

**LIBERTARIAN COMMITTEE OF LANCASTER COUNTY,
PENNSYLVANIA,
BYLAWS**

(As amended May 22, 2018)

ARTICLE I. NAME

Pursuant to the Bylaws of the Libertarian Party of Pennsylvania (LPPA), these Bylaws establish the Lancaster County Libertarian Committee (which may be referred to as the Libertarian Party of Lancaster County or LPLC) as an affiliate of the Libertarian Party of Pennsylvania.

ARTICLE II. PURPOSE AND ACTIVITIES

The purpose of the LPLC is to move public policy in a libertarian direction by conducting the following types of activities in a manner consistent with the Statement of Principles of the National Libertarian Party (LNC) and the Statement of Principles of The Libertarian Party of Pennsylvania: effectively and faithfully disseminate libertarian philosophy; participate in volunteer activities and community outreach to lead by example through the ideas of libertarianism and voluntaryism; nominate candidates for any local political district at least partially within Lancaster County; and support local, county, state and national Libertarian Party candidates.

ARTICLE III. MEMBERSHIP

Individuals generally supporting the principles and purposes of the LPLC may become a member of the LPLC in accordance with these Bylaws. Only members in good standing shall have a vote in any LPLC proceeding.

Section 1 – Membership Requirements

A person shall be considered a member of the LPLC in good standing when all of the following requirements are satisfied:

- a. Making application to the LPLC.
- b. Being a resident of Lancaster County or an adjacent county which lacks a recognized and functioning county committee.
- c. Being a member in good standing of the Libertarian Party of Pennsylvania (LPPA).
- d. Paying such membership dues as may be established.
- e. Understanding and verbally agreeing to the following statement: *"I hereby certify that I do not believe in or advocate the initiation of force or fraud as a means of achieving political or social goals."*

Section 2 –Membership Dues

Membership dues (if any) may be set by majority vote at a regular meeting of the membership.

Section 3 – Suspension of Membership

An individual's membership may be suspended or terminated by a two-thirds vote at a regularly scheduled meeting of the membership. A member may be suspended or terminated if membership requirements have not been maintained or for cause: misrepresenting the principles of the Party; endorsing or campaigning, in the name of the Party, for a candidate for public office in opposition to one nominated by the Party; or for running for office purporting to have been nominated or endorsed by the Party without having received such nomination or endorsement; or for other reasonable cause. A suspended member shall be notified of suspension by the Secretary in writing, including the reason(s).

ARTICLE IV. ORGANIZATION

Section 1 – Officers

The officers of the LPLC shall be a Chair, a Vice-chair, a Secretary and a Treasurer. All officers must be members in good standing of both the LPLC and the national LP. The Chair and Vice Chair should have a basic working knowledge of Robert's Rules sufficient to enable them to conduct a reasonably orderly meeting which properly accomplishes official business. The Chair, Vice Chair and Secretary must be quite familiar with these LPLC Bylaws. The Treasurer should be comfortable using a computer spreadsheet. Officers shall be elected at an Annual Organization Meeting (AOM) of the LPLC by a majority of all attending members (whether voting or not) and shall take office immediately upon adjournment of the AOM.

Section 2 – Duties of the Chair

- a. The Chair shall preside at all LPLC meetings and at all Executive Committee meetings. He/she shall be the chief executive officer of the LPLC.
- b. The Chair shall prepare a proposed agenda for all scheduled meetings.
- c. The Chair shall ensure that all required meetings are scheduled or rescheduled as necessary (whenever this has not been done by majority vote of the members) and held.
- d. The Chair shall have authority to draw from the treasury a maximum of \$50 without prior approval to cover a bona fide LPLC expense with a deadline that cannot wait for a vote at the next meeting. All such withdrawals must be specifically reported by the Chair or Treasurer at the next meeting.
- e. The Chair shall represent the LPLC at LPPA Board of Directors meetings, whenever the LPLC is entitled to such representation.

Section 3 – Duties of the Vice-chair

- a. The Vice-chair shall assist the Chair and shall preside at meetings when requested by the Chair and when the Chair is not present.

- b. The Vice-chair shall serve as a representative for the LPLC at state board meetings in place of the Chair, if the Chair cannot be present.

Section 4 – Duties of the Secretary

- a. The Secretary shall take and keep minutes of all official meetings. S/he will post the minutes on the LPLC website for review by members within five days of each meeting, and will compile any corrections which may be noted for presentation and action at the next meeting. If there are no corrections or objections prior to adjournment of the following meeting, the minutes shall be considered approved as posted.
- b. The LPLC Secretary shall timely submit the minutes for each meeting to the LPPA Secretary in order to satisfy the quarterly activity report requirement.
- c. The Secretary shall record as an addendum to the prior meeting's minutes any actions taken by the Executive Board between meetings, or at a caucus with other county committee(s). Any such addendum must be read aloud at the following meeting and posted on the website.
- d. The Secretary will assist the Chair in establishing and disseminating a written proposed agenda prior to each scheduled meeting.
- e. The Secretary shall send all required email notifications to members.
- f. The Secretary shall preside at meetings when the Chair and Vice Chair are absent.
- g. The Secretary shall coordinate closely with the chair of the Membership and Activities Committee (MAC) so as to be completely current on all LPLC membership matters. The Secretary shall perform the membership duties of the MAC at meetings when no MAC representative is present. If/when the MAC chair is vacant, the Secretary shall automatically assume all MAC membership responsibilities.

Section 5 – Duties of the Treasurer

- a. The Treasurer shall be responsible for keeping track of all LPLC finances. S/he shall take care to accurately record all receipts and expenditures, including the source or purpose of each and maintain a running balance. The Treasurer shall keep organized, understandable records in a binder or ledger and/or computer spreadsheet.
- b. The Treasurer shall report the status of the LPLC treasury account at all scheduled meetings, including the balance as of the previous report, receipts and expenditures since then, and the current balance. When the Treasurer is unable to attend a meeting, s/he shall provide said report to the Secretary for presentation at the meeting. Prior to or within three days following each meeting, the Treasurer shall post each report on the LPLC website for review by all members.
- c. The Treasurer shall establish and maintain a bank account.
- d. The Treasurer shall not allow LPLC obligations to exceed available funds.

Section 6 – Executive Board

An Executive Board (EB) shall consist of the officers plus the chairs of any standing committees. No member of the EB may ever cast more than one vote, regardless of positions held. A quorum of the EB shall be either three of the officers or a majority of the EB which must include either the chair or the Vice Chair. The EB shall be empowered to conduct any LPLC business which is too urgent to be held for decision at the next scheduled meeting. EB decisions shall be made by majority vote of the EB by telephone, email or face-to-face meeting. In matters of extreme importance and urgency, the Chair is authorized to act alone if a bona fide effort to vote cannot be completed in time. Any action taken by the EB or Chair must be recorded by the Secretary and reported aloud at the following scheduled meeting.

Section 7 – Judicial Committee

Whenever AOM attendance exceeds fourteen LPLC members, a Judicial Committee (JC) shall be elected (after the officers) by a majority of all attending members (whether voting or not) and shall take office immediately upon adjournment of the AOM. It shall consist of three members in good standing, none of whom may be officers. The JC shall be responsible for adjudicating any disputes which may arise regarding the application or interpretation of these LPLC Bylaws, and shall be the final body of appeal for any such disputes. The JC shall elect its own chair. A quorum of the JC shall be all three of its members.

ARTICLE V. OPERATIONS

Section 1 – Parliamentary Authority

The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern the LPLC in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or any special rules of order of the LPLC.

Section 2 – Annual Organization Meeting

The LPLC shall hold an Annual Organization Meeting (AOM) to elect or re-elect officers and conduct such business as may properly come before it in compliance with its Bylaws and Rules. A quorum at an AOM shall be either five members or a majority of the members who are attending the AOM, whichever is larger. Unless sufficient unusual circumstances make another date more suitable, the AOM shall be held between the fifteenth of March and the fifteenth of April of each year. At least thirty days in advance of the scheduled date, notice of the date, time and location for the AOM shall be prominently posted on the LPLC website. Also, all current members shall be notified by email. If amendment(s) to the Constitution or Bylaws are to be considered, the email will refer members to the LPLC website where all proposed amendments will be published.

Section 3 – Regular Meetings

The LPLC shall hold regular meetings of the membership, nominally on a monthly basis, but not more than seventy-five days apart. A quorum for a regular meeting shall be either: an Executive Board quorum; or a majority of members in good standing, but not less than four members (even if three happens to be a majority), and shall include at least one of the officers. Meetings are open to non-members by invitation of a member. At least ten days in advance of the scheduled date,

notice of the date, time and location for each meeting shall be prominently posted on the LPLC website; also, all current members shall be notified by email.

Section 4 – Nomination of Candidates

The LPLC shall be solely responsible for nominating candidates for county-wide or local offices entirely within Lancaster County by majority vote at an AOM or a regular meeting. For an electoral district partially contained within Lancaster County, nominations will be made in caucus with the recognized county committee(s) of any adjacent county (or counties) in which the district lies. The LPPA Board of Directors may represent any such counties which do not have recognized committees. In order to be nominated by the LPLC, a candidate must be a member in good standing of both the LPPA and the national LP, and also his or her voter registration must be Libertarian, unless prohibited by law. Candidates for Special Elections, substitute candidates as provided in the PA Election Code, and proxy candidates for petitioning purposes also may be nominated.

Section 5 – Endorsements

In the absence of a Libertarian Party candidate, the LPLC may, by majority vote, decide to endorse another candidate. In order to receive an LPLC endorsement, a candidate must be clearly and decisively more supportive of libertarian principles than any other candidate in the same race.

Section 6 – FEC Compliance

It is the LPLC's intent to comply with all Federal Election Commission requirements. The LPLC shall not contribute to or expend funds on federal election activities without the prior written approval of the LPPA Board of Directors. At such time as the LPLC has nominated a candidate or candidates to be placed on a ballot and LPLC Bylaws have been determined by authorities not to be in compliance with election law, the Executive Board is empowered to make the minimum changes to this document that are required to comply with election law.

Section 7 – Vacancies

Appointments to fill vacancies at any position may be made by majority vote at any regularly scheduled meeting. The term for positions elected at the AOM shall expire at adjournment of the next AOM. Committee chairs shall continue in office until a successor is appointed.

Section 8 – Elections

NOTA (None Of The Above) shall always be a valid choice on any ballot. If/when NOTA receives a majority of the votes, nominations must be re-opened, but no previously nominated candidate may be re-nominated to appear on subsequent ballots for that same position.

Section 9 – Removals

A member may be removed from any position by a two-thirds vote at a scheduled meeting for reasons good and sufficient to those voting. However, the reason(s) must be stated and the Secretary shall notify anyone removed in writing, including said reason(s).

Section 10 – Resolution of Disputes

When a Judicial Committee (JC) exists, any LPLC member in good standing who believes that an action of the LPLC is inconsistent with these LPLC Bylaws may appeal that matter to the chair of the JC if/when the dispute cannot otherwise be resolved. An appeal must be filed in writing within ten days of the action or the action shall stand. The appeal must explain the circumstances surrounding the action and cite the specific provisions which are alleged to have been violated. The JC must schedule and hold a hearing within fourteen days of receipt of the written appeal. The Secretary shall notify all LPLC members of the hearing at least ten days prior to its scheduled date. The chair of the JC shall preside at the hearing and hear testimony from all involved parties. The JC shall render its written majority opinion within four days of the conclusion of the hearing. If the JC fails either to hold the hearing or to rule within the specified time limits, the appellant shall prevail. When no functional Judicial Committee exists, disputes shall be resolved by majority vote of the Executive Board employing these same rules and procedures.

ARTICLE VI. COMMITTEES

Ad hoc committees may be established, staffed and disbanded as needed by majority vote at any scheduled meeting. Standing committees and their duties are defined in this Article. These shall be established whenever membership and interest permit. The chairs of standing committees must be LPLC members in good standing, shall be elected by majority vote at any scheduled meeting and shall hold office through good behavior. Each standing committee chair shall submit a brief written activities report to the Secretary in advance of scheduled meetings. Said reports will be included in the meeting minutes and the chairs will also report verbally during each meeting. Committee chairs will recruit their committee members. Absolutely anyone may be a member of one or multiple committees.

Section 1 – Membership and Activities Committee (MAC)

- a. The MAC chair shall ensure that an accurate, current and complete list is maintained of LPLC members in good standing. The list shall include each member's postal address, telephone number(s) and email address. The number of members, as well as members gained or lost, will be included in the MAC activities report for each scheduled meeting.
- b. The MAC chair shall maintain communications with the appropriate LPPA contact(s) in order to verify the LPPA membership (and renewal dates) for LPLC members.
- c. The MAC chair shall ensure that lapsed LPLC members are contacted and encouraged to restore their memberships.
- d. The MAC chair shall ensure that any non-member attendees at meetings are welcomed and introduced; their names and contact information should be captured as well.
- e. The MAC chair shall ensure that non-members receive follow-up contact(s) (outside of meetings) to encourage them to become libertarians and Libertarians.
- f. The MAC will from time to time conceive and propose to the entire membership activities which further the Article I objectives of the LPLC. The MAC will take a leadership role in implementing such activities as are approved by a majority vote at a scheduled meeting.

Section 2 – Marketing and Media Relations Committee (MMRC)

- a. The MMRC shall be responsible for guiding the LPLC regarding all public-facing activities and communications so as to maximize effectiveness in achieving Article I objectives.
- b. The MMRC will normally be responsible for writing news releases. All news releases and/or other articles representing the LPLC, whatever the source, must be approved both by the LPLC Chair and the MMRC chair prior to public release.
- c. The MMRC will be responsible for providing and/or approving all public-facing LPLC website content.

Section 3 – Technology Implementation and Advisory Committee (TIAC)

- a. The TIAC shall establish and maintain the LPLC website in accordance with the needs and at the direction of LPLC officers and the MMRC chair.
- b. The TIAC will from time to time conceive and propose to the entire membership new uses of modern technology and/or improved ways to utilize such technology in existing applications.
- c. The TIAC will take a leadership role in implementing such uses as are approved by a majority vote at a scheduled meeting.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended by a two-thirds vote of all members in attendance at an AOM, whether voting or not. No amendment shall be made that either removes or modifies this sentence or imposes a hurdle either lower than a three-fifths vote or higher than a three-fourths vote to amend these Bylaws. Any proposed amendment must be submitted in writing to the Secretary at least forty days in advance of the AOM at which it will be considered. The Secretary must post proposed amendments on the LPLC website in such a manner that they may be reviewed by all current members for a period of at least thirty days prior to the AOM at which they will be considered.