



2015-2017

County

Development Group

and Affiliate

Handbook

Foreword and Acknowledgments

If you're reading this, you're either one of my editors, or you aspire to create a Libertarian group in your area. To the former, thank you for your aid in this effort. This guide is specifically aimed at the latter, and I certainly couldn't go without also thanking them, for it is the small, county groups who really are able to get things done! These groups have the advantage of being keenly aware of their location's specific needs, of which the State Party only has a general overview. It is my hope that this handbook will be easy to follow, contain essential information for new or planning-stage Libertarian groups, and assist in guiding those groups in their transition into a chartered Affiliate of the Libertarian Party of Colorado.

I would like to acknowledge the following gentlemen, whose contributions included providing their respective states' or counties' relevant documentation or examples, authoring previous versions of this handbook, and/or answering my endless queries:

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I would also especially like to thank the Libertarian Party of El Paso County – my “guinea pig” friends of whom I lovingly call “El Pepsi”, inspiration for this edition of the Handbook, and LPCO's last-formed County Affiliate.

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Starting from Scratch

So you want to start a Libertarian group in your area. That is great! Chances are, unless you live in a very sparsely populated county, there are other Libertarians who would love to be a part of a local organization. It's a matter of getting the word out!

Schedule a “Meet and Greet” –

It is recommended you schedule it out at least 2 weeks, but no further than 4 weeks. This will give people enough time to incorporate it into their schedule but not enough time to forget about it. You will want to hold this initial meeting at a public place, preferably one with a private room. Some suggestions might be a local coffee shop or restaurant, or a pub that allows minors on the premises (you may attract new voters). It is suggested to hold your meeting on Tuesday, Wednesday, or Thursday initially. These days typically work best for most people.

Advertise your first meeting through multiple avenues –

Once you have picked a date, time, and place for your meeting, you will now want to get the word out. These are some venues we recommend.

- Facebook – You can setup a Facebook page for your county to garner interest in your area. Let the LPCO Social Media Chair (socialchair@lpcolorado.org) know, so they may promote you on the state page (www.facebook.com/LPColorado).
- Meetup – This is a great website that allows you to post meetings in your local area. LPCO has its own Meetup at www.meetup.com/LPColorado, and you are welcome to post a Libertarian meeting there for your area.
- Twitter – You can easily setup an account for your CDG to advertise local meetings and to find local Libertarians. Again, let the LPCO Social Media Chair know, so they may promote your new Twitter account on the state's (@LPCO).
- www.craigslist.org – Craigslist is a free classified service that has many pages for cities or regions of different states. Look to put meeting notices in the Community/Politics section of your city/region.
- Local paper – Many local newspapers (even free ones, like Westword in Denver, or The Independent in Colorado Springs) have an events calendar. You can submit a press release to your local papers to be included on their website or potentially in print, or if they have an event submission form, you may also directly submit your event details.

Obtain list of local Libertarian voters –

You can ask your County Clerk and Recorder's Office for a current list of the registered voters in your county at any time. Be advised that there is a fee each time you request a new list. The Libertarian Party of El Paso County fairly recently paid around \$26 for this – the amount varies from county to county. You may also request a statewide list (or a subset of the statewide list) of registered Libertarians from the LPCO for free; however, this list may not be as current, depending on when the LPCO last obtained the list from the Secretary of State.

Contact list of local Libertarian voters and inform them of your meeting –

Once you have received this information, you will want to contact the registered Libertarians in your county – personally if possible. If not possible, think about sending them a letter stating the time, date, and purpose of your meeting (LPCO may also have funds available for mailing. Contact treasurer@lpcolorado.org to find out about taking advantage of this, should you decide to mail those in your county). Invite them out to meet other like-minded individuals, and gauge their interest in helping grow the local party.

While it may be intimidating to call a bunch of people you don't know, the list of voters usually has a field for phone numbers, and a phone call is much more cost effective and personal than a letter. Don't forget: these people are more like you than not, and have registered Libertarian for a reason! Some may not be interested in attending your meeting, but some will, and after your affiliate is formed, some of those people who were not interested at first may *become* interested. Ask them if they would like to be contacted in the future with more information, and make sure you record their responses, including which method of contact they prefer (email, telephone, etc.)

If you find contact information corrections or updates, or if you purchase a new voter dump, please inform the LPCO Records Director (recordsdirector@lpcolorado.org), in order to help keep the State Party's records as current and accurate as possible. In addition, if you encounter people who do not wish to be contacted, or become irate, consider passing that information on to the State Party as well, to avoid problems in the future.

Development Groups and Affiliates: What are the Differences?

A County Development Group (also known as a CDG, a Development Group, or a DG) is the first, most basic level of organization of the LP within a county. CDGs operate under the auspices of the LPCO. They may not manage their own fundraising (any funds raised by a CDG will need to be held by the LPCO until such time as the CDG becomes an Affiliate), and they may not nominate candidates for elections.

A County Affiliate (also known as a County Party) operates with more autonomy than a CDG. Affiliates are registered Political Party Committees who must file financial reports with the Secretary of State (SOS) in compliance with the FCPA (Fair Campaign Practices Act).

There are two advantages for a County Development Group to transition into an affiliated County Party. The first is financial – An Affiliate can raise and spend its own funds and keep its own check book. The second advantage is the autonomy with which the Affiliate can operate relative to endorsing local issues and candidates. The County Party gets its autonomy by the fact that it is recognized by Colorado government at the local level. The State Party allows the County Party to make its own decisions over which local candidates or issues to endorse (within reason, of course). LPCO does not extend the same level of autonomy to the CDG, since the CDG is a subordinate entity.

The decision whether or not to move beyond a County Development Group into a County Party is not one to be taken lightly. A choice may be made to create a County Party before many volunteer positions are filled in the CDG, but it will be very important to get as many of the members participating in the decision as possible before moving forward. If all positions are filled, and each position has two or three reports underneath them, it will be easy to create a County Party organization. When the first election is held, the County Development Chair (or CDC) could be voted in as the Affiliate's Chair, the same with Vice Chair, then Secretary and Treasurer, and so on. Of course, the election may also result in the selection of entirely new officers!

Endorsing Candidates and Issues

As stated above, some autonomy is granted to the County Party in deciding what candidates and issues to endorse. The Regional Liaison and the Regions Director will always be available for consultation to County Parties. Their support and advice will be good to obtain before proceeding

with any endorsement that might be questionable. Local issues or candidates running locally in a county represented only by a CDG must be approved by a favorable majority vote of the LPCO Board of Directors. The CDC, or his or her Political Director if one has been appointed, should first take up the issue of endorsement with members of the Party residing in his or her county. If the members choose to support that candidate or issue, the CDC (or Political Director) must submit a formal request to the LPCO Campaigns Director (campaignsdirector@lpcolorado.org), who will then submit a recommendation to the rest of the Board. Once the Board makes a decision to support the candidate or issue, the CDG will get resources the State Party can make available. Time is of the essence in this process. The Board only meets once a month, and it will only take up the issue of endorsements in Emergency Session if it is truly an extreme emergency.

“Endorsement” is a powerful word. Many organizations want to use the word “endorsement” when they advertise support, but this may not be necessary. If you are truly committed to the idea, and the group or candidate simply wants a statement, you may be able to handle it at the local level by making a simple statement such as, “sounds like a great idea,” or, “I have met So-and-so. While we may not agree on all the issues, he (or she) seems committed and dedicated, and I think they make a fine candidate.” If you think that a simple approach like this is all that is needed, check with your Regional Liaison before committing yourself to something of which we may not approve.

Don't Rush...

While eventually becoming an Affiliate certainly should be one of the CDG's goals, it is strongly advised to wait until your CDG is large and strong enough before becoming an Affiliate. There is no shame in remaining a CDG for a long time and thoroughly learning the ropes before taking the plunge into affiliation. Remember when you were a teenager, and you wished you could be done with school and get on with your life? Now that you're an adult, with all the accompanying responsibilities, don't you sometimes wish you could be a carefree teenager again? Think of the CDG as the “teenager” of the Party.

Building Your County Development Group

Nominate a County Development Chair (CDC) –

Many times, this County Development Chair will be the person who initially started the group, but this isn't always the case. The most important part of choosing a CDC is to choose someone who has the leadership skills to lead a county to become an Affiliate. You should choose someone who is organized, timely, and responsive. The CDC will need to develop individuals into future leaders of the group. This person will be the key contact person for the LPCO.

Contact your Regional Liaison –

Once you have chosen your CDC, you will need to inform your Regional Liaison. The regions are as follows:

1. **Pikes Peak.** El Paso, Park, Teller
2. **Upper Arkansas.** Chaffee, Custer, Fremont, Lake
3. **Southeast.** Baca, Bent, Crowley, Huerfano, Las Animas, Otero, Prowers, Pueblo
4. **San Luis.** Alamosa, Conejos, Costilla, Rio Grande, Saguache
5. **San Juan.** Archuleta, Dolores, Hinsdale, La Plata, Mineral, Montezuma, San Juan, San Miguel
6. **Western Slope.** Delta, Gunnison, Mesa, Montrose, Ouray
7. **Central.** Clear Creek, Eagle, Garfield, Gilpin, Grand, Pitkin, Summit
8. **Northwest.** Jackson, Moffat, Rio Blanco, Routt
9. **Metro.** Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson
10. **Northeast.** Larimer, Logan, Morgan, Phillips, Sedgwick, Washington, Weld
11. **Plains.** Cheyenne, Elbert, Kiowa, Kit Carson, Lincoln, Yuma

Contact information for the Regional Liaisons will be listed on the LPCO website (www.LPColorado.org) once these positions are filled. The regional structure is in its infancy at this time. If your region does not currently have a Regional Liaison, please contact the LPCO Regions Director directly (regionsdirector@lpcolorado.org).

Appoint Officers Pro Tem –

At first the County Development Chair may be doing the majority of the functions needed within the group. This is obviously unsustainable if the Group is to grow, and the CDC is to remain sane!

Until the Group forms as a County Party/Affiliate, offices filled at the Affiliate level such as Vice Chair, Secretary, and Treasurer are not mandatory, but very strongly suggested – allowing members to act in that capacity while still a CDG is a great training tool for the future! As stated in the previous section, it is helpful to learn everything you can (even if you make mistakes in the process) while a CDG. The role of the Treasurer, especially, is one that should be explored thoroughly prior to affiliation. You may also opt to select members for your leadership team who have various positions related to communications, social media, fundraising, or other specialized duties.

Don't offer a position to the first person who says they will take it. Get to know them a little first. Tell them you appreciate their offer, and that you will consider all your options and get back to them soon. You may find, after getting to know people at your get-togethers, someone much more suitable for the position. Try to keep an open mind – if you are stuck on finding a Vice Chair first, you may not notice the person who expresses a real interest or proficiency in the Secretary's job, for example.

The CDG should recruit people who can contribute in a variety of ways such as:

- Researchers
- Writers
- Graphic designers
- Website developers
- People with management experience
- Volunteers who staff outreach booths, go door to door, and staff phone banks

Constantly look for people to fill these positions. Let them know that the strategy is that every member should be assigned to a job, no matter how small. The more people you have in your organization with a job title, the easier and more efficient your work will be.

Moving Toward Affiliation

All political parties have “levels of affiliation”. The County Affiliate is the most important of these levels in the Libertarian Party, as this is where the real action happens! The State Party exists to serve the County Affiliates. The National Party exists to serve the State Parties (also known as State Affiliates).

Affiliates can certify candidates for office and election judges, and do not need to petition onto the ballot. Libertarians who are part of official County Parties will find that they are much more easily invited into various political processes (such as task force committees and other community committees that affect the lives, money, and liberty of citizens). Getting organized is also rewarding in many other ways... You are not “alone in the wilderness” fighting tyranny by yourself. You will meet like-minded people, who can and will make a difference in your county. Your letters to the editor carry more weight, you can host debates between candidates, you can protect rights more efficiently and effectively, and raise awareness of Libertarianism in your area. Your affiliate will be treated more officially, because it WILL be official. You will leave a legacy of Libertarianism in your county, and most of all, you will be a part of local politics that impact you, your family, friends, and neighbors!

In practical terms, in order to form a County Party which is affiliated with the Libertarian Party of Colorado, there are structural and financial steps which must be taken. Structurally, the County Development Group will need to write bylaws which would be submitted for approval by the LPCO. The State Party has developed sample bylaws (Appendix A) to help a CDG prepare their own bylaws as they are forming into an Affiliate. The CDG will also have to petition the LPCO to be chartered (Appendix B).

Financially, a County Development Group must find a responsible person willing to be Treasurer (known as the Registered Agent to the Secretary of State). A Political Party Committee form must then be filed with the Secretary of State, and an EIN should be obtained from the IRS. The next step will be to open an appropriate bank account in the Party’s name. Finally, campaign finance reports will have to be submitted to the Secretary of State according to the schedule established by law.

Transitioning into a County Affiliate may seem rather daunting, but the steps are really quite easy to follow (once you know them!)

Transitioning Into a County Party

1. Some considerations before you register your County Party:

You will need...

...to decide on your affiliate name and stick with exactly that name, as variations on it will not be allowed within the paperwork. One simple suggestion is: Libertarian Party of _____ County. You may have whatever “nicknames” for your party you would like, but not in the official paperwork. For example, you cannot call your affiliate “Libertarian Party of _____ County” and then fill out financial reports under the name “_____ County Libertarian Party”.

...a Registered Agent, and their email and phone number. This is your Treasurer. The Registered Agent will be responsible for filling out the financial reports on the Secretary of State's Campaign Finance Disclosure website (TRACER). Failure to do so on time will result in daily fines!

...an address for the Affiliate. If you happen to have office space at which you will be holding business, use this for the physical address, or you may use a P.O. Box or the Registered Agent's home address. You will also need to enter a mailing address. This may be the same as the physical address.

...to come up with a Purpose for your Affiliate. For example, the Libertarian Party of Arapahoe County's purpose is, “To elect Libertarians to offices in Arapahoe County and the communities within.” Other examples could be something like, “To disseminate Libertarian ideas throughout _____ County.” or “To promote Libertarian candidates and educate _____ County about Libertarian principles.”

...the name of the financial institution you plan on using. When you register, it will not ask for account information (and you likely will not yet have created your account), but you will need the institution's name and address.

2. Verify you have enough qualified individuals to fill critical leadership roles.

The key leadership roles needed to form a County Party are generally:

- Chair
- Secretary
- Vice Chair
- Treasurer

Ideally you would have individuals who could fill each of these positions, and possibly a few others (Campaigns, Communications, etc...); however, as far as leadership goes, the roles that MUST be filled, according to law, are those of the Chair and Treasurer. Additionally, you must choose an Affiliate Representative (AR). This AR may be one of your officers, or could simply be a trusted member, but they will be a line of communication between your Affiliate and the LPCO, so choose someone who has shown an enhanced ability to communicate between members.

3. Hold an organizational meeting (likely several) dedicated to Bylaws.

The easiest way to draft your bylaws is to modify the sample bylaws from the LPCO in Appendix A. Take time to debate within your CDG everything in the bylaws. The bylaws are to the county party what the US Constitution is to the USA. It is very important for everyone to agree and partake in the drafting of the bylaws. Modifications can be done later using the amendment process, but it is much easier to make any necessary modifications prior to adoption. *It has been suggested to also hold "fun" meetings around this time, so your membership does not get completely burnt out on the "boring" bylaws meetings.*

Submit these finalized Bylaws to the LPCO via your Regional Liaison or the Regions Director. By the time you reach this point, the LPCO will give each county quite a bit of leeway with their Bylaws, but this step is necessary to make sure there are not glaring errors, or anything that will cause legal problems down the line. Once your bylaws are at a point where they are ready to be ratified by your members, your acting Treasurer should be ready to register your Affiliate with the Secretary of State!

4. Register your County Party

1. Go to the TRACER website: <http://tracer.sos.colorado.gov/>
2. Click on "Committee Registration".
3. Select "Political Party Committee", and click "Next >".
4. Fill the form out, making sure you choose "County" for the Jurisdiction.
5. Click "Submit".
6. You may wish to print a copy for your records at this time.
7. Click "Finished" to submit your registration to the SOS.
8. Login information for a successful registration will be sent to the Registered Agent's email address.

5. Financial considerations:

Create an EIN with the IRS –

The first thing needed to complete the IRS forms is an Employer Identification Number (EIN). The whole process takes a couple minutes on the IRS website. The best way to find this, and the other forms, use to use the “search” feature on the IRS website.

Set up your Bank Account –

Now that the EIN has been issued, the bank account can be opened in the name you used on the TRACER site. Example: if the Political Party Committee was filed under “Libertarian Party of Samplename County” only a bank account with the name “Libertarian Party of Samplename County” can be opened. If your CDG raised any money that the LPCO is holding, contact the Treasurer (treasurer@lpcolorado.org) to release the funds. These will have already been reported to TRACER by the State Party, and you may use these for your opening balance with your financial institution.

Ensure that the Treasurer and Chair know financial filing deadlines & procedures –

To ensure that we are compliant with the law, it is a good idea to sit down at the beginning of the year and mark when certain filings need to be made to the SOS. These filing guidelines can be found at the Colorado Secretary of State website.

6. Hold your first Annual Meeting.

At this meeting, you will elect your Affiliate's officers, designate your AR, ratify your Bylaws, and fill out the Petition for Charter. Of course, you may also go over any other official business you may have started prior to affiliation, just like any other meeting.

All registered Libertarians inside your county are eligible to vote on your bylaws. If issues are raised, you will need to make changes to the bylaws to satisfy your group. Once finalized, and subsequently ratified at this first annual meeting, they become the “Constitution” of your group.

7. Petition the LPCO for Charter.

Appendix B of this guide is the standard petition form to fill out and send to LPCO to receive your Charter. The petition must be signed by your AR, Chair, Treasurer, two other Officers, and a couple members who were in attendance at your first annual meeting, during the ratification of your Bylaws.

The second form is a contact information form for your AR and officers to complete, and the third is for the printed names and addresses of all the ratifying members in attendance. You will attach your Bylaws to the forms and submit the entirety to the LPCO. Once these requirements have been met, you will receive your Affiliate's Certificate of Charter!

Guess what?
You're now an official County Affiliate!

Additional Tips for County Parties

Regular meetings are important, preferably monthly. People are more likely to attend meetings if they know they can count on the meetings being in the same place at the same time on a regular schedule. Just remember that just having meetings is not the purpose of your organization. One of the main purposes of your organization should be to ensure that Libertarian candidates win elections in your county. In order to do that, you will have to grow your membership so as to increase donations and the number of volunteers; while increasing awareness, motivating, and educating your members to the features and benefits of Libertarian governance.

If at all possible, establish a call tree, or some other kind of notification system, so that your members can be mobilized on short notice. There may be a protest in which Libertarians should participate, or a candidate your members should take notice of will appear in the media, or even in person, and all too often these items are scheduled at the last minute.

Stay on top of the issues in your community. Attend City Council or County Commissioner meetings. Keep aware of what your elected representatives are doing, and let your membership know, or designate certain members this important task. Look for prospective members among people who are active in the community, even public servants who have won office in non-partisan elections (or those seemingly disgruntled with their current party). Court those who openly express their dislike of government when it oversteps its bounds – you may find these people at protests, town hall meetings, or even in the Letters to the Editor section of your local newspaper.

Arranging to have outside speakers, or even speakers from within your group, at your meetings is a good way to increase awareness, motivate, educate and train. The speaker should have the floor for about 15 to 20 minutes. Don't overlook the resources in your own area, where you might find college professors, business people, authors or political officeholders that want to speak to your group. If they're really good and interested in traveling, you may want to suggest them to the state for inclusion in a speaker's bureau.

Pay attention to election cycles. Start preparing for the next election cycle before the current one ends, and get the members involved in the election process with you as much as possible. Remind your

members to recruit candidates or to run for office themselves. Have one of your members compile a list of people who will allow a political yard sign at their home or business, and give these people extra attention. Be aware of litter laws and homeowner restrictions on placing signs, and in this vein, if your opponent can't or won't follow these laws or restrictions, you may have just found a great campaign issue.

A good way of reaching prospective LP members is to have an outreach booth at local events. Some of these events charge a registration fee, so be aware of this when making budgeting plans for outreach. Events which may be useful for this type of recruitment activity are your county fair, gun shows, gay pride events, and even farmer's markets. Libertarian outreach booths usually feature an activist inviting people to take the "World's Smallest Political Quiz", marketed by The Advocates for Self Government. To order the WSPQ materials, or find out more information about libertarian outreach, check out The Advocates' website at www.theadvocates.org. Appendix C provides a checklist of items with which you may wish to outfit an outreach booth.

Fundraising is an outreach activity, and it is important to raise money at these events. It provides a perfect opportunity to give the public our message, and share our plans for the future. It provides sympathizers and members with ways they can feel a part of the success of the local and state party when they may be too shy to volunteer in other ways. Even if you are a CDG, you can raise money; however, the State Treasurer will need to hold the funds you raise until such time as you become an Affiliate. As difficult as it may be, people should be asked to contribute something at every meeting, although we should never make people feel that we care about their money more than we care about them.

Your local Affiliate may also think about taking on some form of charitable work as a way to build the Party's reputation and contacts, or simply just to do something that would make your members feel like they are contributing some good to the world. The Libertarian philosophy encourages private charity as opposed to government programs, and it would certainly fit into that philosophy to encourage this type of work. Think about perhaps holding a fundraiser for a family in need, or donate time or money to a local charitable effort as a group.

The Colorado Department of Transportation has an "Adopt-a-Highway" program, where they will put up a sign with your organization's name or logo along a stretch of highway in exchange for

picking up litter a few times a year. If you have a half a dozen or more people it will only take a couple of hours to maintain your stretch, while providing your people with fresh air and exercise and garnering your group some free publicity. On the flip side, if your group fails to perform its maintenance duties, you could be getting negative publicity. CDOT will provide safety vests, garbage bags and the trash pickup, but someone will have to coordinate all of this with their local people. If you can keep up your commitment, this a great program that keeps tax dollars low and therefore illustrates Libertarian principles.

In summary, there are a lot of ideas presented here, and it isn't necessary to do anything along these lines. Definitely, don't try to do too much. Pick one or, at the most, two ideas and stick with it. Our members will have a lot to do to support political campaigns, and time is a premium for many of us. If we appear at our local city council and township trustee meetings, if we march in parades supporting our candidates, and if we pass out literature, staff outreach booths, and perform other forms of public education, we will be doing our civic duty.

Appendix A
Sample Bylaws

Libertarian Party of Sample County – Bylaws

I. Name and Address

The name of this organization is the Libertarian Party of Sample County, herein after referred to as the LPSC. The LPSC is a Political Party Committee under the Fair Campaign Practices Act, duly registered with the Secretary of State.

The legal address of the LPSC is:

P.O. Box 12345
Sampletown, CO 80000

II. Affiliation

The LPSC is affiliated with the Libertarian Party of Colorado.

III. Purpose

- A. To uphold the Statement of Principles of the national Libertarian Party.
- B. To promote the election of Libertarian Party candidates and the passage of ballot initiatives that embody the precepts of the Libertarian Party Principles and Platform.
- C. To encourage and stimulate actions taken by people in Sample County to increase liberty.
- D. To provide a forum for dissemination and discussion of libertarian ideas and the programs of the Libertarian Party.
- E. To provide an environment in which members will be able to grow in their ability to understand, express, and lead others to libertarian ideals.

IV. Membership

A. Eligibility

- i. Any person who is registered to vote in Sample County, Colorado with "Libertarian" as their indicated party affiliation is eligible to be a Member.
- ii. Provided that a person's county of residence does not have an LPCO affiliate, a person who is registered to vote elsewhere in Colorado with a party affiliation of "Libertarian" is eligible to be a Member.

B. Qualification

- i. To be a Qualified Member, a person must satisfy the eligibility requirements and have signed and dated the following Pledge: "I hereby certify that I do not believe in or advocate the initiation of force as a means of achieving political or social goals."

C. Rights of Members

- i. All members are entitled to inspect the minutes of the LPSC's meetings.
- ii. In general, to receive any benefits from the LPSC which cost the LPSC money, such as mailings, members and non-members must contribute financially an amount that will at least cover the LPSC's expenses.
- iii. Members who have contributed less than \$20 in the previous twelve months are

entitled to make motions for and vote upon only those resolutions that do not involve the expenditure of money.

- iv. Members who have contributed at least \$20 in the previous twelve months and Board Officers may vote upon resolutions involving the expenditure of money and are entitled to inspect the financial records of the LPSC.

V. Board of Directors

- A. The Board of Directors of the LPSC is composed of the following Officers:
 - i. Chair
 - ii. Vice Chair
 - iii. Treasurer
 - iv. Secretary
- B. Only Qualified Members who have been qualified for at least sixty (60) days immediately prior to the date of service are eligible to serve as Officers or Deputies.
- C. An Officer elected at the annual meeting shall hold office for a term of twelve months or until a successor is elected. An Officer elected at a special election shall hold office until the next annual meeting or until a successor is elected.
- D. The offices of Chair and Treasurer must be occupied at all times. In the event of a vacancy of a Board Office, the Board shall have the authority to call for a special election or to appoint a replacement for the remainder of the term by passage of an appropriate resolution. If a vacancy of the Chair or Treasurer persists due to a person being neither elected nor appointed, one of the remaining Officers shall be chosen by lot to fill the vacancy. For other offices, the position may remain vacant, and that vacancy shall not be counted for purposes of determining a quorum.
- E. If a Board Officer is found to be: ineligible for membership; convicted of a felony while in office; incapacitated or otherwise unable to fulfill the duties of office; or abandons the office (defined as not attending either in person or via audio conferencing nor deputizing a proxy for 3 consecutive monthly board meetings), the office shall be declared vacated and the Board shall find a replacement pursuant to paragraph D (above).
- F. If the Board or body of attending Members resolves that a Board Officer has substantially and repeatedly failed to fulfill the duties of office (article VI, below) or acted in a manner detrimental to the image or operation of the party, either in the role of Board Officer or as a representative of the Libertarian Party in the public eye, that Officer shall be removed from office, and the Board shall find a replacement pursuant to paragraph D (above).
- G. Resignations must be submitted to the Board in writing.
- H. The Board shall have full powers to conduct all business of the LPSC, including authorizing the spending of funds belonging to the LPSC. No spending of funds or official action of the LPSC may be undertaken except by:

- i. Passage of a resolution introduced at a scheduled meeting of the Board at which a quorum is present, OR
- ii. A vote of Board Officers taken by e-mail, where the votes are formally collected by the Chair and saved for a period of one year and made available to any member on request. E-mail votes are only permissible if:
 - a) The matter being voted on requires an expenditure of \$500 or less and does not involve any changes to the bylaws, and there is a time deadline involved that makes it impractical to wait until the next scheduled board meeting; OR
 - b) A resolution is introduced and passed at a prior scheduled meeting of the Board at which a quorum is present specifically authorizing a later e-mail Board vote on a specific issue, which vote must be taken prior to the next scheduled Board meeting, or a new resolution authorizing an e-mail Board vote will be required.
 - c) Any member who is present at a meeting where a resolution authorizing an e-mail vote by the body of attending Members is passed may participate in the vote, by providing their full name and e-mail address to the Chair in writing, and will then be included when the Chair calls for an e-mail vote.

VI. Duties of Officers

A. Chair

- i. Take a leading role in determining the goals, direction, and plans for the LPSC;
- ii. Ensure that the regular activities are conducted in a timely, responsible manner that brings credit to the LPSC and will reasonably satisfy its members;
- iii. Chair all meetings of the Board and the Annual Meeting.

B. Vice Chair

- i. Assist the Chair in their duties;
- ii. Assume the duties of the Chair in their absence or vacancy or at such times as the Chair so designates.

C. Treasurer

- i. Keep all financial records according to generally accepted accounting practices;
- ii. Maintain a bank account in the name of the LPSC, and sign all checks drawn upon that account;
- iii. File required legal reports, such as FCPA, with the appropriate county or state government offices.

D. Secretary

- i. Record the official minutes of all Board meetings. These minutes must be submitted for review and approval at the following month's Board meeting.
- ii. Regularly check for incoming correspondence, and make any mail received available to the Board at meetings;

- iii. Maintain the master copy of these Bylaws and incorporate into them any and all amendments made.

VII. Board Meetings

- A. The Board shall meet at least once during each quarter in a public location at a time and place specified on the website of the LPSC. Board meetings shall be open to all eligible members. More frequent meetings may be scheduled, so long as they are publicized at least twenty-four hours in advance electronically or in writing to the membership.
- B. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the LPSC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any standing or special rules the LPSC may adopt.
- C. To pass resolutions, a quorum must participate in person or via remote audio conference. A quorum is defined as a simple majority of the sitting Officers of the Board, among whom must be included the Chair and the Treasurer, or those deputized to act for them, according to the provisions of paragraph E below.
- D. Any resolution shall be passed only upon a recorded vote of the required proportion of the eligible and qualified members in attendance. Abstentions shall not be counted when determining the number required for a majority.
- E. Officers of the Board are expected to participate in all Board meetings; but if an Officer is unable to participate in a meeting, that Officer may deputize any other member who is eligible to be an Officer per Article V Paragraph B to attend and exercise that office in his place for the duration of the meeting. If an Officer fails to deputize someone, the body of attending Members may select a Deputy by simple majority from the attending members who are eligible to be Officers. No person shall be deputized for more than one office at a time. The minutes kept by the Secretary must record that such a substitution has occurred.

VIII. Annual Meeting

- A. The Board and Members shall meet once per calendar year for the presentation of annual reports and elections of Board Officers.
- B. All Board Officers (or their Deputies) shall attend.
- C. All Eligible Members in attendance shall sign an attendance sheet.
- D. The Treasurer shall submit copies of the attendance sheets, Officer Contact Information Forms, and the minutes of the meeting to the LPCO within forty-eight hours of the adjournment of the next business meeting wherein the Board has resolved to adopt said minutes.

IX. Elections of Board Officers

- A. Only Members who qualify pursuant to Article V Paragraph B are eligible to be nominated for election to a Board Office. Note that there may be additional requirements for Officers imposed by the state and/or national parties.

- B. "None Of The Above" (NOTA) is recognized as a legitimate candidate for any office, and if NOTA should win, a special election for that office shall be held four weeks hence, for which the defeated candidates of this election shall not be permitted to re-qualify.
- C. Newly elected Officers must sign a copy of the national Libertarian Party's Statement of Principles and complete an Officer Contact Information Form immediately upon the announcement of their victory.
- D. Elected candidates take office immediately after the adjournment of the meeting wherein the election occurred.

X. Affiliate Representative

- A. The Affiliate Representative ("AR") serves as the liaison to the state Libertarian Party and other affiliates.
- B. The AR shall be elected according to the same requirements and procedure as a Board Officer. Any board member may serve concurrently as AR.

XI. Delegates to State Party Committees and State and National Conventions

- A. For any committee or body of delegates whose composition includes one or more participants from the LPSC, the LPSC's committee of the whole shall elect members who fulfill the same requirements as those for Board Officers.
- B. If the committee of the whole has not elected a sufficient number of delegates by the date of the board meeting in the month before their designation as delegates is required, the board shall appoint members by resolution.

XII. Sub-Committees

The Board may create by resolution any committees deemed necessary to fulfill any designated purpose, except to nominate or endorse candidates. Such committees may be temporary or ongoing, and may exercise any powers of the Board that the Board authorizes, with the exception that they shall not be granted the authority to spend funds beyond those allocated to the committee by an explicit resolution of the Board.

XIII. Candidates and Initiatives

- A. The LPSC may nominate candidates for public office and urge the passage or defeat of ballot initiatives and referendums that will or may appear on ballots in a given election anywhere in Sample County. Such endorsements are to be made public by means of a press release. If a notarized statement of nomination is required, the document must be approved by the Board and carry the signatures of the Chair and the Treasurer.
- B. Any candidate seeking nomination by the LPSC to public office must meet the same qualification(s) as a Board Officer with respect to the last date on which the party can file its certificate of designation with the appropriate election official.
- C. Resolutions for the nominations of candidates and endorsement/repudiation of ballot initiatives/referenda shall carry by a simple majority vote of the members present at any

Board meeting.

XIV. Actions Prohibited to the LPSC

The following actions shall not be taken by this organization.

- A. Participation in any activity or condoning of any member's participation in any activity which violates the laws of the United States, the State of Colorado, or of any county or municipal jurisdiction. Any Board resolution which would result in or urge a violation of any law is hereby null and void;
- B. Taking any action or adopting any position that would violate the letter or spirit of the principles, Constitution, or Bylaws of the Libertarian Party of Colorado or the national Libertarian Party.
- C. Endorsement of a candidate for office who is an announced candidate of a party other than the Libertarian Party;
- D. Overdraw the LPSC bank account;
- E. The borrowing of money at interest, from any source whatsoever. LPSC members may donate money, items, or services for which the Board may vote to reimburse them at original face value at a later date. Receipts for all reimbursed expenses must be submitted to the Treasurer.

XV. Amendments to these Bylaws

- A. These Bylaws may be amended by a resolution of the Qualified Members in attendance at any regular monthly meeting, by a three-fourths vote. Any such amendments must have been submitted in writing at the previous regular meeting. The newly revised Bylaws shall be published on the LPSC website and emailed to the State Board within forty-eight hours of the adjournment of the meeting where they were amended.
- B. All resolutions passed by the eligible members in attendance, prior to the adoption of these Bylaws, are hereby ratified as recorded in the minutes, except where any such resolutions may conflict with these Bylaws.

Appendix B
Petition for Charter

Petition for Charter

(ref: LPCO Bylaws, Article I, section 1)

We, the undersigned, being residents of _____ County and duly registered electors affiliated with the Libertarian Party of Colorado, do hereby petition the State Board of Directors to be chartered as a County Party Affiliate, to be designated the Libertarian Party of _____ County.

We affirm the Statement of Principles of the national Libertarian Party, we disavow the initiation of force to further political or social ends, and we promise to uphold the Bylaws of the national Libertarian Party, the Constitution and Bylaws of the Libertarian Party of Colorado, and the Colorado Constitution and applicable Colorado Statutes and Rules regarding campaigns, elections, and political parties.

We further affirm that we have ratified and have attached bylaws for our Affiliate; have attached the names and residential addresses of those so ratifying; have elected Officers and have designated an Affiliate Representative and have attached the Officers' and Representative's names, residential addresses, and contact information; and have attached copies of our TRACER registry and initial filings pursuant to the Colorado Fair Campaign Practices Act.

Respectfully submitted this _____ day of _____, 20_____.

Affiliate Representative

Affiliate Chairperson

Affiliate Treasurer

(Officer)

(Officer)

(Ratifying Member)

(Ratifying Member)

Libertarian Party of _____ County – Officer Contact Information

Affiliate Representative Name: _____

Address: _____

Phone: _____ Email: _____

Affiliate Chairperson Name: _____

Address: _____

Phone: _____ Email: _____

Affiliate Treasurer Name: _____

Address: _____

Phone: _____ Email: _____

Affiliate _____ Name: _____

Address: _____

Phone: _____ Email: _____

Affiliate _____ Name: _____

Address: _____

Phone: _____ Email: _____

– Any additional officers may add their information on the reverse –

Libertarian Party of _____ County – First Annual Meeting
Attendance Sheet of Ratifying Members on _____, 20____.

Name: _____

Address: _____

Appendix C
Outreach Booth
Checklist

SUGGESTIONS FOR ITEMS TO BRING TO AN OUTREACH EVENT

- Canopy
- Water jugs to anchor canopy against wind
- Fasteners (bungees, binder clips)
- LP membership forms
- LPCO contribution forms
- Various brochures
- World's Smallest Political Quiz poster(s) with plexiglass
- Easel(s)
- WSPQ small forms
- Clipboards
- Stickers to plot WSPQ answers
- LPCO stickers, lapel pins, and other schwag
- A sign-up sheet for the state and/or county newsletter(s)
- A sign-up sheet to volunteer
- A small cash donation bowl with a title "A dollar for liberty"
- Candy bowl
- LPCO banner(s)
- Tablecloth, scotch tape, masking tape, pens, 2 chairs, table (if needed)
- LP/LPCO shirt or LPCO sticker and name tag for the volunteers
- If electric is available, a TV circulating libertarian YouTube clips, something that someone could stand and watch – that will grab their attention more than a couple of people behind a table with a banner and papers.
- Sunscreen, water, and first aid kit