

ILLINOIS GREEN PARTY **CODE OF STANDING RULES**

Format adopted by the ILGP Executive Committee on March 22, 2015.
Content last revised January 8, 2017.

A Code of Standing Rules is required by ILGP Bylaws, Section 11-B,
which states as follows:

"11-B. Code of Standing Rules. The Executive Committee shall maintain as a supplement to these Bylaws a Code of Standing Rules. The Code of Standing Rules shall be secondary to these Bylaws as controlling rules for the Illinois Green Party. The Code of Standing Rules may include a section containing Rules of Order for the Illinois Green Party. The Code of Standing Rules shall include a Fiscal Policy."

---- ILGP Bylaws (March 20, 2013).

Note: This Code is a work in progress, and no assurances are made that all ILGP policies have been uploaded into this Code. For all ILGP policies and rules, please consult the minutes of the bodies with that decision-making authority: The ILGP Membership Meetings, the ILGP Executive Committee, and the ILGP Coordinating Committee.

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FISCAL POLICY

ILGP BYLAWS REFERENCES TO FISCAL POLICY

6-H. Treasurer. The Treasurer will manage all of the financial matters of the Illinois Green Party consistent with the Fiscal Policy, including reporting on the finances of the party at Membership meetings.

6-P. Expense Authorization. The Executive Committee shall authorize expenses which are consistent with the party's budget and Fiscal Policy.

7-G. Costs. The Illinois Green Party will defray part or all of costs for delegates to attend national meetings. An allowance for such costs shall be part of the party's annual budget. Covered costs shall be outlined in the ILGP Fiscal Policy.

POLICY ON REPORTING TO THE FEDERAL ELECTION COMMISSION

Approved by the Executive Committee on April 20, 2013.

For the purposes of campaign finance reporting with the Federal Election Commission, Treasurer Jack Ailey and Chairperson Richard Whitney shall be party officials of record, and both shall have access to the ILGP's online account with the FEC.

ILLINOIS GREEN PARTY FISCAL POLICY

Adopted April 2008, by the ILGP Coordinating Committee

1. GENERAL NOTES

A. Explanation of Fiscal Policies. These fiscal policies are intended to make possible a higher level of Green political activity, while safeguarding the independence of the Illinois Green Party, the autonomy of its affiliated local parties, and the accountability of its political and fiscal officers.

B. Status of Fiscal Policies. These fiscal policies are authorized under the Bylaws of the Illinois Green Party and any and all tasks or directives stated within are subject to all relevant terms and conditions of the Bylaws. Any bylaws or rules for any other committees or entities established under ILGP bylaws, excepting the Bylaws of the Illinois Green Party, are superseded by these fiscal policies.

C. Role of Executive Committee. Any task delineated within that the Executive Committee is authorized to perform is subject to the review of the Coordinating Committee and/or Membership, and the Coordinating Committee and/or Membership are similarly authorized to perform such tasks.

D. Role of Coordinating Committee. Any task delineated within that the Coordinating Committee is authorized to perform is subject to the review of the Membership, and the Membership is similarly authorized to perform such tasks.

2. INCOME

A. Individuals. Contributions from individuals will be accepted in amounts as permitted by law and all excess contributions will be returned. In lieu of limits on contributions from individuals under Illinois law, contribution limits will mirror existing federal law.

B. Organizations. Contributions from the Green Party of the United States, its Senate and Congressional campaign committees, and affiliated state and local parties will be accepted in amounts as permitted by law, and all excess contributions will be returned. No contributions will be accepted from entities organized as political action committees (PACs) under federal law or as political committee (PCs) under state law without the express authorization of the Illinois Green Party Executive Committee (Exec), Coordinating Committee (CC), or Membership, except as otherwise specified herein. Contributions from PACs or PCs directly associated with officially endorsed or nominated candidates as specified under ILGP bylaws and rules will be automatically accepted in aggregate annual amounts of up to the greater of \$5000 or an amount which ILGP has given to such PAC or PC. Grants or contributions from foundations or other non-profit organizations will be accepted up to a limit of \$5000 per year per grantor as permitted by law.

C. Businesses. No contributions will be accepted from for-profit business entities or from PACs or PCs associated with for-profit business entities.

D. Reporting. The Treasurer's annual report to the ILGP Membership will partially consist of the most recent Federal Elections Commission report, if one should exist, and Illinois State Board of Elections report, which are viewable in the public domain and include details on contributions by category as well as the names and addresses of all contributing parties, individuals, and organizations, to the extent required by federal or state law.

3. LOANS

A. Function. To cover emergencies, sudden expenses, or seed funds for special projects, amounts of \$2000 or less may be borrowed, with the express written authorization of the Executive Committee. Larger loans must be approved by the Coordinating Committee.

Whether or not CC approval is required, proposals to borrow in any amount (including the loan's source, amount, terms, and purposes) must be reported to the CC prior to the final execution of any loan agreement. Any such loan agreement must be signed by the Treasurer and at least one other member of the Executive Committee, on behalf of the Illinois Green Party.

B. Deposit. Loan proceeds will be deposited in the Illinois Green Party's general operating account.

C. Reporting. The Treasurer's annual report to the ILGP membership will include a full

report on the status of all outstanding loans.

4. INVESTMENTS

A. Authorization. Illinois Green Party funds may not be placed in any instrument whatsoever other than Illinois Green Party bank accounts without the express, advance, and specific authorization of the Coordinating Committee.

B. Reporting. The Treasurer's annual report to the ILGP membership will include a full report on the status of any and all investments.

6 [sic]. EXPENDITURES

A. Authorization. Expenditures from the Illinois Green Party's general operating account shall be made by the Treasurer upon written request only when such expenditures have been authorized in the Green Party's interim, annual, or revised annual budget, or by authority of the Executive Committee or Coordinating Committee.

B. Methods. All expenditures must be made by check, credit card, or electronic payment. Any cash expenditures must be fully documented with a receipt.

C. Reporting. All expenditures will be recorded and accounted for using accepted banking and accounting practices, and a report of all expenditures, including payees and amounts, will be available for member review upon request and reported to the CC on a biannual basis.

D. Statements. Bank statements along with their associated banks reconciliations will be available to any member of the CC or Executive Committee upon request.

6. FUNDRAISING POLICY

A. Fundraising Committee. The ILGP Fundraising Committee is the committee primarily responsible for the raising of funds for the operation of the ILGP. The ILGP Fundraising Committee shall submit an annual fundraising plan to the Finance Committee no later than March 1 of each calendar year for inclusion in the annual budget to be approved by the CC.

7. BANK ACCOUNTS

A. Bank Accounts. The Illinois Green Party shall maintain at a minimum a general operating account for check writing and depository purposes and may establish a general reserve account for placement of the party's reserve funds. Transfers between these funds and accounts may be made by the Treasurer as needed in accordance with annual budget or upon specific directives from the Executive Committee. All such transfers must be reported to the CC with 3 days.

8. CREDIT CARD POLICY

A. Authorization. The Treasurer, in consultation with the Executive Committee and the Finance Committee, is authorized to obtain credit cards under the name of the Illinois Green Party, in order to facilitate normal fiscal operations of ILGP. The use of the ILGP credit card or any other person's credit card for ILGP expenditures does not constitute a loan under this fiscal policy as long as the bill is paid in full each month. It is the intention of the Green Party to pay all credit cards charges in full when due except for any disputed items that were charged on the card. Any decision not to pay the full amount is subject to the loan provisions of this fiscal policy.

B. Cardholders. Only the Treasurer is automatically authorized to hold a credit card for which the ILGP is responsible. For any other person, such as staff or committee members to be issued a credit card, the Finance Committee must make a recommendation for Executive Committee approval. Additional cards will be designated for that individual so that the charges to it can be traced to each cardholder.

C. Guidelines. The Finance Committee shall institute guidelines for credit limits and authorized usage limits for any credit card issued under the name of the ILGP based upon the authorized monthly budgetary needs of each cardholder. All people herein issued credit cards are required to file a report to the Treasurer and/or accountant each month by the 10th day of the following month, indicating what each charge to the credit card is for, and what budgetary line item covers that expense. Repeated failure to provide this information is grounds for cancellation of charging privileges and return of the card at the Treasurer's request.

D. Appropriate Use. The ILGP credit card may not be used for non-party expenses, or any unauthorized expenses, under any circumstance. If any person issued a Green Party credit card uses it for any unauthorized expense, the Treasurer may cancel the charging privileges of that card and request immediate return of the card as well as require immediate repayment of the unauthorized expenses.

E. Oversight. The Finance Committee, or any staff and/or volunteers assigned by it, is authorized and required to monitor the use of the Green Party credit card to ensure that this policy is followed and enforced.

9. BUDGETING

A. Fiscal Year. The Illinois Green Party's fiscal year will be the standard calendar year.

B. Budget Approval. The Finance Committee will propose an annual budget to the CC at each year's CC meeting which falls next prior to December 31 or propose it on line before November 30. The CC will then vote to approve or reject the proposed budget at the meeting or on line. The annual budget will only be considered approved after it has been passed by a vote of the Coordinating Committee.

C. Nature of Budget. The annual budget will incorporate anticipated expenses and income from all sources. An ILGP reserve fund will be established with a target reserve of three months of operating expenses. Reserve funds may be maintained in the main party bank account, or a separate account established for this purpose. Once approved, the annual budget will limit the purposes and amounts of the Green Party's allowable expenditures, and no expenditures may be made that are not in that budget without the advance and specific approval of the Executive Committee.

D. Revisions. Appropriate mid-year revisions to the annual budget may be proposed by the Executive Committee at any time, but require approval by the Coordinating Committee. The ILGP budget will be a public document.

E. Superbudgetary Authorization. The Executive Committee is authorized to approve minor expenditures not included in the budget for administrative or emergency matters without prior approval of the CC up to a limit of \$2000 per month. The CC must be informed by email of such expenditure within three days. The Executive Committee is also authorized to modify expenditures for administrative purposes due to unforeseen changes in costs or plans, limited to total expenditure of \$2000 per month. Amounts greater than \$2000 per month must be approved by the Coordinating Committee.

F. Interim Budget. If the party is not operating under an approved budget, all expenditures shall be explicitly authorized by the Executive and/or Coordinating Committees in the manners provided herein for superbudgetary expenses.

10. AMENDMENTS TO THESE FISCAL POLICIES

A. Amendments. Amendments to these policies may be proposed by any member of the Coordinating Committee at any time, in accordance with the same rules used to adopt or amend any other procedure of the Illinois Green Party bylaws.

ARTICLE 4 - MEMBERSHIP MEETINGS

10/5/14 Exec authorized CC to approve Membership Meeting minutes:
By consensus, a proposal for the Coordinating Committee to have the authority to approve the Minutes of the Membership Meeting is made and approved by consensus.

ARTICLE 5 - COORDINATING COMMITTEE

ILGP COORDINATING COMMITTEE OBSERVERS

Adopted February 23, 2014, by the ILGP Executive Committee

"Any ILGP member who has signed up on the Focus list OR has verified attendance (by a chapter officer) at a chapter meeting may be granted observer status on the CC. The Executive Committee may invite the member to participate as an observer, either on its

own, or at the request of a chapter officer. The CC observer does not have voting privileges on the CC. The observer can take part in discussions, and make proposals on the CC. The purpose of this proposal is to give incentive to new people, and to take advantage of new ideas, without the pitfalls of a "green" Green."

—Adopted by the ILGP Executive Committee on February 23, 2014.

ARTICLE 6 - EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE MINUTES — POSTING

Exec Minutes are to be posted to the CC & Focus listserves.

—On March 10, 2013, the Executive Committee agreed to post its approved minutes to the CC and Focus listserves. Adopted 3/10/13, Minutes of 3/10/13 Exec Meeting, Item 2.

—On May 5, 2013, the Executive Committee adopted the policy of posting approved Executive Committee Minutes only to the Coordinating Committee's listserve.

—On November 2, 2014, the Executive Committee revised the policy so that the approved minutes would be posted to the Focus listserve also.

EXECUTIVE COMMITTEE MINUTES — APPROVAL

A draft of Executive Committee Minutes will be considered approved by consensus if no concerns are expressed within 72 hours of the posting of the draft. Adopted June 16, 2013.

EXECUTIVE COMMITTEE LISTSERVE

On March 10, 2013, the Executive Committee agreed to use the existing Yahoo Groups ILGP-Exec listserve, add Rich and Vito as moderators, and make the listserve be a closed list." Minutes of 3/10/13 Exec Meeting, Item 2.

EXECUTIVE COMMITTEE LISTSERVE

On July 24, 2016, the Executive Committee adopted the following policy for its listserve:

1. The ILGP Executive Committee listserve should remain a closed listserve.
2. Individuals who are Exec members, committee chairs, and appointed position holders shall be subscribed to the Exec listserve, with posting privileges, with the understanding that posting by committee chairs and appointed position holders generally should be limited to issues related to their fields.

3. An ILGP Coordinator who is not already on the Exec listserve may be invited to join the Exec listserve as an observer at the discretion of the Executive Committee.

This proposed policy was posted to the Exec listserve on July 15, 2016, and was approved on July 24, 2016.

OTHER RULES AND POLICIES

In reverse chronological order:

> POLICY FOR YAHOO GROUP & GOOGLE GROUP ACCESS — Adopted January 8, 2016

> POLICY REGARDING ILGP NON-ELECTORAL ACTIVISM — Adopted February 8, 2015

> POLICY FOR ACKNOWLEDGING CANDIDATES FOR GREEN PARTY PRESIDENTIAL NOMINATION — Adopted June 28, 2015

> ILLINOIS GREEN PARTY LISTSERV POLICIES — Adopted February 21, 2005

POLICY FOR YAHOO GROUP & GOOGLE GROUP ACCESS

Adopted January 8, 2017, by the ILGP Executive Committee

Presenter: Vito Mastrangelo, ILGP Chair

Background: Over the years, the ILGP has created many Yahoo Groups and a few Google Groups, for purposes of discussing ILGP business on email listserves and storing electronic documents. At this time (early 2017) some of the Groups/listserves are active and some are not. Yahoo and Google require that each group must have at least one “owner”, who has full administrative access; each group might also have one or more other individuals who serve with less-than-full administrative privileges, for example, as a manager or moderator.

Text of Proposal: For each of the ILGP’s Yahoo Groups and Google Groups, any individual seeking full administrative privileges must be approved by the Executive Committee or the Membership, unless the individual is an ILGP officer or CC member. (This policy supplements/updates the Illinois Green Party Listserv Policies, approved February 21, 2005.)

POLICY REGARDING ILGP NON-ELECTORAL ACTIVISM

Adopted February 8, 2015, by the ILGP Executive Committee

From the earliest days of the Green Party, the party has periodically been involved in causes broader than electoral campaigns. Many members of the ILGP came to the organization through such non-electoral activism. Today, the primary focus of the ILGP is running and supporting Green Party candidates for public office. Since the majority of our efforts are dedicated to electing candidates who will use their positions to enact our values, our participation in non-electoral causes, as a state party, is necessarily limited. However, we continue to encourage members and chapters to independently engage in non-electoral activism, consistent with the 10 Key Values and our electoral goals.

When members would like the ILGP, as a party, to support, endorse or co-sponsor a particular non-electoral cause, petition, coalition or project, they should present the proposal to the Executive Committee. The proposal can be presented by emailing it to the Secretary at ilgpsecretary@gmail.com. If the action is approved, the Secretary or other person(s) designated by the Executive Committee will publicize it by announcing it on the ILGP website, on the Focus email list, newsletter, e-mail blast, on social media, and/or by other means.

Members can also propose that the ILGP express support or opposition to legislative bills. The Coordinating Committee will decide whether to approve the proposal. The proposal can be presented by emailing it to the Secretary at ilgpsecretary@gmail.com. If the proposal is approved, the Secretary or other person(s) designated by the Coordinating Committee will publicize it by announcing it on the ILGP website, on the Focus email list, newsletter, e-mail blast, on social media, and/or by other means.

Members interested in recruiting other members to support a possible action or legislative bill, either before or after action is taken by the Executive Committee or Coordinating Committee, can initiate discussion on the Focus or Talk lists, or on the ILGP Facebook pages.

**POLICY FOR ACKNOWLEDGING CANDIDATES FOR GREEN PARTY
PRESIDENTIAL NOMINATION — Adopted June 28, 2015, by the ILGP Executive
Committee**

The ILGP adopts a policy to acknowledge in a news item on the ilgp.org home page each bona fide candidate for the Green Party presidential nomination, during the period of time leading up to the Green Party's official selection of its nominee for President. The Executive Committee has the discretion to decide if and when someone qualifies as a "bona fide" candidate.

ILLINOIS GREEN PARTY LISTSERV POLICIES — Adopted February 21, 2005

(See above for Executive Committee Listserve Policy.)

APPENDIX B TO THE MINUTES OF THE ILGP COORDINATING COMMITTEE MEETING OF FEBRUARY 21, 2005

APPENDIX B: PROPOSAL FOR NEW ILGP EMAIL LISTS AND LIST MODERATION -
Approved 2/21/05

PRESENTERS: Web Team

CONTACTS: Karen Young, Steve Lorz, Phil Huckelberry

BACKGROUND

The ILGP CC approved a proposal on listserv moderation on the August 2004 CC conference call. At that time ILGP did not yet have the ability to move its email lists off of Yahoo! There has been significant interest in doing so for some time, and with the development of the new website has come the ability to use a software called Mailman that would allow ILGP to completely maintain its own email lists.

This proposal is intended to replace the August 2004 proposal. It does not make substantive changes to the moderation sections, but does make some important housekeeping changes, such as changing list names to reflect the increasing usage of ILGP as the state party acronym.

PROPOSAL

ILLINOIS GREEN PARTY LISTSERV POLICIES

A. LISTSERV COORDINATION AND REQUIRED LISTSERV INFORMATION

1. The CC shall designate a Listserv Coordinator who will serve as moderator of the CC, Focus, Talk, and News lists, and who will coordinate the lists for standing and ad hoc committees. The Listserv Coordinator and/or the committee chair(s) may be moderator(s) of these other lists.
2. The CC may remove a Listserv Coordinator at any time, for cause.
3. Email listservs owned by or otherwise operating under the auspices of the Illinois Green Party, including committee listservs, must submit to the Listserv Coordinator the following information: list name, list owner(s)/moderator(s), whether the list is open-subscription, whether the list is moderated, the function of the list, and the listserv

policies.

4. Listserv information will be posted on the ILGP website and, when applicable, the individual listserv website. When a member joins a list, the above information in A.3. will be emailed to them with their confirmation. Periodic automated reminders may also be sent out.

5. Other individuals besides the Listserv Coordinator may also serve as moderators of ILGP lists with approval from the CC.

6. Any function in these policies that the CC may perform is subject to review by the membership at a membership meeting.

B. LISTSERV FUNCTIONS

1. The function of the Talk list is to facilitate discussion and an exchange of information on a wide scope of issues of interest to members of the Illinois Green Party and other persons. This list is open subscription and shall have public archives.

2. The function of the Focus list is to facilitate discussion between Illinois Green Party members on subjects of immediate interest to the IGP, including current and potential activities of locals and activities coordinated among locals, platform and candidate activities and information, national Green Party issues, and political issue-related information relevant to the IGP. This list is limited to members of the IGP and observers. Observers to this list shall have posting privileges.

3. The function of the CC list is to facilitate discussion of CC and IGP business, including proposals and reports coming from committees, CC reps, or IGP members. This list is limited to current members and alternates of the IGP Coordinating Committee, officers, members of national committees, chairs of IGP committees, and observers. Observer status shall automatically be granted to all IGP members, but observers to this list shall not have posting privileges unless specifically requested and approved by the CC. Non-IGP members may also be accepted as observers.

4. The function of the Exec list is to facilitate discussion of business before the IGP Executive Committee. This list is limited to Executive Committee members, including Secretary and Treasurer, and observers. Members of the CC list who are not observers of that list shall automatically be granted observer status on the Exec list but observers to this list shall not have posting privileges unless specifically requested for and approved. Non-IGP members may also be accepted as observers.

5. Persons wishing to observe a list may be approved by the CC or Exec (subject to CC review) for the Focus, CC, and Exec lists, and may be approved by the relevant committee for committee lists.

6. Unless otherwise specified, lists shall not have public archives.

C. LIST NAME CONVENTIONS

1. The Talk list shall be named ILGP-Talk.

2. The Focus list shall be named ILGP-Focus.

3. The News list shall be named ILGP-News.

4. The CC list shall be named ILGP-CC.

5. The Exec list shall be named ILGP-Exec.

6. Other lists besides those explicitly listed shall similarly follow the "ILGP-" naming convention.

D. POSTING GUIDELINES

1. These posting guidelines shall be considered a general guide for members to follow and may be supplemented by additional policies for individual lists.

2. TONE. Members should maintain a respectful and polite tone in all messages, recognizing the value of diversity within the Party. Excessive obscenity is not acceptable.

3. RELEVANCE. All posts to a list should be directly relevant to the purpose of that list as posted.

4. CROSS POSTING. A message posted to one list should not be posted to another list as well, unless it is directly relevant to the other list purposes as posted. (Example: a post about an event featuring a Green Party speaker should be posted to the Talk and Focus lists, but not to the CC list, as it would not be directly related to CC business.)

5. PERSONAL ATTACK. Attacks of a personal nature against another member are not acceptable.

E. MODERATION AND ENFORCEMENT

1. The moderator(s) should exercise caution in banning posts and members, recognizing that open communication and democracy are important values for the Party.

2. If a member is found to be posting material to a listserv that clearly violates list policy, the moderator(s) may issue a warning to the member, showing how the post violates listserv policy. The moderator(s) will inform the member about the appeal policy.

3. Upon issuing a second warning, the moderator(s) may set the list so the member's posts will be subject to moderation, such that only those posts which do not violate list policy will be approved.
4. If a member on moderation basis persists in failing to comply with listserv policy, the moderator(s) may set the member to a no-post status.
5. Whenever a disciplinary action against a member is taken, the moderator (s) must inform the list and, in the case of a CC rep, the local, of the action.
6. The offending member may petition the CC in writing if he/she does not agree with any decision of the moderator(s). The member should be prepared to state in writing why the specific posts in question do not violate listserv policy.
7. If deemed necessary, Exec or the CC can take further action against offending members.