

## **Bylaws of the Libertarian Party of Washington State**

**As Adopted by Convention July 8<sup>th</sup> 2017**

### **Article I: Membership**

1. Anyone meeting the following shall be understood to hold active Membership of the Libertarian Party of Washington State:
  - a. Any individual residing within the bounds of Washington State, or who otherwise qualifies as a Washington State resident, and;
  - b. Any individual who has signed the statement of principles in accordance with the LPWA Constitution, and;
  - c. Any individual who has, in the previous twelve (12) months, donated a minimum amount or conducted a minimum amount of volunteer work on behalf of the LPWA, as determined by the State Executive Committee, or any individual who has, in the previous twelve (12) months, donated a minimum amount or conducted a minimum amount of volunteer work on behalf of any regional or county chartered affiliate of the Libertarian Party, as determined by the State Executive Committee.
2. Any member may require that his or her membership information may not be distributed to any organization not affiliated with the Libertarian Party of Washington State (LPWA). An affiliate of the LPWA is defined as the Libertarian National Committee and chartered regional chapters of the LPWA.
3. Any member has a right to contact the general membership of the Party concerning Party business; the State Executive Committee shall establish procedures for so contacting the membership.
4. Honorary members of the Party can be elected by delegates at the state convention by a simple majority vote or named by the State Executive Committee with a two-thirds (2/3) approval. Honorary members shall have no voting status or membership privileges.

### **Article II: Party Officers**

#### **A. Generally:**

1. Any Officer who may have a conflict of interest in discharging his or her duties as an Officer shall fully advise the State Executive Committee regarding the possible conflict.
2. Each Party Officer will be responsible for maintaining documentation within his/her area of responsibility.

3. Each officer will be responsible for transferring all records and accounts pertaining to his/her area of responsibility within fourteen (14) days after the election or appointment of his/her successor.
4. Each Party Officer will provide a written report to be presented at the annual Party Convention and passed on to the next Officer.
5. No Party Officer may incur expenses beyond budget without approval of the State Executive Committee.

**B. State Chair:**

1. The State Chair shall be the chief executive officer and chief spokesperson of the Party, holding all powers pertaining to the ordinary business affairs of the Party.
2. The State Chair may appoint, hire, and discharge Party volunteers and paid personnel, such as an office manager and an events chair, consistent with any express State Executive Committee policies.
3. The State Chair may contract, or delegate authority to contract on his/her behalf, for products and services, consistent with any express State Executive Committee policies.
4. The State Chair shall form committees necessary to perform required functions as required in these Bylaws, and shall recommend approval of said committees to the State Executive Committee. Committee membership and rules shall be made available by the State Chair to members of the Party within fifteen (15) days of State Executive Committee approval.

**C. Vice-Chair:**

1. The Vice-Chair shall assume the duties and responsibilities of the State Chair in the event of his/her resignation, incapacity, death, suspension, or absence.

**D. Treasurer:**

1. The Treasurer shall be responsible for establishing and maintaining a system of accounts in accordance with Generally Accepted Accounting Practices.
2. The fiscal year of the Party shall begin on August 1st of each year.
3. In the event the Treasurer is unable to perform the duties of the office the records of the Party shall revert to the State Chair.

**E. Secretary:**

1. The Secretary will be responsible for recording the minutes of the State Executive Committee meetings and Party conventions.
2. The Secretary will ensure that draft copies of convention minutes are available to Party members within thirty (30) days following a convention.

3. The Secretary shall notify State Executive Committee members of the time and location of meetings. The Party Secretary is responsible for Party membership records, Party archives, and all other records not otherwise provided for in the Controlling documents.
4. The Secretary shall maintain a list of active and inactive members of the Party. Inactive members may be removed from the Party membership list by request or verification of out-of-date information.
5. The Secretary shall be responsible for regular communication and publication of a party newsletter or other online or paper publication, with the purpose of party news, education, and outreach.
6. The Secretary shall maintain an official website of the Party.

**F. Regional Representatives**

1. There shall be eight (8) regional representatives upon the State Executive Committee elected at the annual convention from among qualified regional Delegates. The election will take place using a ranked ballot and using a single transferable vote.
2. The State Executive Committee shall fill vacancies by majority vote or may defer to the delegates at an Annual Convention to fill the remaining term.
3. Regions may also elect one Alternate to serve as the regional representative in their absence. The alternate will be elected in the same manner as the representative by qualified regional delegates.
4. Regional Representatives will be elected in odd-numbered years to serve for two (2) year terms.

**Article III: State Executive Committee**

**A. Meetings:**

1. The State Executive Committee shall convene only in open meeting. Within a properly announced open meeting, a closed "Executive Session" may be convened to discuss the following confidential matters: contracts worth more than one thousand dollars (\$1000) per year, personnel and/or disciplinary matters requiring State Executive Committee action, and pending or active litigation. The purpose of the private session shall be announced prior to convening privately, and no votes may be taken until the open meeting is reconvened, at which time motions and discussion may or may not proceed.
2. The State Executive Committee shall meet at least quarterly, as may be determined by the Committee, or by a call of the State Chair, or by written request of one-third (1/3) or more of the members of the Committee.
3. A quorum for State Executive Committee meetings will consist of at least half the current total Committee members. If neither the Chair nor the Vice Chair is in attendance, a simple majority of attending members may elect a Presiding Chair pro tem.

4. State Executive Committee meetings may be held electronically provided that it is done in such a way that members may attend.

**B. Rules and Procedures:**

1. All State Executive Committee members shall be notified of the time and location of meetings no less than twenty-one (21) days in advance; provided that, in the case of emergency meetings called by the State Chair seven (7) days shall be adequate. Emergency meetings may be held online or via telephone, to consider a single question, if a recorded vote includes at least two-thirds (2/3) of State Executive Committee members, and with Meeting Minutes recorded and filed.
2. The State Executive Committee may adopt such rules of procedure as it deems necessary.
3. Any petition to the Judicial Committee to expel a member from the Party shall be preceded by a written motion to the State Executive Committee summarizing the reasons for expulsion. The motion will require two (2) seconds to be considered. Any Party member subject to a motion for petition to expel shall receive a copy of the written motion thirty (30) days before the matter may be considered by the State Executive Committee and given a reasonable opportunity to be heard in a regular meeting of the State Executive Committee before a dispositive vote is taken. In the event a motion for petition to expel a member passes the State Executive Committee, the State Executive Committee shall select one (1) of its members to represent the State Executive Committee in its petition to the Judicial Committee.
4. The State Executive Committee shall conduct all financial ownership of state party fundraising and funds distribution. All unchartered regional funds raised shall be done on behalf of the Party. Funds of the Party shall be made available to chartered regional organizations to conduct regular business on behalf of the Party.
5. The State Executive Committee shall elect an Audit Committee consisting of at least three party members (who are not officers of the Party) whose terms shall last two years. The purposes of the Audit Committee shall be to:
  - a. ensure the accuracy, transparency, and comprehensibility of LPWA financial statements
  - b. review the adequacy of internal financial policies and controls
  - c. investigate reports or complaints of irregularities in the handling of LPWA finances or financial statements
  - d. communicate findings of the audit committee to the State Executive Committee

**C. Education, Training, and Recruitment**

1. The State Executive Committee shall organize an official training for volunteers and candidates

2. Training material shall be openly shared with regional organizations and statutory county committees
3. The purpose of training material shall be to educate on values of the Party, instruct structure and methods of volunteer activity and growth of membership of the Party, and to provide information for candidates and potential candidates on structure, regulations, and other basic necessities for successful campaigns.

#### **Article IV: Statutory State Committee**

##### **A. Applicability:**

Article IV applies during only such times as when the Party has major party status per state statute.

##### **B. Meetings:**

1. The Statutory State Committee shall convene only in open meeting.
2. The Statutory State Committee shall meet during January of each odd-numbered year, or by a call of the State Chair.
3. A quorum for the Statutory State Committee meetings will consist of at least half the current total Committee members.

##### **C. Rules and Procedures:**

1. Notice of the Statutory State Committee meeting held in January of each odd-numbered year shall be made seven (7) days in advance to all Statutory County Committees lawfully organized in accordance with the Party's Constitution and these Bylaws. Notice of the time, location and agenda of all other Statutory State Committee meetings shall be made no less than twenty-one (21) days in advance.
2. The presiding officer at Statutory State Committee meetings shall ensure that minutes are regularly taken and that the minutes shall be available to any Party member upon request.
3. The Statutory State Committee may adopt such additional rules of procedure as it deems necessary.

#### **Article V: Judicial Committee**

##### **A. Generally:**

1. Members of the Judicial Committee shall serve for a term of three (3) years.
2. No member of the Judicial Committee may sit in judgment of an appeal of a ruling or action of the State Executive Committee or the Statutory State Committee, which occurred while that member served on either Committee.
3. The Judicial Committee shall, when required by its duties, have access to all written records of the Party and Party committees concerned.

**B. Chief Justice:**

1. The Chief Justice may not serve consecutive terms as Chief Justice.
2. The Chief Justice will receive all appeals and petitions, and schedule hearings so as to obtain a quorum of the Judicial Committee.

**C. Timing and Notification:**

1. The Chief Justice must notify the Party Officers within seven (7) days that an appeal or petition has been received, and provide the substance.
2. The Chief Justice shall provide at least fourteen (14) calendar days' notice to all interested Parties to a hearing, unless otherwise agreed to by all Parties concerned.
3. Hearings must be held within forty-five (45) calendar days from the time a written request is received by the Chief Justice, unless otherwise agreed to by all parties concerned.
4. The Judicial Committee must provide a ruling within fifteen (15) calendar days of the conclusion of a hearing, unless otherwise agreed to by all parties concerned.

**D. Hearings:**

1. In hearing a petition to expel a member from the Party, a quorum of the Judicial Committee will consist of seven-eighths (7/8) of its members. In all other matters, a quorum of the Judicial Committee will consist of a simple majority.
2. All parties to a hearing will have the right to represent their interests in the manner of their own choosing, consistent with the rules, guidelines, and principles of the Judicial Committee.
3. With the consent of all parties, the Chief Justice may call for written arguments and a mail ballot of the committee. Unless the parties agree otherwise, the Judicial Committee must provide a ruling within sixty (60) calendar days of the date of the original appeal or petition.

**Article VI: Regional Organizations**

1. The State Executive Committee will promote and charter regional organizations. Regional organizations can be county or other local organizations.
2. Organizations applying for regional organization status will petition the State Executive Committee. The petition will explicitly ratify the Statement of Principles of the National Party and will be signed annually by no fewer than five (5) Party members residing in that region, or 100% of party membership in that region, whichever is fewer.
  - a. Petition shall be accompanied by ratified Regional Constitution and Bylaws. State Executive Committee shall approve or deny petition within thirty (30) days of submittal in written format. Chartered regional leadership contact information shall be posted by the State Executive Committee on the Party website and regular newsletters/publications.

- b. Regional Constitution and Bylaws shall instruct leadership structure, membership, goals/purpose, candidate nominations, boundaries, and meeting/communication requirements.
3. The State Executive Committee will have the power to suspend regional organizations by a two-thirds (2/3) vote. Suspension is subject to written appeal to the Judicial Committee within thirty (30) calendar days of notification of suspension. Upon failure to appeal, the charter of the regional organization will be revoked. The State Executive Committee will not suspend any regional organization within a period of four (4) months prior to the annual convention. A regional organization may be suspended from the Party for the following reasons:
  - a. Violating the Statement of Principles.
  - b. Endorsing or supporting a candidate in opposition to one nominated by a recognized branch of the Libertarian Party.
  - c. Failing to hold a local meeting within the region at least once every calendar quarter.
4. Upon appeal by the regional organization, the Judicial Committee will conduct a hearing. Following the hearing, the Judicial Committee will have thirty (30) calendar days to decide either to revoke the charter of the regional organization, or to continue the charter. Until the Judicial Committee decides, the regional organization charter will continue to be in force.
5. Members of the Party residing in unchartered regions may petition the State Executive Committee for recognition as chartered regions; such petitions must identify boundaries such as county lines, and must meet requirements set forth in the controlling documents.

## **Article VII: Statutory County Committees**

### **A. Applicability:**

Article VII applies during only such times as when the Party has major party status per state statute.

### **B. Generally:**

1. A Statutory County Committee may petition for Regional Organization status under Article XI of the Party Constitution and Article VI of these Bylaws. The petition will explicitly ratify the Statement of Principles of the Party and will be signed by no fewer than five (5) Party members who are also Statutory County Committee members residing in that county.
2. A Statutory County Committee shall conduct business related to statutory powers only in open meeting.
3. The presiding officer at Statutory County Committee meetings shall ensure that minutes are regularly taken and that the minutes shall be available to any Party member upon request.

4. The Statutory County Committee may adopt such additional rules of procedure as it deems necessary.

#### **Article VIII: Party Conventions**

##### **A. Generally:**

1. The annual Party convention shall be held in the first quarter of the calendar year, or a date selected by the State Executive Committee.
2. Credentials for any convention will be determined by the Credentials Chair, consistent with the controlling documents of the Party.
3. The Party Chairman shall become the Chairman of the Convention. Chairman of the Convention shall serve from convention call to order to adjournment, unless removed by a four-fifths (4/5) vote of the delegation present.
4. Chairman of the Convention shall appoint Parliamentarian and Sergeant at Arms. The Parliamentarian shall hold highest authority to answer information per the prescribed rules of the convention. The Sergeant at Arms shall be used to keep order of the convention upon request of the Convention Chairman and Parliamentarian.
5. The Credentials Chair shall act as Chairman of the Teller Committee. If Credentials Chair declines or is not available, Party Secretary shall appoint a Teller Committee Chair. The Teller committee shall report a quorum prior to commencement of any voting segment of the annual convention, and must amend their report to the convention if the voting delegation has changed. (Change in voting delegation consists of late-arrival credentialed delegates or delegates who permanently exit the convention. Proxy voting is not allowed.)
  - a. The Teller Committee Report shall state: 'There are (###) delegates certified and eligible to conduct business. Quorum requires (###) delegates. Quorum has/has-not been met.' Teller Chair shall submit written original and amended reports to the Secretary to be entered into convention minutes
6. Written submittal of Platform/Plank changes, Constitution Changes, or Bylaw changes shall be delivered to Party Chair and/or Secretary and received no later than thirty (30) days prior to convention.
  - a. Party Officers shall not refuse written submittals timely delivered from the agenda.
  - b. Any submittals not timely delivered may be addressed from the floor in accordance with the rules of the convention.
  - c. US Mail, hand-delivery, or e-mail are considered acceptable forms of written submittal.



7. Convention agenda (Order of the Day), Convention Rules, and written Platform/Plank, Constitution, or Bylaw changes shall be made available to Party members twenty (20) days prior to the annual convention.

a. US Mail, e-mail notification, Party Newsletter, or general posting for review on the Party website are considered acceptable forms of notification to Party Members

**B. Convention Committees:**

1. The convention committees are the Constitution and Bylaws Committee, Platform Committee, Nominating Committee, Credentials Committee, and Rules and Resolutions Committee.
2. Convention Committee Chairs will be appointed or terminated by the State Chair, with the approval of the State Executive Committee. The State Chair will announce at the State Party convention that the State Chair will appoint the Convention Organizing Committee Chair and the chairs of the convention committees at the first scheduled State Executive Committee meeting to occur fifteen (15) days or more after the State Party convention. In addition to a Committee Chair, each committee may consist of up to twelve (12) Party members, selected by appointed committee chair. After that State Executive Committee meeting any unfilled positions may be filled by either the State Executive Committee or by the respective convention committee chairs. Committees and Committee membership contact information shall be made publicly available for members of the Party via the Party website and/or regular communication.
3. All convention committee meetings will be open to all Party members, who may obtain the committees schedules from their respective chairs.
4. Chairs of the convention committees will be responsible for completion and reproduction at party expense of their final committee reports.
5. The chairs of the Constitution and Bylaws Committee and the Platform Committee will certify and cause to be published electronically at Party expense each document in its entirety as amended by the convention.
6. The Nominating Committee is responsible for identifying candidates for internal Party positions (such as state officer or Judicial Committee member) and should only do so for positions which do not have announced candidacies within thirty (30) days of the annual Party convention.
7. Each committee, except the Nominating Committee, shall submit a written report to the Party Secretary not later than thirty (30) days prior to the Party convention.
8. Convention committee reports shall be available, upon request, to any Party member.
9. The State Chair will ensure that the committee's reports, and the reports of committee members submitted separately, are presented at the convention.

**C. Elections for National Party conventions:**

1. All delegates and representatives to national conventions of the Libertarian Party must be members of the State and National Parties. Further, delegates must have been paid state party members for no less than sixty (60) days before the state convention that selects them. Unfilled seats may be filled at the national convention by a three-fifths (3/5) vote of the entire state delegation.
2. The State Chair will announce to the convention body the total number of delegates and representatives to national party convention committees, and the number to be selected by the State Party convention.
3. Nominations of delegates from the floor shall not require seconds. Members may nominate themselves.
4. After the election of delegates, alternate delegates may be elected.
5. After the election of delegates and alternates, representatives to national committees may be elected.
6. The duly elected delegates present at the convention will select a Delegation Chair and determine their own substitution procedures.
7. A list of the delegates and alternates, and a description of the substitution procedures, shall be submitted by the Delegation Chair to the State Chair and the National Secretary within seven (7) calendar days of the convention.

**D. Elections for Judicial Committee members:**

1. Three (3) new Judicial Committee members shall be elected at each annual Party convention. In the event of a resignation or vacancy on the Judicial Committee, a member shall also be elected to complete the term of the original member.
2. Nominations of qualified candidates will be accepted from the floor. Members may nominate themselves. All nominations require a second.
3. Judicial Committee members will be elected using a single transferable vote.

**E. Nominating and Endorsing candidates:**

1. Only the party's regional organizations and convention delegates have power to endorse candidates for public offices. Candidates must first be nominated by party members, which may occur at any time prior to election, and must sign Libertarian Statement of Principles to be recognized as an official nominated candidate. List of nominated candidates shall be made available for review to members of the Party on party website, including full contact information.

2. Delegates and regional organizations may endorse candidates for any office. Endorsed candidates will be listed on the Party website. Nominated candidates who have not been endorsed will be removed from the Party website and shall not be listed as “Not Endorsed”, or similar.
3. After the convention adjourns, power to endorse will transfer from delegates to the Campaigns Committee; chartered regional organizations also retain their power to endorse after the convention adjourns.
4. The endorsement of a candidate during or after the convention may be withdrawn for cause by a three-fourths (3/4) majority vote of State Executive Committee members.
5. “None of the Above” (NOTA) may be nominated, seconded, and supported on the same basis as an actual candidate, for either partisan or non-partisan endorsements. If “NOTA” wins a majority of votes, there shall be no endorsement for that office.
6. In partisan races, the Party, Officers of the Party, or regional chartered organizations may only endorse candidates who are members of the Libertarian Party or an affiliate.
  - a. Per applicable state laws, the use of “Prefers Libertarian Party” does not imply endorsement by the Party or regional organizations of the Party.
  - b. The Party or Officers of the Party may not endorse or publicly support, nor shall the use of the name “Libertarian Party” be used in any such manner so as to imply endorsement of any candidate who prefers any party other than the Libertarian Party.
7. If two (2) candidates of the Party are seeking endorsement for the same position, all candidates shall be afforded equal opportunity to address the Delegates before votes or NOTA may be nominated.
8. Delegates and regional organizations may endorse or notably NOT endorse any proposed legislation or initiatives to the people. Endorsed legislation or initiatives will be listed on the Party website. Legislation or Initiatives that have NOT been endorsed will be listed on the Party website with justification for non-endorsement.

#### **Article IX: Parliamentary Authority**

1. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Party in all cases to which they are applicable and in which they are not inconsistent with the Constitution of the Party, these Bylaws, and any special rules of order the Party may adopt.