and contemporaneously published when actual compensation is received.

**5.5 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 $100 made to the Executive Director or Executive Committee members prior to payment or within thirty days of payment if the expenditure is incurred with a party issued credit card. No advance 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 Executive Committee meetings) may be reimbursed. Travel expenses not pre-authorized by the Executive Committee 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.

**5.6 Fixed Assets**

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

**5.7 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. Payroll costs for each employee shall be allocated to expense categories in proportion with approved time.

**5.8 Inventories**

Staff or a person appointed by the Chair or Vice Chair shall maintain an inventory listing of promotional and other inventoried items. The list shall be updated periodically, and an inventory count shall at a minimum be conducted annually.

**5.9 Targeted Reserve**

To be determined.

**5.10 Treasury Team**

The Treasurer is authorized, and encouraged but not required, to recruit a competent team of volunteers to aid in routine duties.

The Treasurer has sole and exclusive authority to add or remove volunteers from the Treasury Team.

At all times, the Treasurer must keep the Executive Committee informed of all participants in the Treasury Team.

No participant on the Treasury Team is authorized to be a signatory on any financial account.  This authorization remains exclusively with the Treasurer and the Chair.

**6. LEGAL MATTERS**

**6.1 Authorization of Lawsuits**

Prior to the filing of a lawsuit, or the joining of a lawsuit filed in any court, in which the Executive Committee or the LPGa is proposed to be a named plaintiff, to the preparation and filing of a friend of the court brief, or to providing material (costing more than $500) financial support for the litigation, the Chair shall:

* Advise all Executive Committee members of the proposed lawsuit, its purpose, and it’s estimated cost;
* Confirm, or seek and obtain approval for, the budgetary authority for the expenses of the lawsuit as provided elsewhere in the Policy Manual; and
* Seek and obtain approval of the Executive Committee for participation in the lawsuit.

**6.2 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 $5,000.

No agreement involving a financial transaction with a related party shall be executed unless first approved by the Executive Committee. Any such agreement shall be disclosed in a conflict-of-interest statement.

Independent contractors doing business with the Executive Committee are required to sign formal contracts that clearly set forth the parties’ intention that they be treated as independent contractors. Each contract for director-level employment must be circulated to the Executive Committee on a strictly confidential basis no later than 10 days prior to the Chair signing the contract.

**7. MEMBERSHIP POLICIES**

**7.1 Membership Levels**

The following levels of association are recognized by the party:

* Lifetime Member - $1,000 in a given year - This membership, once earned, remains in effect for the life of the member.
* Annual Member - $30 in a given year
* Monthly Member - $3 in a given month

**7.2 Honorary Memberships**

7.2.1 Lifetime Memberships

Honorary Lifetime Memberships may be granted by a two-thirds vote of the Executive Committee.

7.2.2 Annual Memberships

Honorary Annual Memberships may be granted by a majority vote of the Executive Committee.

**8. COMMUNICATIONS**

The LPGa seeks to inform its members and the media with an engaging and proactive communications program. This program recognizes that one of the most effective and quickest ways to communicate LPGa platforms and activities is by working in partnership with news and social media. The policies set forth here are implemented by the Communications Committee.

**8.1 Roles**

8.1.1 Communications Director

The Communications Director manages and oversees the Communications Division. Responsible for:

* planning, development, and implementation of all the marketing communications both external and internal.
* Oversees development and implementation of support materials and services in communications.
* Directs the efforts of the marketing, communications, and public relations
* Coordinates at the strategic and tactical levels with the other functions of the Organization.

The Communications Director is appointed by the Communications Committee Chair and reports to the Chair or Vice Chair.

8.1.2 Editor

Editors are responsible for creating, reviewing, correcting, condensing, or adding content to written materials (Blog, Newsletter, Press Releases). In addition, Editors communicate with the internal organization to release applicable news to members and the public. Reports to the Communications Director.

8.1.3 Social Media Director

The Social Media Director develops and executes the LPGa social media

strategy and recruit members for the Social Media Team. Reports to the Communications Director.

8.1.4 Social Media Team

The Social Media Team executes the LPGa social media strategy. Reports to the Social Media Director.

8.1.5 Graphic Designer

Graphic Designers produce and design all literature as well as images and graphics used by the Libertarian Party. Reports to the Communications Director.

8.1.6 Photographer

Photographers come out to events and make sure we have the photography to use in written communications as needed. Reports to the Communications Director.

**8.2 Policy**

Inquiries from the news media are given a high priority by the LPGa and should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate and reflects the party in the best possible light.

The Communications Director is responsible for the LPGa media relations, except for some policy issues that will be deferred to the Executive Chair and Vice Chair. Executive Committee members should notify the Communications Coordinator about media inquiries. The majority of LPGa media requests are initiated when the media contacts the Communications Director.

**8.3 Spokespersons**

Unless otherwise authorized, the LPGa’s spokespersons are:

* Executive Chair or Vice Chair
* Communications Director

Exceptions regarding Executive Committee District members may be made at the discretion of the Executive Chair or Vice Chair.

**8.4 Media Inquiries**

Any media inquiries received by other members should be referred immediately to the Communications Director. An appropriate response to the media would be, “I’m sorry I don’t have the full information regarding that issue. I will give your request to our Communications Director who will respond to you as soon as he/she is available.” Please obtain the reporter’s name, phone number, topic of story and deadline.

Under no circumstances should non-spokespersons be authoring policy or offering on-the-record comments without explicit authorization.

**8.5 Sensitive or Controversial Issues**

All television, radio, newspaper, or other media inquiries should always be referred immediately to the Communications Director. The Communications Director will contact the Executive Chair or Vice Chair and coordinate a response including designating a spokesperson after consultation with the Executive Chair or Vice Chair.

**8.6 Litigation, Personnel, and Election Issues**

Generally, the business conducted by the LPGa is public, and therefore, is public information. Inquiries regarding pending litigation, matters involving a significant exposure to litigation, and certain personnel-related information are exceptions. Inquiries regarding pending litigation or exposure to litigation should be referred to the Executive Chair or Vice Chair. Inquiries regarding election and campaign issues should be referred to the Communications Director. The Communications Director will contact the Executive Chair or Vice Chair.

**8.7 Personal Points of View**

It is recognized that all members have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the LPGa official positions. If a member or candidate chooses to identify himself or herself as a LPGa member in any personal letter, email, to the media, or any other outlet or organization, he or she must include language which states that the views set forth in the letter do not represent the views of the LPGa, but rather, are the member’s or candidate’s personally held opinions. Similar disclaimers must be given if a member or candidate addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the member or candidate has approval to be officially representing the LPGa. Members or candidates who are representing the LPGa in any of the above formats must identify themselves as an official spokesperson for the LPGa and have the approval to represent the LPGa by the Executive Chair or Vice Chair.

**8.8 General or Routine Issues**

8.8.1 Broadcast Media

Calls from broadcast media (TV and radio) should always be referred immediately to the Communications Director. The Communications Director will contact the Executive Chair or Vice Chair and coordinate a response including designating a spokesperson after consultation with the Executive Chair or Vice Chair.

8.8.2 Local Print Media

The Communications Director may designate a Communications Committee member to respond to specific questions from print media. The Communications Director should be informed of these media requests---including the reporter and topic---either before or immediately following these interviews.

**8.9 LPGa Initiated Information**

Most proactive media contact is initiated through the Communications Director. This includes issuing LPGa press releases, PSAs, media advisories, articles, event information, and printed or digital marketing materials. Members and candidates seeking publicity for events or activities must contact the Communications Director as soon as possible to ensure the best media coverage of their activities on LPGa sites, social media, and distribution lists. Members and candidates should not initiate news media contacts, relative to the LPGa, without the approval from the Communications Director.

**8.10 Website**

LPGa will use its official website to serve new and potential members and other visitors: connecting them to LPGa information, organization, platforms, events, and important information. The following people will have website editing privileges: Executive Chair, Vice Chair, and the Communications Director.

**8.11 Press Releases**

1. The Communications Committee Editor is responsible for producing press releases and information bulletins that bring special media attention to LPGa platforms, events, accomplishments, or policy decisions; and in assisting in public education about issues being considered by the LPGa.
2. All press releases shall be sent by the Communications Director in an approved standardized format for initial approval.
3. All press releases and information bulletins shall receive final approval by the Executive Chair, Vice Chair, prior to distribution.
4. All press releases shall be distributed to those on the approved Media Distribution List by email.
5. Quotations of individuals named in the press release shall be approved by the named person in advance.
6. Both timelines and accuracy of information contained in press releases is important. All facts shall be confirmed prior to distribution.
7. Press releases shall be posted on the LPGa website.

**8.12 Social Media**

1. The establishment and use by any member or candidate of the social media sites are subject to approval by the Executive Chair or Vice Chair.
2. The Communications Committee Social Media Director develops and executes the LPGa social media strategy and reports to the Communications Director.
3. The Communications Committee Social Media Team will post and monitor content on LPGa social media sites to ensure adherence to both the LPGa Media Policy and the interest and goals of the LPGa.
4. All LPGa social media sites shall adhere to applicable federal, state and local laws, regulations, and policies.
5. Members or candidates authorized to represent the LPGa via social media sites must conduct themselves at all times as a representative of the LPGa and in accordance with all LPGa policies.
6. The LPGa reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law.

**8.13 Print and Collateral Media**

1. The designing and distribution of all print and collateral media for the LPGa will be the responsibility of the Communications Committee Graphic Designer.
2. All designs must be submitted to the Communications Director and then approved by the Executive Chair or Vice Chair prior to distribution or posting to the website or social media.
3. The designs must reflect the color and font schemes provided by the National Libertarian Party branding campaign recommendations.

**8.14 Photography**

The Communications Committee Photographer is responsible for photographing all LPGa events and functions and providing photographs to the Communications Committee members in a timely fashion.

**9. POLITICAL CAMPAIGNS**

**9.1 Qualifications for Party Support**

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

* They are running as a candidate of the Libertarian Party OR as an Independent, non-partisan, or write-in candidate and have been formally endorsed by the LPGa either by Convention or Executive Committee
* They are certified as libertarian candidates by the Georgia Secretary of State

**9.2 Party Support for Public Office**

The LPGa may support candidates by offering services, data, or financial support.

9.2.1 Services

TBD

9.2.2 Data Support

*9.2.2.1 Voter File*

Each election year, the LPGa will acquire a voter list from the Secretary of State. Each candidate who qualifies for party support as per Section 9.1 will receive a copy of the voter file.

*9.2.2.2 Contact List*

Each candidate who qualifies for party support will, upon signing an NDA, receive the full contact list for the LPGa. It is expected that candidate campaigns will keep notes on records as necessary when data needs to be updated or when actions are taken such as a phone call or any comments that need recording and return those notes to the LPGa.

9.2.3 Financial Support

*9.2.3.1 Leveling Fund*

The Leveling Fund established in Section 5.3.6 shall be used to pay for the OCGA § 21-2-131 refundable portion of any candidate’s filing fees who meet the eligibility and priority criteria established in Section 5.3.6.

**9.3 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

**9.4 Liability for Political Campaigns**

The Executive Committee will not be responsible for the debts incurred by any political campaign. However, the Executive Committee may vote to make monetary and non-monetary contributions to such campaigns under the limits prescribed by law. 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 Executive Committee is liable for the debt.

**Change Log**

|  |  |
| --- | --- |
| 3/11/2019 | Adopted |
| 3/26/2019 | Suggestions added for Renumbering |
| 4/8/2019 | Modification Policy, Director Titles for Committee Chairs, and Approved Staff Section, including an Executive Director and Fundraiser, approved and added by Executive Committee |
| 11/12/2019 | Remove verbiage forbidding use of Convention purchases being used for membership dues |
| 3/9/2020 | Added new qualification for getting party support for independent and non-partisan candidates endorsed by LPGa  Added Contact List, Voter File, and Leveling Fund Access (for statewide candidates) as part of candidate support |
| 5/11/2020 | Added Youth Engagement Committee overview and goals |
| 4/14/2021 | Added Affiliate Membership Funding to the budget area as well as adding a new section for support affiliates will receive that defines Affiliate Membership Funding |
| 7/12/2022 | Added Treasury Team policy |
| 4/29/2023 | Added Executive Committee vacancy policy and Director job descriptions |
| 6/13/2023 | New committee rules and formatting and grammatical updates |

**Standard Operating Procedures of LPGa Standing Committees**

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[**FUNDRAISING COMMITTEE 7**](#_Toc137332030)

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**AFFILIATE SUPPORT COMMITTEE**

**1. First Meeting of Committee**

The first meeting of the Committee shall consist of:

1. Election of Chair
2. Election of Vice Chair (optional)
3. Election of Secretary
4. Discussion and adoption of goals (the minimum goals for the year shall come from the Executive Committee)
5. Appointment of non-voting members
6. Creation of any specialist positions
7. Review of all current affiliates and leaders
8. Review of any affiliation attempts that were in progress prior to Convention
9. Review of any targeted counties for affiliation
10. Review of training material currently available
11. Scheduling monthly affiliate leader workshop sessions
12. Initial discussion of an annual in-person affiliate leader workshop

**2. Regular Business Meetings**

A regular business meeting should contain at least the following items of business:

1. Adoption of minutes from the previous meeting.
2. Vote on any amendments to the Standard Operating Procedures or recommendations for changes to committee rules.
3. Discussion of annual and multi-year goals and which tasks have been completed since the previous meeting.
4. Assignment of tasks for the next month, aligning with the goals of the Committee.
5. Update from district committee representatives. The district representatives should have an update from the leadership of each affiliate as well as any interest in developing new affiliates in that district.
6. Update from Membership Committee. The Membership Director should send a monthly report on members in each county to the Affiliate Support Committee. This should be used to identify potential new affiliates, as well as any affiliates that might need assistance.
7. Votes to recommend approval of an affiliate.
8. Any concerns or questions coming from affiliate leadership and potential training or resources that can be created or utilized.
9. Upcoming training sessions, topics, and presenters.

**3. Responsibilities of the Field Development Director**

1. The Field Development Director (“The Director”) is responsible for ensuring that the committee goals and decisions are executed. The Field Development Director should report all progress, issues, and needs to the LPGa Executive Director. This should include a monthly summary submitted to the Executive Director and Secretary for inclusion in the agenda and minutes of the Executive Committee meeting.
2. The Director shall attend Executive Committee meetings to provide updates and answer any questions. If the Director cannot attend, the Director may appoint another member of the Committee to speak in their place at the meeting.
3. The Director shall be the main point of contact for LPGa leadership regarding the Committee. The Director and the district representatives are the points of contact to whom members and affiliates should reach out.
4. The Director shall work with developing affiliates to fully prepare them to file for affiliation.
5. The Director shall manage any volunteers, including volunteers appointed to specialist positions, responsible for completing certain tasks.

**4. Responsibilities of Voting Committee Members**

1. The voting committee members are responsible for attending the monthly business meeting and participating in discussion and votes as well as providing suggestions and motions for projects and initiatives.
2. The members shall assist the Director in fulfilling tasks.
3. The members shall help develop training materials, presentations, and events.

**5. Special Responsibilities of District Representatives**

1. The district representatives shall, upon appointment, reach out to the leadership teams of all affiliates. The district representative shall either attend a business meeting or hold a meeting with leadership to understand their strengths, weaknesses, and needs.
2. The representative shall, upon appointment, reach out to members of counties in the process of affiliating. The Director will work much closer with the developing affiliate, but the representative should be kept aware of what is going on and be prepared to assist at any time, especially upon official approval of the affiliation.
3. The representative shall meet with each affiliate’s leaders either within four weeks of the conclusion of the annual affiliate Convention or every January, whichever makes more sense based on the rules of the affiliate. The representative shall help the leadership create a vision for their affiliate and set achievable goals for the year, as well as long term goals to strive towards.
4. The representative shall check in with the affiliate leadership for updates on the progress of goals as well as any issues or concerns the leaders have. These check-ins shall happen at least quarterly.

**6. Creation of New Affiliates**

1. Any Committee member may inform the Committee that there are affiliates potentially ready to be created. The regional representative for the district of the potential affiliate and the Director shall ensure the affiliate successfully navigates the process.
2. The Director should reach out to the members interested in creating the affiliate. The Director should give a summary of the process, the role of an affiliate, and what will be required.
3. Upon an LPGa member agreeing to take the lead, that member shall work with the Committee to reach members or contacts in the area, book an affiliation meeting, and publicize the meeting on as many platforms as possible.
4. The Director, the district representative, Executive Committee representatives for the district, and any LPGa Officers in the area should try to attend the meeting, whether the meeting is in person or online.
5. Upon members electing required affiliate leadership and adopting bylaws, the Director shall ensure all paperwork is properly completed. In addition to electing required leadership, the prospective affiliate may create additional optional leadership positions, corresponding to the best practice recommendations, as affiliates will have automatic spots on some committees.
6. The Director shall circulate all the paperwork to the Committee. The Committee shall, either at a special meeting or the next regular meeting, have a chance to review all documents and talk with the prospective affiliate leaders. The Committee shall then vote on whether to recommend that the Executive Committee accept the new affiliate.
7. Regardless of the outcome of the Committee’s vote, the affiliation request shall be passed on to the Executive Committee for the next regular meeting along with the recommendation. The Director should be in attendance and any other committee members should attend as well to voice any support or concerns. The prospective affiliate leadership should attend as well to answer any questions or provide additional details.
8. Upon Executive Committee approval, the district representative should take over as the main point of contact with the affiliate. The representative should follow these SOPs to ensure the success of the affiliate and address any issues that may arise.

**7. Monthly Training Sessions**

1. Each month, an online training session shall be held.
2. Different training sessions should be held each month, based on what the Committee believes is lacking, as well as what affiliates request information on.
3. These sessions shall be recorded and saved for future reference for new affiliates or leaders.

**8. Annual In-Person Training Events**

1. The Committee should hold an in-person training event annually.
2. The event shall be held in a location that is convenient for the greatest number of members around the state to attend.
3. The event shall be open to any current LPGa members.

**9. Specialist Roles**

1. The Committee may appoint people to specialist roles. The Committee may decide which roles need to be created and who they want to fill them.
2. Any specialist role created will report to the Director.
3. Specialist Roles may include, but are not limited to:
   1. Phone Banking Specialist
   2. CRM Data Expert
   3. Copywriter
   4. Fundraiser
   5. Technology Support
   6. Social Media Support

**10. Committee Technology and Tools**

1. All voting committee members shall have access to an LPGa email account and the CRM.
2. All voting committee members shall have access to any additional data the LPGa has, including voter information.
3. Volunteers shall be given access to data and email as required by their jobs and recommended by the Director.

**FUNDRAISING COMMITTEE**

**1. First Meeting of Committee**

The first meeting of the Committee shall consist of:

1. Election of Chair
2. Election of Vice Chair (optional)
3. Election of Secretary
4. Discussion and adoption of goals (the minimum goals for the year shall come from the Executive Committee)
5. Review of current LPGa revenue
6. Fundraising initiative idea generation
7. Large fundraising event/gala initial discussion
8. Deciding on initiatives to pursue
9. Initial discussion on training materials to help affiliates fundraise

**2. Regular Business Meetings**

A regular business meeting should contain at least the following items of business:

1. Discussion of previous task progress
2. Vote on any amendments to the Standard Operating Procedures or recommendations for changes to committee rules.
3. Review of revenue from the past month
4. Review of any active fundraising initiatives
5. Status and discussion on large fundraising event/gala
6. Status and discussion of development of training material to help affiliates fundraise
7. Assignment of actions and tasks to be completed for the next meeting

**3. Responsibilities of the Finance Director**

1. The Finance Director (“The Director”) is responsible for ensuring the Committee goals and decisions are executed. The Director should report all progress, issues, and needs to the LPGa Executive Director Secretary for inclusion in the agenda and minutes of the Executive Committee meeting.
2. The Director shall attend Executive Committee meetings to provide updates and answer any questions. If the Director cannot attend, the Director may appoint another member of the Committee to speak in their place at the meeting.
3. The Director shall be the main point of contact for LPGa leadership regarding the Committee. The Director is the point of contact to whom members and affiliates should reach out.
4. The Director shall work with volunteers and other Committee members to execute programs and ensure that goals are being regularly met.
5. The Director shall build and maintain good relationships with the biggest donors and potential large donors. The Director shall involve the LPGa Executive Director and Officers in fundraising where necessary.

**4. Responsibilities of Voting Committee Members**

1. The voting committee members are expected to attend all Committee meetings and participate in votes and debate.
2. The members are expected to help recruit and retain volunteers and execute all decisions made by the Committee.
3. The members shall help develop training materials, presentations, events, etc.

**5. Fundraising Initiatives**

The Committee shall create multiple initiatives throughout the year. Possible examples include:

1. Merchandise, such as special t-shirts, challenge coins, lapel pins, and other similar products.
2. Encouraging Basic members to increase to a higher membership level.
3. Creating additional rewards without conferring any additional rights for higher level donors.
4. Lifetime Memberships, which are an opportunity to raise a large amount of money quickly. The Committee should develop incentives to encourage more lifetime LPGa members.
5. Special merchandise and calls to action corresponding to holidays throughout the year.
6. Specific LPGa initiatives
   1. The Fundraising Committee should be made aware of any of the LPGa’s initiatives that require fundraising, including lobbying, awareness campaigns, and strategic partnerships or sponsorships.
   2. The money raised in such a campaign shall be earmarked for that purpose and the funds shall not be diverted.
   3. A follow-up to donors, preferably shown on the donation or confirmation page, should solicit them to donate to the general fund.

**6. Fundraising Events**

1. At least one fundraising event shall be held each year outside of Convention.
2. Preferably, one fundraising event shall be held at Convention each year.

**7. Training**

1. The Committee shall develop a training program for affiliate leaders.
2. This training shall be available to all LPGa members upon release.
3. A training session shall be created for use at the annual affiliate training event and in potential training breakouts at the annual Convention.

**8. Specialist Roles**

1. Fundraiser
2. Copywriter
3. Data Analyst

**9. Committee Technology and Tools**

1. CRM
2. Voter/consumer data and analysis system
3. Spreadsheets
4. Email
5. Phone Banking
6. Text Banking

**MEMBERSHIP COMMITTEE**

**1. First Meeting of Committee**

The first meeting of the Committee shall consist of:

1. Election of Chair
2. Election of Vice Chair (optional)
3. Election of Secretary
4. Discussion and adoption of goals (the minimum goals for the year shall come from the Executive Committee)
5. Appointment of non-voting members
6. Creation of any specialist positions
7. Review of current membership status and determination of the number of active members the LPGa currently has
8. Review of any in-progress projects and their statuses
9. Submission of initial new program proposals
10. Review of training material currently available
11. Coordination with the Affiliate Support Committee to create a training that will be presented or available to affiliate leaders

**2. Responsibilities of the Membership Director**

1. The Membership Director (“The Director”) is responsible for ensuring that the Committee goals and decisions are executed. The Director should report all progress, and issues, and needs to the LPGa Executive Director. This should include a monthly summary submitted to the Executive Director and Secretary for inclusion in the agenda and minutes of the Executive Committee meeting.
2. The Director shall attend Executive Committee meetings to provide updates and answer any questions. If the Director cannot attend, the Director may appoint another member of the Committee to speak in their place at the meeting.
3. The Director shall be the main point of contact for LPGa leadership regarding the Committee. The Director and the district representatives are the points of contact to whom members and affiliates should reach out.
4. The Director shall work with volunteers and other Committee members to execute programs and ensure that goals are being regularly met.

**3. Responsibilities of Voting Committee Members**

1. The voting committee members are expected to attend all Committee meetings and participate in votes and debate.
2. The voting committee members are expected to help recruit and retain volunteers and execute all decisions made by the Committee.
3. The members shall help develop training materials, presentations, events, etc.

**4. Special Responsibilities of District Representatives**

1. The district representatives shall, upon appointment, reach out to all affiliate leaders in their district. They should attempt to attend at least one business meeting as soon as possible.
2. The representative shall maintain a line of communication with each affiliate. The best person to stay in touch with is either the elected Membership Director or equivalent, the appointed member fulfilling the role, or the Chair of the affiliate.
3. The representative shall help the affiliates implement the statewide membership initiatives as well as support the affiliate and provide resources to ensure their success in locally recruiting new members and keeping them active.

**5. Membership Levels**

1. The Committee shall come up with proposed membership levels and any rewards to go with each level. The membership levels must conform to the LPGa Bylaws.
2. These levels should be periodically reviewed.
3. Rewards may include LPGa gear such as T-shirts, stickers, or hats, special membership cards or lapel pins reflecting membership levels, and free or reduced entry to certain events at Convention and throughout the year.
4. These levels shall be presented and adopted by the Executive Committee.
5. The Fundraising Committee should be consulted to ensure these levels fit into the fundraising plan.

**6. Membership Retention**

1. The Committee shall implement a program to retain members and encourage them to sign up at higher donation levels.
2. The program should include the following actions:
   1. An email 45 days before membership expiration
   2. An email every 10 days before expiration
   3. An automated text 30 days and 15 days before expiration
   4. A text within a week of expiration and a phone call soon after if there is no response
   5. A call from the Directors, local affiliate Membership Director, or local affiliate Chair a few days after expiration.
   6. If the member chooses not to renew, and contact is made, the reason for not renewing shall be recorded in the CRM.

**7. Membership Growth**

1. The Committee shall implement programs to increase membership to meet goals adopted by the Executive Committee
2. These programs will likely be cross-functional with the Fundraising Committee, the Outreach Committee, the Youth Engagement Committee, and the Affiliate Support Committee, and include leadership of affiliate parties.
3. Outreach events should include members trained in recruitment.

**9. Affiliate Support**

1. The Committee shall help local affiliates come up with their own membership goals and programs to grow the active membership in the affiliate.
2. The Committee should work closely with the Affiliate Support Committee to create resources for newly created affiliates.

**10. Training**

1. The Committee shall create training sessions for general skills, as well for any ongoing initiatives. These will be presented to affiliate leaders so that they may help at the local level.
2. The Committee shall create a general training to take place at the annual in-person affiliate training event as well as any Convention training.

**11. Credentials Committee**

1. The Credentials Committee shall begin their work at least two weeks before the annual Convention.
2. The Credentials Committee shall ensure all registered Convention attendees meet the requirements to participate.
3. Registered attendees shall be categorized as:
   1. Delegates, who meet all requirements to be a delegate to the Convention
   2. Alternates, who meet all requirements to be a delegate except for the seasoning requirement
   3. Guests, who fail to meet requirements to be a Delegate or Alternate
4. The Credentials Committee shall make attempts to contact any registered attendees who fail to meet requirements and give them the opportunity to resolve the issue.
5. The Credentialing Committee shall ensure compliance with all requirements for Credentials Committees given in RONR.

**12. Specialist Roles**

1. The Committee may appoint volunteers to specialist roles. The Committee may decide which roles need to be created and who they want to fill them.
2. Any specialist role created will report to the Director.
3. Specialist Roles may include, but are not limited to:
   1. CRM or Data Specialist, who will analyze data from the CRM and marketing or membership programs to convert impressions and passive interest into paying and active members.
   2. Call-banking Specialist, who will train and assist in both state and county level call-banking efforts.
   3. Renewal Specialist, who will develop a member renewal contact program with multiple outreach methods and attempts to reach each lapsing member.

**13. Committee Technology and Tools**

1. CRM system
2. Call-banking system
3. Text-banking system
4. Mass text system
5. Mail house

**PUBLIC POLICY COMMITTEE**

**1. First Meeting of Committee**

The first meeting of the Committee shall consist of:

1. Election of Chair
2. Election of Vice Chair (optional)
3. Election of Secretary
4. Discussion and adoption of goals (the minimum goals for the year shall come from the Executive Committee)
5. Appointment of non-voting members
6. Creation of any specialist positions
7. Review of currently available legislation of interest, legislation from the previous session, or expected legislation
8. Proposals to research and/or develop state and local model legislation
9. Initial discussion around training program development for affiliates and members

**2. Responsibilities of the Policy Director**

1. The Policy Director (“The Director”) is responsible for ensuring that the Committee goals and decisions are executed. The Director should report all progress, and issues, and needs to the LPGa Executive Director. This should include a monthly summary submitted to the Executive Director and Secretary for inclusion in the agenda and minutes of the Executive Committee meeting.
2. The Director shall attend Executive Committee meetings to provide updates and answer any questions. If the Director cannot attend, the Director may appoint another member of the Committee to speak in their place at the meeting.
3. The Director shall be the main point of contact for LPGa leadership regarding the Committee. The Director and the district representatives are the points of contact to whom members and affiliates should reach out.
4. The Director shall work with volunteers for lobbying efforts. The Director should try to attend and lobby as often as possible. Upon the position becoming a paid position, the Director will be expected to be at the Capitol for lobbying efforts at least weekly for the duration of each session.
5. The Director shall manage and ensure calls to action are timely, that all bills of interest are being tracked, and that proper steps are being taken.

**3. Responsibilities of Voting Committee Members**

1. The voting committee members are expected to attend all committee meetings and participate in votes and debate.
2. The voting committee members are expected to help recruit and retain volunteers and execute all decisions made by the Committee.
3. The members shall help develop training materials, presentations, events, etc.

**4. Special Responsibilities of District Representatives**

1. The district representatives shall consistently communicate with the local affiliates in their regions to see if they need legislative support.
2. The district representatives shall inform affiliate boards of any potential opportunities to push model legislation concerning a local issue.

**5. Standard Committee Tasks**

1. Liberty Watch. This program is a solid beginning to influencing state legislators. This program reviews legislation that has a high likelihood of passing and issues calls to action to LPGa members and interested parties. The Committee, during the yearly legislative session, should be consistently watching proposed bills and upcoming votes and creating and distributing calls to action.
2. State Model Legislation. This program researches and crafts model legislation that can be used by candidates while running to show they have a variety of solutions. It can also be used to lobby legislators when in session. The model legislation shall be published on the LPGa website and any nominated or endorsed candidates may use, distribute, rebrand, and/or edit them as they wish for their campaigns.
3. Local Model Legislation. This program researches and crafts model legislation and resolutions for affiliates and members to use for influencing policies of local governments.
4. Affiliate Support. The Committee shall provide suggestions, training, and model legislation to affiliates. The Committee shall provide affiliates with a “toolbox” to lobby and pass liberty-friendly policies in their communities and provide support to any elected official looking to write and pass such policies.
5. Single-Issue Coalitions. We cannot pass legislation ourselves; we will need to be able to work with other groups and organizations to move legislation forward and put pressure on legislators to pass it. The Committee shall identify groups potentially open to cooperation and offer resources as available. The Committee can create coalition organizations where necessary to achieve these goals.

**6. Special Committee Projects**

1. State Legislature Report Card. This program tracks how legislators vote and rates them on how friendly they are to Liberty policies. The Report Card shall be published on the website ahead of even-year elections. The results may be used by candidates in their campaigns, or by local affiliates and the Communications Committee to call out rival candidates who have a poor voting record.
2. Automated legislator contact system. The Committee may work with the IT Committee to determine the feasibility of a phone system to automate contacting representatives. Other groups have set up phone number that prompts the caller for their ZIP code and then forwards their call to their Representatives and Senators. Having a system like this for the LPGa would remove barriers, allow the LPGa to capture data, and be a huge value-add in coalitions.
3. Volunteer Lobbyist List. The Committee may create a training and volunteer list to have LPGa members at the Capitol at least every week during the legislative session. These members should be provided with recommendations and model legislation as well as an agenda for discussion. The goal should be to have at least one conversation with every legislator or their staff each session. This lobbying effort should be able to quickly expand to include additional volunteers when important legislation arises.

**7. Training**

1. The Committee should come up with a training program for affiliate leaders and LPGa members for crafting and lobbying for legislation.
2. The Committee shall create a presentation on the Committee’s work at the annual affiliate training, especially focused on local model legislation and lobbying local officials.
3. The Committee shall hold a training session at the annual Convention

**8. Specialist Roles**

1. The Committee may appoint people to specialist roles. The committee may decide which roles need to be created and who they want to fill them.
2. Any specialist role created will report to the Director.
3. Specialist Roles may include, but are not limited to:
   1. IT Specialist to set up call to action systems
   2. Copywriter
   3. Legislative Researcher
   4. Lobbyist

**9. Committee Technology and Tools**

1. The Committee shall coordinate with the Communications Committee to issue calls to action and run promotions on social media.
2. The LPGa may purchase or provide any software the Committee recommends that will increase the efficiency of its work.
3. All voting committee members shall have access to an LPGa email account and the CRM.
4. All voting committee members shall have access to any additional data the LPGa has, including voter information.
5. Volunteers shall be given access to data and email as required by their jobs and recommended by the Director.