

LNC SECRETARY'S MANUAL 2022-2024

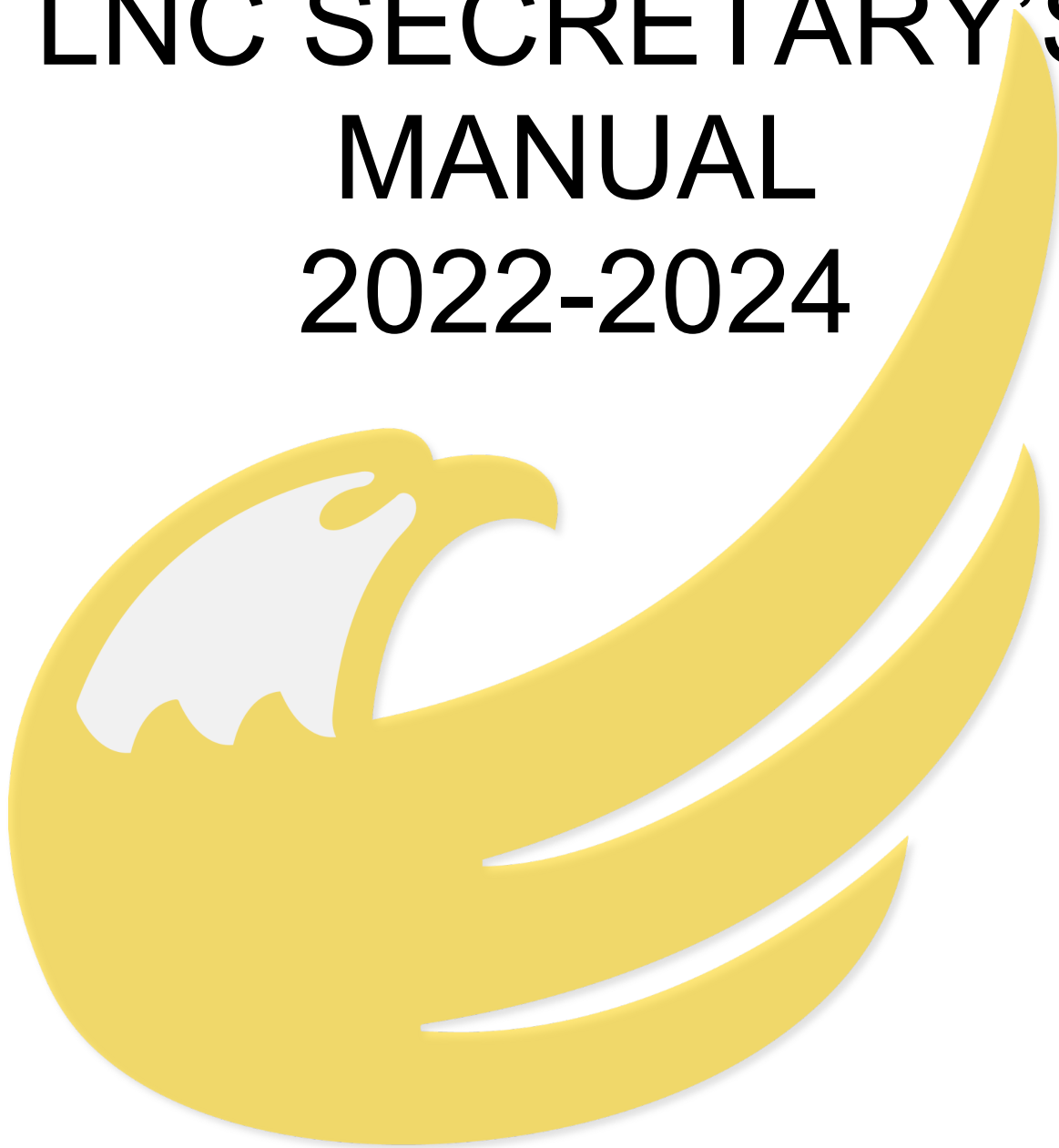


TABLE OF CONTENTS

INTRODUCTION	4
THE ROLE OF THE SECRETARY	4
HELPFUL ADDITIONAL EDUCATION	4
ABOUT THIS MANUAL	5
RECORDS MANAGEMENT	5
HISTORICAL RECORDS RETENTION ON PARTY GOOGLE SERVER	5
HISTORICAL RECORDS RETENTION ON LPEDIA	6
WEBSITE AND GOVERNING DOCUMENT MAINTENANCE	6
GOOGLE GROUPS	7
COMMITTEES	7
BALLOTING	7
MASTER BALLOT SPREADSHEET	8
EMAIL BALLOTS	11
OPAVOTE BALLOTS	13
IN-MEETING BALLOTS	14
MEETINGS	14
SPECIAL MEETINGS	14
REGULAR MEETINGS	15
EXECUTIVE COMMITTEE MEETINGS	15
EXECUTIVE SESSION	15
ADVANCE NOTICE	15
PROPOSED AGENDA	16
ONE NOTE	16
MEETING NOTICES	17
DURING MEETING	19
ITEMS SPECIFIC TO ZOOM MEETINGS	19
ITEMS SPECIFIC TO IN-PERSON MEETINGS	20
LIVE VOTES	20
LIVE NOTES	20
NOTE IN GENERAL	21
MINUTES	21
REGULAR REPORT TO LNC	22
COMMUNICATIONS WITH PARTY MEMBERS	22
LIASON WITH STAFF	22
PRE-CONVENTION DUTIES	23
LNC SECRETARY'S MANUAL 2022-2024	2

TRACKING AND COMPLYING WITH BYLAWS-REQUIRED DEADLINES	23
PLATFORM COMMITTEE APPOINTMENTS	23
BYLAWS AND RULES COMMITTEE APPOINTMENTS	26
DELEGATE ALLOCATION AND PREPARATION FOR REGIONAL FORMATION	26
CONVENTION OVERSIGHT COMMITTEE	28
TELLER TEAM	28
TELLER SELECTION TRAINING	33
CONVENTIONS	35
SUPPLY/NEED LIST FOR CONVENTION	35
ORDER OF BUSINESS	36
SCREEN DISPLAYS DURING CONVENTION	37
PRINTERS	37
POST-CONVENTION DUTIES	37
MINUTES	37
POST-CONVENTION AUDIT	37
TRANSFER OF FILES	38
LNC-SPEAK TO ENGLISH GLOSSARY	38

INTRODUCTION

THE ROLE OF THE SECRETARY

The role of the Secretary is slightly different with each LNC term, and you will find your own niche, but there are certain basic minimums and best practices that will be covered by this manual. Items which are not required but helpful will be clearly marked as such. In the beginning of the term, it is wise to confer often with your Chair as you will be part of their critical institutional support system. A good Secretary will often look for tasks that they can take off of the plate of the Chair so that the Chair can concentrate on tasks that require their personal attention. Your goal should also be to set up systems and processes that will ensure the success of your eventual successor and thus the success of the organization.

In addition to this Manual, it is highly recommended that you review the description and responsibilities of the Secretary in the following Party authorities (which have ranked authority in the order of the below listing):

- **Bylaws Articles** 5.2; 7.2.c; 7.14; 8.3; 10.4.b; 10.9 (if Convention Secretary); 13.
- **Convention Rules** 2.2; 3.1; 3.2; 3.3; 5.1.e-f; 7.3; 8.1.b; 8.2.b; 10.
- **Policy Manual** 1.02 (entire), 1.03.1, 1.07.2, 1.11.1, 2.07 (entire)
- **Robert's Rules of Order, Newly Revised, 12th Ed. (RONR 12th Ed.)** mainly chapters 59-60, but various procedures scattered throughout

Be cautious that the Party Bylaws and Policy Manual do assign additional responsibilities and required detail to standard responsibilities and that these would supersede RONR. With that caution in mind, the following publications from the National Association of Parliamentarians are very helpful:

- **Focus on Leadership Series – Secretary**
<https://nap.users.membersuite.com/shop/store/3206a755-00ce-c7d4-d848-80f959ef12b7/detail>
- **Pathways to Proficiency - What Was Done at the Meeting?**
<https://nap.users.membersuite.com/shop/store/3206a755-00ce-cb99-d848-79bef49a86c8/detail>
- **A Great Meeting Needs a Great Secretary**
<https://nap.users.membersuite.com/shop/store/3206a755-00ce-c5c2-d848-75fb59ef12b7/detail>

HELPFUL ADDITIONAL EDUCATION

It has become traditional for the Secretary to have some parliamentary expertise and certification (three-term Secretaries Alicia Mattson and Caryn Ann Harlos were Professional Registered Parliamentarians and Registered Parliamentarians respectively), but it is not required. It is, however, very useful to the body and the Chair; and will make your job easier. At a minimum, membership in the National Association of Parliamentarians should be

considered. This does entail passing a basic membership exam and the paying of yearly dues, but the resources gained are phenomenal.

ABOUT THIS MANUAL

This manual is always a work in progress to be continuously updated and improved by each Secretary in their term and by their successors. The name of those Secretaries updating the manual should be added below with their respective terms during which they contributed to this manual. This manual is the property of the national Libertarian Party and not any of its contributors.

- Caryn Ann Harlos (2022-2024)

RECORDS MANAGEMENT

The Secretary is responsible for maintaining the records of the LNC. This is to be distinguished from records maintained by staff but would include (though are not limited to) the following:

- Meeting Minutes
- Meeting Agenda
- Officer Reports
- Regional Reports
- Other Meeting Support Documents
- Budgets
- Committee Reports
- Master Word Documents for Manuals, Platform, Bylaws and Convention Rules, Policy Manual, etc.
- Cumulative Potential Conflicts of Interest
- Ballots
- Committee Applications

HISTORICAL RECORDS RETENTION ON PARTY GOOGLE SERVER

All records of the Party in the scope of authority of the Secretary and all records arising out of LNC committees are required to be stored on the Party server. The Secretary maintains a separate file organization manual that sets forth the retention protocol for consistency.

The current version of that manual can be found here:

<https://drive.google.com/file/d/14YabBGgAM22KDvA5NRkt5LaDkKxjgtDo/view?usp=sharing>

The manual should be reviewed regularly by the Secretary for any needed updates. All records needed for smooth succession from term to term must be maintained on the server and in no circumstance should a successor Secretary have to wait for records to be transferred from the personal storage and computer of their predecessor.

Here are links to past training videos for LNC members and Committee Chairs on how to upload reports for LNC meeting and using both Committee and personal folders:

For Committee Chairs: https://drive.google.com/file/d/19ymjN9OBFyHk-Z_bay3u2M1Ty8XH6Xy/view?usp=share_link

For LNC Members:

https://drive.google.com/file/d/1AL94T8xtxMZBHzBtCVb2HjdeoTWjq3pJ/view?usp=share_link

HISTORICAL RECORDS RETENTION ON LPEDIA

The Secretary should maintain basic records on [LPedia](#) including the following, at a minimum:

- Archive of Constitution of State Party Constitutions and Bylaws ([2022-2024 term is here](#))
- [Minutes for LNC Meetings](#)
- [Minutes for EC Meetings](#)
- [Minutes for National Conventions](#)
- [National Platforms](#)
- [National Bylaws](#)
- [Policy Manuals](#)
- [Monthly-End-of-Month Financial Reports](#)
- [Monthly Membership Reports](#)

WEBSITE AND GOVERNING DOCUMENT MAINTENANCE

Bylaws Article 7:14 requires:

The Secretary or a designee shall promptly post notice for each session of the National Committee; any National Committee proposed agendas; and approved minutes of each convention and open National Committee session to a permanent archive section on the Party's website.

This can be somewhat duplicative with LPedia though the information on LPedia is more extensive in general but does not include proactive meeting notices. This is a task that the Secretary should take care of themselves or through a volunteer and not devolve to staff. The requirement to post meeting notices and agendas is fulfilled by creating an article for the Party website's homepage and online calendar while the minutes are posted in the section dedicated for the minutes archive. Notice is covered in more detail later.

In addition to these tasks, it has become customary for the Secretary to also maintain the Subcommittees page on the Party website. In short, if it relates to the LNC and its administrative functions, the Secretary should strive to take responsibility of those tasks to keep staff from having to expend time on things that easily fall within the Secretary's administrative purview.

Lastly, it is further the responsibility of the Secretary to maintain an original and editable Word copy of the governing documents (Platform, Bylaws and Convention Rules, and Policy Manual) and to edit them as mandated by the appropriate body, post updated copies on the website, and distribute them to the affiliate state chairs and the rest of the LNC as appropriate. It is not necessary to promulgate updated copies of the Policy Manual to affiliates as it changes.

GOOGLE GROUPS

All changes to committees should be promptly reported to the Staff member or volunteer in charge of maintaining such data on CiviCRM as that program will automatically update all of the various Google distribution lists maintained by the Party. The Secretary is the manager on most of these distribution lists maintained by the Party and is responsible for adding and removing people from these lists as they change positions as a double-check that CiviCRM is updating the lists properly. Unless the Secretary is also a member of the group for whom the distribution list is created, their posting privileges and email receipts should be set to “none” unless it is a public group in which case, they can receive copies of emails like any other member of the Party. Any emails in non-public groups inadvertently seen in the discharge of this duty are to be held strictly confidential and the Secretary should strive not to view any such emails.

The master list of subcommittee distributions lists must also be kept to date for member reference. It is located here: <https://www.lp.org/index-of-discussion-list-archives/> and should be listed in various reference places on the Party website.

COMMITTEES

The Party typically maintains both JotForm and SurveyMonkey accounts. The Party JotForm has standard forms used for LNC subcommittee applications, and it has been the Secretary’s responsibility to finalize these forms and arrange with staff for them to be mailed out to the membership with the Secretary posting a notice to the Party website. The applications are stored in the appropriate folder in the Party records. The Secretary should also perform the following:

- Notify those who are chosen for a subcommittee
- Set up new subcommittee members with access to the committee google group distribution list
- Set up new subcommittee chairs with access to the subcommittee folder on the Party drive
- Update the Party website with the current names of all subcommittee members and chairs
- Thank and notify those Party members who applied but were not chosen and encourage them to volunteer as applicable
- Update the public master list of sub-committee email distribution lists

BALLOTING

The term “balloting” herein refers to any substantive vote. Though that term can be subjective, each LNC generally has a consensus on what is a substantive vote. A general rule is that if it required a roll call vote or would have required a roll call vote but for unanimous consent, it is a substantive motion. One exception to that general rule would be routine roll call votes conducted in an electronic meeting because voice votes and vote by raising of hands is not practical. All substantive votes are assigned ballot numbers comprising the four-digit year-two-digit month-two-digit day, followed by a day and a two-digit motion number. For example, 20221210-01 would be the first ballot of December 10, 2022. This number is assigned even if there was no roll call vote due to a vote being without objection.

MASTER BALLOT SPREADSHEET

All ballots for substantive matters, no matter how they originated from any of the categories below, must be recorded in the master ballot spreadsheet (which are kept by year) with the following minimum information:

- Ballot Number
- Expiration Date
- Mover (or Co-Sponsors)
- Text of Motion
- Indication by Name of Vote or Abstention (or alternatively that motion passed without objection)

Optionally the spreadsheet could contain a link to the email ballot on the google group list where the ballot appears as well as links to the individual votes.

Below are some examples:

ALL VOTES ARE LINKED TO THE EMAIL IN WHICH IT WAS CAST.

[20220813-01](#) 8/20/22

Motion: Whereas, The Libertarian National Committee has found no convincing evidence that the regularly scheduled annual convention of the Libertarian Party of Idaho (LPID) which took place on April 2, 2022, was invalid;

Whereas, The delegates at the April 2, 2022, LPID annual convention interpreted their own Bylaws and recognized the convention and its business as valid;

Whereas, LPID leadership elections were conducted at the April 2, 2022, LPID annual convention; and

Whereas, The LPID Judicial Committee determined that "The convention held on April 2, 2022, was a legitimate, valid, and effective Convention of the Libertarian Party of Idaho," and that the officers and their successors, including Jayson Sorensen as the interim Chair, are the legitimate officers of the LPID;

Resolved, That the Libertarian National Committee recognizes the leadership elected at the April 2, 2022, LPID annual convention and their successors in the ordinary course of business as the legitimate representatives of the recognized Idaho affiliate, including interim Chair Jayson Sorensen.

Co-Sponsors: Benner, Bowen, Harlos, Smith

Member/Alternate	Yes	No	Abst.	Did Not Vote	Alt Vote	Notes/Misc
Benner/Cowen	X					
Blankenship	X				N/A	
Bowen	X				N/A	
Duque/Yeniscavich	X					
Ecklund/Tuniewicz	X					
Eiler/Clark			X			
Elliott	X				N/A	
Ford/Hall	X					
Gabbard/Pantke	X					
Hagopian			X		N/A	
Harlos	X				N/A	
McArdle			X		N/A	
Nanna/Nepomuceno			X			
Nekhaila	X				N/A	
Rufo	X				N/A	
Smith	X				N/A	
Watkins/Dassing	X					
RUNNING TOTAL	13	0	4	0	With a vote of 13-0-4-0 the Motion PASSED.	

Tally last updated at: 1:01:47 PM 9/27/2022

Secretary's Notes:

Example 1: Sample Email Ballot Record

Ballot: 20220911-04

Motion: Elect Dustin Blankenship, Rich Bowen, Miguel Duque, and Todd Hagopian as the four (4) required LNC members of the Convention Oversight Committee.

Moved by: Harlos

Member/Alternate	AYE	NAY	ABSTAIN
McArdle			X
Benner	X		
Blankenship			X
Bowen	X		
Duque			X
Eckland	X		
Eiler	X		
Elliott	X		
Ford	X		
Gabbard	X		
Hagopian			X
Harlos	X		
Nanna	X		
Nekhaila	X		
Rufo	X		
Watkins			X
TOTAL YES (Y)			11
TOTAL NO (N)			0
TOTAL ABSTAIN (A)			5
Secretary's Notes - The Motion PASSED with a vote of 11-0-5.			

Example 2: Sample Meeting Ballot Record

ELECTION OF NON-LNC MEMBERS OF CONVENTION OVERSIGHT COMMITTEE		
BALLOT NUMBER: 20220911-05		
VOTING METHOD: Approval voting to elect three (3) members. No majority required.		
CANDIDATE	VOTE TOTALS	LNC RECORDED VOTES (15 Ballots Cast)
Sylvia Arrowwod	2	Harlos, McArdle
John Ashbrook	0	
Kelly Carden	11	Benner, Blankenship, Duque, Elliott, Hagopian, Harlos, McArdle, Nanna, Nekhaila, Rufo, Watkins
Chris Childs	9	Benner, Blankenship, Duque, Elliott, Harlos, McArdle, Nekhaila, Rufo, Watkins
Miranda Cowin	5	Bowen, Duque, Eiler, Gabbard, Watkins
Ben DeJong	1	Hagopian
Nathan Gall	2	Bowen, Ecklund
Anthony Graybill	0	
Amanda Harvey	0	
Stephen Kalwa	0	
Logan Lancaster	0	
Jeinay LeBlanc	11	Benner, Blankenship, Bowen, Ecklund, Eiler, Elliott, Hagopian, Harlos, Nanna, Nekhaila, Rufo,
Joe Little	0	
Kelsey Lyon	6	Bowen, Duque, Ecklund, Eiler, Gabbard, Nanna
Jacob Miller	0	
Justino Rupard	0	
James Schulze	0	
Richard Spahn	0	
Robert Taylor	0	
Joe Wendt	0	
Jacob Woods	0	
NOTA	0	
Kelly Carden, Chris Childs, and Jeinay LeBlanc were ELECTED.		

Example 3: Sample Election Ballot Record

EMAIL BALLOTS

The Secretary (or Chair) must start all fully-sponsored emails within two (2) days. Full sponsorship requires four (4) LNC members (not alternates) indicating their agreement or the unilateral sponsorship of the Chair. A separate email should be started with a subject line in all caps with the words "EMAIL BALLOT," the ballot number, and a short subject matter. The expiration date can optionally be included. An email ballot should look something like this:

EMAIL BALLOT 20220813-01 IDHAO RESOLUTION

External



Secretary LNC <secretary@lp.org>
to Inc-business ▾

Sat, Aug 13, 10:38 PM ☆ ↶ ⋮

We have an email ballot. Votes are due to the LNC Business List on this email thread by 11:59 pm Pacific Time on August 20, 2022.

RESOLUTION:

Whereas, The Libertarian National Committee has found no convincing evidence that the regularly scheduled annual convention of the Libertarian Party of Idaho (LPID) which took place on April 2, 2022, was invalid;

Whereas, The delegates at the April 2, 2022, LPID annual convention interpreted their own Bylaws and recognized the convention and its business as valid;

Whereas, LPID leadership elections were conducted at the April 2, 2022, LPID annual convention; and

Whereas, The LPID Judicial Committee determined that "The convention held on April 2, 2022, was a legitimate, valid, and effective Convention of the Libertarian Party of Idaho," and that the officers and their successors, including Jayson Sorensen as the interim Chair, are the legitimate officers of the LPID;

Resolved, That the Libertarian National Committee recognizes the leadership elected at the April 2, 2022, LPID annual convention and their successors in the ordinary course of business as the legitimate representatives of the recognized Idaho affiliate, including interim Chair Jayson Sorensen.

Co-Sponsors: Benner, Bowen, Harlos, Smith

Vote Threshold Required: Majority

You can track the progress of votes here: <https://docs.google.com/spreadsheets/d/1NelxdaskmLVPsnHpAtfMpa8aQpmy0c1gbn4WjYxXI6I/edit#gid=167874843>

Please advise me of any discrepancies.

In Liberty, Caryn Ann Harlos

LNC Secretary and LP Historical Preservation Committee Chair ~ 561.523.2250

Example 4: Sample Email Ballot Start

Votes should only go in this ballot thread, but the Secretary should make a good faith attempt to count votes accidentally cast in the wrong thread (such as the one asking for co-sponsors) and make a note of it in the ballot thread. Alternate votes should be noted, but they only count if a Regional Representative either does not or explicitly cede this vote to their alternate. Debate is permitted in the ballot thread but the opening post with the ballot information cannot contain debate.

When everyone has either voted or expressly abstained OR the expiration date for the ballot has passed (seven days pursuant to Bylaw Article 13), the tally should be posted as the last email in the ballot thread. This is an exemption to the rule that the Chair announced the result that has been established through custom.

A sample ballot closing message is below:



Secretary LNC <secretary@lp.org>
to Inc-business ▾

Fri, Aug 19, 1:44 AM ☆ ↶ ⋮

Voting has ended for Email Ballot 20220811-01 Change Date of 9/4 Meeting

The Motion **PASSED** with a vote count of 16-0-0-1.

Voting Aye: Benner, Blankenship, Bowen, Duque, Ecklund, Eiler, Elliott, Ford, Gabbard, Hagopian, Harlos, Nanna, Nekhalia, Rufo, Smith, Watkins

Voting No: None

Express Abstentions: None

No Vote Recorded: McArdle

In Liberty, Caryn Ann Harlos
LNC Secretary and LP Historical Preservation Committee Chair ~ 561.523.2250

Example 5: Sample Ballot Closing Message

OPAVOTE BALLOTS

For elections with multiple candidates, [OpaVote](#) is used as an electronic voting platform which allows for multiple different types of voting systems. It is imperative that “enable expert mode” be turned on and “anonymous” voting be turned off so that the votes can be reported. See below:



Example 6: Enable Expert Mode Box

Anonymous voting:

(Votes should be anonymous for most elections. If not, the manager knows how each voter voted.)



Example 7: Turn off anonymous voting

For elections with a small number of candidates, the actual ballots can be viewed here:

Results:

Results page:

(Click Withdraw Results to prevent voters from seeing the results.)



Share Results:



Example 8: Hit Results and Ballots

Summary

Of the 17 voters in this election, 15 cast ballots. Kelly Carden, Chris Childs, and Jeinay LeBlanc are the winners after counting the ballots using Approval Voting.

Ballots: [🔄 Recount Ballots](#) [👁️ View Ballots](#) [📄 Download Ballots](#)

Other Report Formats: [Text Report](#) [CSV Report](#) [JSON Report](#)

Example 9: Hit View or Download Ballots

It is not entirely intuitive where the voting records (other than the ballots) can be downloaded. For elections with larger number of ballots, the names will run into each other, so the actual voting record spreadsheet will need to be downloaded here:

The screenshot shows two main sections: 'Results' and 'Voters'.
Results: Includes a 'Results page:' section with a note '(Click Withdraw Results to prevent voters from seeing the results.)' and two buttons: 'Results and Ballots' and 'Withdraw Results'. Below this is a 'Share Results:' section with buttons for 'Share', 'Tweet', and 'Gmail'.
Voters: Includes a 'Voters:' section with a link '17 email voters'. Below that is 'Email Delivery:' with a link '0 pending, 0 in transit, 0 rejected (0 bounce, 0 spam, and 0 opt out), and 17 delivered'. Then 'Voter Activity:' with a link '44 email opens, 13 unique email opens, 40 visits, 16 unique visits, 15 voted, 2 not voted, and 0 disabled'. Finally, 'All voter statistics:' with a note '(Spreadsheet in CSV format.)' and a 'Download' button.

Example 10: Hit Download button at the bottom for .csv download

IN-MEETING BALLOTS

During the meeting, voting for substantive items is often done by roll call. It is helpful to have a voting template set up prior to the meeting, and if possible, with tabs pre-populated for motions which have been previously noticed. An example of such a template can be found here. <https://tinyurl.com/LNClivevoting>

MEETINGS

The Secretary is integral to planning and executing the administrative aspects of each meeting, and without such planning, the meeting will not be as smooth or successful as it could be. There are several kinds of meetings (in addition to conventions which will be dealt with separately):

SPECIAL MEETINGS

Special meetings are set for a specific purpose and only the items included in the notice or call of the meeting can be included.

REGULAR MEETINGS

Regular meetings are the about quarterly (it recently has been as few as three) in-person meetings of the LNC that span a weekend. Items can be added to the agenda with a majority vote at the adoption of the agenda or a 2/3 vote throughout the meeting.

A sign-in sheet should be distributed to note gallery attendees so they can be noted in the minutes. A form that has been used for this is located here:

https://docs.google.com/document/d/1HU5EdOmwRMgqth3mfZDa6IFftOEkoK_P/edit?usp=sharing&ouid=104636191705631799215&rtpof=true&sd=true

It is a nice touch to send “thank you for attending” emails after the meeting to gallery attendees. It is also helpful to anticipate supplies needed for meeting such an index cards for balloting.

EXECUTIVE COMMITTEE MEETINGS

Executive Committee meetings are special meetings of the Executive Committee.

EXECUTIVE SESSION

Executive session is a non-public portion of a meeting of the Executive Committee or the full LNC. It is only permitted for specific topics as enumerated in **Bylaws 7.15** as follows:

The National Committee and all of its committees shall conduct all votes and actions in open session; executive session may only be used for discussion of personnel matters, contractual negotiations, pending or potential litigation, or political strategy requiring confidentiality.

The motion to go into Executive Session should contain the bylaws-permitted reason for doing so, and the Secretary needs to note the time that the body entered into, and rose out of, Executive Session.

For electronic meetings, Zoom has a template feature that allows all LNC members to be automatically assigned to an Executive Session breakout room as long as they sign in under the same email given to the Secretary in advance. This is a new feature that is evolving, but current documentation on it can be found here: <https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>

It is a really helpful feature that has been used with success.

ADVANCE NOTICE

For items that require previous notice or be required to meet a higher vote threshold (such public policy resolutions described in Bylaws 7.11), the Policy Manual 1.02.1 provides as follows:

An LNC Member may satisfy the requirement of giving previous notice of their intention to introduce an original main motion at the next session by:

- announcing this intention at the previous session in the presence of a quorum,
- providing an accurate and complete statement of purport, with such notice to be taken note of in the minutes; or
- sending the complete language of the motion to the entire LNC by e-mail at least five (5) days prior to the session.

Additionally, no items noticed after that seven (7) day window are automatically placed on the agenda but must be voted on by the LNC. Reports (and particularly reports which contain motions arising therefrom) must also meet this seven (7) notice requirement.

PROPOSED AGENDA

The Secretary should start a discussion thread in the weeks leading up to regularly scheduled meetings soliciting items that are desired to be on the agenda and should also make personal note of items for which notice is given in other meetings or other email discussions. Immediately after the expiration of the seven (7) day advance notice window, the Secretary should prepare a proposed Agenda for the Chair's approval (and make any edits requested by the Chair). The Chair will either post the finalized agenda for the rest of the LNC or will ask the Secretary to do so.

ONE NOTE

So that LNC members and Party members can easily view documents related to meetings, the Secretary should prepare a One Note using the Party's Word 365 account. The One Note should be divided into logical sections and include some standard documents like a link to the Platform, Bylaws, and Policy Manual. This is a good example of a One Note prepared for a quarterly LNC meeting: <https://tinyurl.com/July2022LNCMeeting>

There are templates set up as follows:

- Regular In-Person LNC Meeting: <https://tinyurl.com/OneNoteRegularTemplate>
-
- Special LNC Meeting: <https://tinyurl.com/SpecialMeetingOneNoteTemplate>

Most One Notes should be set to share with anyone with the link, but ones with information for Executive Sessions or with confidential application information should be sent privately to LNC members.

There is typically an extensive use of TinyUrl to make links more manageable. The Party does not have a paid TinyUrl account at this time, but there are free versions, and some past Secretaries have had personal paid accounts.

It should be noted that there are standard sections that link to both Live Notes (which are the Secretary's notes which are used to prepare minutes) and Live Votes (which is used to show the roll-call votes made during the meeting). These are static links which are cleared out of data once the minutes are prepared and re-used for each meeting. These links are here:

- Live Notes: <https://docs.google.com/document/d/1yyGFxpjRIX8S9d9ojo3cS2uW3RE9AE3b/edit>
- Live Votes: <https://docs.google.com/spreadsheets/d/1GKmJGeAZQ75DngAlzx9-rGnUjISGX4-S/edit-gid=1601726054>

MEETING NOTICES

As soon as any meeting date is known, even if some of the information is still unknown (as is often the case), notice should be posted on the website and on the online calendar as well in a separate email on the LNC email list. A link to the One Note notebook should be included in any announcement. Below are some examples of website announcements:

Notice of Executive Committee Meeting Thursday October 6, 2022, at 8:30pm Eastern

by LP Secretary on October 4, 2022 in Meeting Announcements

The LNC Executive Committee meeting will be meeting Thursday, October 6, 2022, at 8:30pm Eastern. This meeting will be in Executive Session except for any period of public comment allowed by the Chair and any motions coming out of Executive Session. All LNC members are welcome to attend the Executive Session. All members are welcome to attend the non-Executive Session portion which will be limited. The purpose of the meeting is to discuss approval of legal action regarding Massachusetts.

You are invited to a Zoom meeting.

When: Oct 6, 2022 08:30 PM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/joining/register/tZMtfuyhqjvHtetmClxYyO1tstXZjLxRdo1>

After registering, you will receive a confirmation email containing information about joining the meeting.

For more information please contact LNC Secretary Caryn Ann Harlos at secretary@lp.org

Example 11: Example of Notice of Executive Committee Meeting

Notice of Monthly LNC E-Meeting October 2, 2022 at 8pm Eastern

by LP Secretary on September 20, 2022 in Meeting Announcements

The Libertarian National Committee will hold its monthly e-meeting on October 2, 2022, at 8:00pm Eastern. The LNC Secretary has prepared a One Note for this meeting which will be updated with agenda documents as they are prepared. You can find the One Note here:

<https://tinyurl.com/OCT2LNCMEETING>

When: Oct 2, 2022 08:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZ0tfuGprzgoG9y56L-NUhEdfm93dzytutwr>

After registering, you will receive a confirmation email containing information about joining the meeting.

If you have any questions, please contact the LNC Secretary, Caryn Ann Harlos, at secretary@lp.org

Example 12: Example of Notice of Special LNC Meeting

Notice of In-Person LNC Meeting November 5-6, 2022, Austin, Texas

by LP Secretary on August 17, 2022 in Meeting Announcements, News

The Libertarian National Committee will meet in Austin, Texas, on November 5-6, 2022. Location details are as follows (the meeting will also be live-streamed on the official Party YouTube channel):



What: LNC Budget Meeting PRELIMINARY INFO MUCH MORE TO COME SOON!

When: Weekend of 11/05-06

Where: Holiday Inn Austin Town Lake – 20 N. IH-35, Austin, TX 78701 –

<https://www.ihg.com/holidayinn/hotels/us/en/austin/austl/hoteldetail>

Located along the shores of Lady Bird Lake, the Holiday Inn Austin Town Lake offers numerous amenities such as complimentary parking, complimentary airport transfers, free Wi-Fi, immediate access to the scenic hike and bike trail along Lady Bird Lake. We're also just a few minutes walk to the Rainey Street Entertainment District!

Sleeping Room Info: Highly discounted \$135 per night including one (1) hot breakfast per room at the hotel restaurant – Please note this is over \$100 off the best on line rate!

Reservations: Call 512-472-8211 & ask for Group Code LNC or use this link (full url at bottom): <https://tinyurl.com/LPBM1122>

Schedule of Events:

Fri 11/04 – Local evening event with the LP Travis Folks & Candidates – details soon!

Sat 11/05 & Sun 11/06 LNC Meeting in the Sunflower/Marigold on lobby level in the Conference Center area usually from 9 am – 6 pm Sat & 9 am – 5 pm Sun

Sat 07/30 12-1 pm a light lunch will be served in the meeting room.

Sat 11/06 VIP Meet & Greet 7-10 pm location/details TBD

Transportation & Parking: Complimentary covered and outdoor parking plus free shuttle to / from airport – you call when ready 512-472-8211 ext zero – pickup area is upstairs far right by Delta/Spirit

Additional Info: Breakfast / coffee will not be served in the meeting room. Please enjoy your complimentary breakfast first.

Rainey Street Ent District: Located 1/2 mile north – best walk is to go out to the lake front & walk north on the walking path to Holly Street (where the Mexican American Cultural Center is) – <https://www.theinfatuation.com/austin/guides/rainey-street-bars-restaurants-austin>

Full Reservation Link: [https://www.holidayinn.com/redirect?](https://www.holidayinn.com/redirect?path=rates&brandCode=HI&localeCode=en®ionCode=1&hotelCode=austl&checkInDate=03&checkInMonthYear=102022&checkOutDate=08&checkOutMonthYear=102022&PMID=99801505&GPC=inc&cn=no&viewfullsite=true)

[path=rates&brandCode=HI&localeCode=en®ionCode=1&hotelCode=austl&checkInDate=03&checkInMonthYear=102022&checkOutDate=08&checkOutMonthYear=102022&PMID=99801505&GPC=inc&cn=no&viewfullsite=true](https://www.holidayinn.com/redirect?path=rates&brandCode=HI&localeCode=en®ionCode=1&hotelCode=austl&checkInDate=03&checkInMonthYear=102022&checkOutDate=08&checkOutMonthYear=102022&PMID=99801505&GPC=inc&cn=no&viewfullsite=true)

The LNC Secretary has prepared a One Note notebook for this meeting to which contents will be added as the meeting dates approach. The notebook can be accessed here: <https://tinyurl.com/Nov2022Meeting>

Any further questions should be directed to the LNC Secretary Caryn Ann Harlos at secretary@lp.org

Example 13: Example of Notice of Quarterly In-Person LNC Meeting

The basic philosophy is to get enough information out there in a timely manner for members to observe the LNC at work. Note that the current practice is have to registration required for Zoom meetings to cut down (though nothing completely prevents) meeting spammers.

DURING MEETING

The role of the Secretary is critical during meetings. It is helpful to have a digital recorder so that any lack of clarity in the minutes can be double-checked if the live YouTube recording fails.

ITEMS SPECIFIC TO ZOOM MEETINGS

The Secretary sets up the Zoom meeting initially and monitors the registrations. There is an easy process for a one-touch transfer of all LNC members to an Executive Session break-out room. Zoom has a thorough tutorial to review here:

<https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>

In order for this to work, the rest of the LNC needs to sign in an email address known to the Secretary at the time of scheduling the meeting. Due to the possibility of spoofing, LNC members need to register and use emails addresses other than their LP.org email addresses to sign in to Zoom meetings, and this is the email address that is used to pre-assign them to the Executive Session breakout room in the event that one becomes necessary. The registration list becomes the potential attendance list which is Appendix A to the minutes.

The Secretary is also the person to open up the room, and at least initially, let members in. The Chair is usually then given co-host permissions as well as the Executive Director if they are in attendance. The Secretary should also be prepared to share their screen for live notes and live votes as further described below and to start the YouTube live stream. Caution must be taken to stop any recording or streaming prior to going into Executive Session.

ITEMS SPECIFIC TO IN-PERSON MEETINGS

The Secretary will need to have a laptop that has an output for being able to project the screen and prepared to take notes and votes that will be projected lives. It is also customary to have an attendance book to circulate to note that attending in the gallery in the minutes.

Also, useful/needed supplies:

- Notecards for votes
- Most current edition of RONR
- Voice recorder

LIVE VOTES

The Secretary should have a voting template set up in a spreadsheet with formula that automatically calculate vote totals to use during meetings during role calls votes. This exact spreadsheet does not need to be used, but this is an example:

<https://tinyurl.com/LNCLiveVotes>

Note that these votes will need to be transferred into the permanent Vote Records described in the Balloting section above, and this is just a template to use during any particular meeting. This same template is blanked out and re-used for each meeting so that the live votes link remains the same.

LIVE NOTES

Similar to live votes, a template should be set up to take live notes that will eventually be used to create the minutes, so that members can follow along. A template is here: <https://tinyurl.com/LNCLiveNotes>. This same template is blanked out and re-used for each meeting so that the live notes link remains the same.

NOTE IN GENERAL

In the weeks leading up to an in-person meeting and at least the week leading up to an electronic LNC meeting or the days before an Executive Committee, the Secretary should consider themselves as an Executive Assistant to assist and help the Chair prepare for a smooth meeting with professional execution of results. It would be impossible to lay out all of the ways this can happen but having this mindset will help most of all.

MINUTES

The standard minutes are heavily formatted with Word styles, so working from a template and familiarity with the advanced features of Word is a must. The templates should be regularly updated, but here is the current list:

- In-Person LNC Meeting Template –
https://docs.google.com/document/d/1CGtm764_W19OWyR76GP8vz9xMSUMP-YJ/edit?usp=share_link&oid=104636191705631799215&rtpof=true&sd=true
- Special (Zoom) LNC Meeting Template -
https://docs.google.com/document/d/1geCWmm8bYBff9baLqMZxgYLMrVKJpbrf/edit?usp=share_link&oid=104636191705631799215&rtpof=true&sd=true
- Executive Committee (Zoom) Meeting Template -
https://docs.google.com/document/d/1_LAWRnltfKCC6ob1bN5HMfEZILCpXwpH/edt?usp=share_link&oid=104636191705631799215&rtpof=true&sd=true

The minutes can be approved the traditional way, via a vote at the next meeting, or through the auto-approval process in Policy Manual. It is least intrusive to the non-administrative work of the LNC to handle through the auto-approval process. Please refer to the Policy Manual to confirm latest time frames, but as of the time of this writing, in order to qualify for that process, drafts must be sent to the LNC within twenty (20) days.

Also, note the following policies regarding minutes in the Policy Manual:

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

- Copies of reports submitted for review as appendices.
- The following aspects of each mail ballot conducted since the prior meeting and reported by the Secretary at that meeting:
 - the complete text of the motion,
 - the names of the co-sponsors,
 - the dates of the initiation and completion of the balloting, and
 - the roll of those voting on the motion.

This requirement may be satisfied by including this information in the Secretary's Report appended to the minutes.

- Complete text of all motions made with notations of any vote counts for rising votes or
- votes by show of hands announced by the Chair.

Finalized minutes then need to be posted to the appropriate section of the Party website and on LPedia.

REGULAR REPORT TO LNC

At least seven (7) days prior to each in-person LNC meeting, a written report is due that must contain at least the following:

- An update-to-date list of potential conflicts of interest for each LNC member (Policy Manual 2.01(2))¹
- Status of minutes since the last report (Policy Manual 1.02.6)
- Listing of email ballots with results since the last report (Policy Manual 1.02.6)²
- Listing of confidential email discussions started, ongoing, and ended since the last report (Policy Manual 1.03.4)
- Any changes in membership of the LNC since the last report
- Changes or vacancies in Committees since the last report
- A listing of upcoming Bylaws-required deadlines

It is always good to go beyond the minimums, however, An example of a recent report can be found here:

<https://drive.google.com/file/d/1x5leP40aP46RtJMAVv06xyhOhQBJwq/view?usp=sharing>

COMMUNICATIONS WITH PARTY MEMBERS

There will often be communications on procedural or archival matters which are the responsibility of the Secretary to answer, at times in conjunction with the Party Chair.

LIASON WITH STAFF

Particularly at the beginning of each term, and with the on-boarding of new LNC members mid-term, the staff needs items from the LNC which the Secretary can help coordinate including:

¹ The past few secretaries have maintained a running list that is finalized each in-person meeting and then restarted anew in between in-person meetings.

² As this is a new requirement, there is no set way to keep track of these emails. Presently a spreadsheet is being used here: https://docs.google.com/spreadsheets/d/1Nf3xCsa18IVlh1xVVlxzF86kEGdRgicp7kmlwPKo8/edit?usp=drive_link

- Confirmation that the Anti-Harassment video has been watched
- Collection of headshots for Party website
- Distribution and confirmation of signatures on NDAs
- Updated contact information and personal emails

PRE-CONVENTION DUTIES

TRACKING AND COMPLYING WITH BYLAWS-REQUIRED DEADLINES

There are multiple dates for tasks that are triggered by date of next national convention. These time periods presently include deadlines for:

- Platform Committee Appointments
- Bylaws and Rules Committee Appointments
- Delegate Allocation and Preparation for Regional Formation
- Credentials Committee Appointments
- Producing Draft Minutes
- Providing Copies of Updated Bylaws to LNC, JC, and Affiliate Chairs

Platform Committee Appointments

The applicable Bylaws provision reads as follows:

ARTICLE 11: OTHER COMMITTEES

3. The Platform Committee shall consist of 20 members selected as follows:
 - a. One member by each of the five affiliate parties having the greatest per capita sustaining membership as determined for convention delegate allocations at the most recent regular convention.
 - b. One member by each of the 10 affiliate parties having the largest sustaining memberships, excluding those affiliates from (a), as determined for convention delegate allocations at the most recent regular convention.
 - c. Five members selected by the National Committee.
 - d. These members shall be selected no later than the last day of the fifth month prior to the regular convention.

Note that the LNC can appoint its representatives and alternates far earlier than the deadline for the appointment by the entitled states, but the Committee will not be able to meet until after the deadline for state appointments. The Secretary typically solicits the applications for national appointments and assembles them for the LNC's review and deliberations.

It is the duty of the LNC Secretary to inform that states that are entitled to appointments, and this is typically by the office-holder from the prior term as it is calculated when delegate

allocations for the prior convention are completed. However, it is good practice in the new term, to remind those states so that they can plan their conventions accordingly (as many states elect their representatives at the immediately prior state conventions).

The top states in Bylaws-Sustaining Membership is obtained from the Operations Director. The top per-capita states is based on the immediately prior decennial census (presently 2020). A calculation template based on the 2020 census is here:

https://docs.google.com/spreadsheets/d/1RIRhRdQOUa14YT_3jl7Se5xPdb4tp4wz/edit?usp=sharing&oid=104636191705631799215&rtpof=true&sd=true

As an example of reporting the final results, following is the calculation sheet for 2024:

2024 PLATFORM COMMITTEE ENTITLEMENTS

Calculations Per Capita¹

State	National Memb. #s	Population	Per Capita %	Per Capita Rank
NH	224	1,377,529	.016261	1
WY	65	576,851	.011268	2
CO	625	5,773,714	.0108429	3
AK	72	733,391	.009817	4
NV	250	3,104,614	.008052	5

Calculations Per National Membership Rank²

State	National Memb. #s	National Membership Rank	Comments
CA	1810	1	
TX	1301	2	
FL	940	3	
PA	860	4	
NY	808	5	
VA	690	6	
OH	686	7	
CO	625	8	Since CO is already in the top 5 per capita, it is removed from this list
MI	579	9	
GA	565	10	
IL	553	11	

¹ Population numbers used are from the 2020 census (see <https://drive.google.com/file/d/1-uwf3J51mn2sblUfGilmZf6eDCAwhbfq/view?usp=sharing>)

² National Membership numbers used are from figures used for delegate allocations for the 2022 National Convention (<https://docs.google.com/spreadsheets/d/1iLH-loj-VltnrZAom281pScXZ7Bit4EW/edit?usp=sharing&oid=113226973046017453657&rtfpof=true&sd=true>)

Example 14 2024 Platform Committee Calculations

After the LNC makes its appointments, the Secretary sets up the platform committee mailing list on the Google server (with the assistance of staff if necessary) and gives the co-admin control additionally to the interim chair. The website also needs to be updated with these appointments.

When the delegate allocations are made for the next convention, the platform committees should be calculated at the same time with the states receiving notification of their entitlement.

Bylaws and Rules Committee Appointments

The applicable Bylaws provision reads as follows:

ARTICLE 11: OTHER COMMITTEES

3. The Bylaws and Rules Committee shall consist of 10 Party members appointed by the National Committee no later than twelve months before a regular convention. No more than five of these members shall be members of the current National Committee.

The Secretary typically solicits the applications for national appointments and assembles them for the LNC's review and deliberations. After the LNC makes its appointments, the Secretary sets up the platform committee mailing list on the Google server (with the assistance of staff if necessary) and gives the co-admin control additionally to the interim chair. The website also needs to be updated with these appointments.

Delegate Allocation and Preparation for Regional Formation

There is quite a lot of important tasks that fall upon the Secretary in this area. The applicable Bylaws provisions read as follows:

ARTICLE 7: NATIONAL COMMITTEE

2. The National Committee shall be composed of the following members:

- b. any additional members as specified below:
Any affiliate party with 10% or more of the total national party sustaining membership within affiliate parties (as determined for delegate allocation) shall be entitled to one National Committee representative and one alternate for each 10% of national sustaining membership. Affiliate parties may, by mutual consent, band together to form "representative regions," and each such "region" with an aggregate national party sustaining membership of 10% or more shall be entitled to one National Committee representative and one

alternate for each 10% of national party sustaining membership. "Representative regions" may be formed or dissolved once every two years during a period beginning 90 days before the beginning of and ending on the second day of the national convention, and notice of new formations or dissolutions must be given in writing to the national Secretary prior to the close of the convention at which they take place.

ARTICLE 10: CONVENTIONS

3. Affiliate Party Delegate Entitlements: Each affiliate party shall be entitled to send delegates to each regular convention on the following basis:
 - a. One delegate for each 0.14 percent, or fraction thereof, of the total Party sustaining membership in that affiliate; provided that at least one such delegate must be a resident of that State or District.
 - b. One delegate for each 0.35 percent, or fraction thereof, of the votes cast nationwide for the Libertarian Party candidate in the most recent presidential election, cast in that affiliate's state. If a state conducts its presidential election via Ranked-Choice or Instant Runoff Voting, the ballots for the Libertarian candidate as tabulated in the first round of ballot counting will be used for this purpose.

4. Delegate Allocation:
 - a. In order to be counted for delegate allocation, sustaining membership applications must be sent to the National Headquarters by either the individual member or the affiliate party and received or postmarked no later than the last day of the seventh month prior to the regular convention.
 - b. The Secretary shall make a count of the sustaining members qualified under the requirements set forth here and shall compute the delegate allocations for the affiliate parties. Notification of the sustaining membership totals and allocation totals shall be sent by the Secretary to the chair of each affiliate party no later than the last day of the sixth month prior to a regular convention.

A delegate allocation worksheet template can be found here:

https://docs.google.com/spreadsheets/d/1fi88jQr5q0Ma63TlxoNcq30lxByly7Rs/edit?usp=share_link&ouid=104636191705631799215&rtpof=true&sd=true

The states have been traditionally notified via a Delegate Allocations Manual. A Word version of an example (unofficial as it was during the now-voided period of suspension) was prepared by Caryn Ann Harlos here:

<https://docs.google.com/document/d/1NmQ83b38rpnRe8DO5kt1Qj2Tr1x0Tzkr/edit?usp=sharing&ouid=104636191705631799215&rtpof=true&sd=true>

Regional formation is also tied to numbers/percentages of sustaining membership as noted in the Bylaws above. In simple terms, states can partner together for representation on the LNC. It is not necessary for these states to be geographically contiguous or related, though it is common. In order to be entitled to one regional representative and one regional alternate, the bound states must have at least 10% of the total national sustaining membership and are entitled to additional regional representative and alternate for each additional 10% of total national sustaining membership.

There has also traditionally been a Regional Formation Manual prepared for the use of the state affiliate. A Word version of an example (unofficial as it was during the now-voided period of suspension) was prepared by Caryn Ann Harlos here: https://docs.google.com/document/d/1E9d9JXrThTbIGTDSechPTLteyMLaNDkj/edit?usp=share_link&oid=104636191705631799215&rtpof=true&sd=true

Pursuant to the Bylaws: "Representative regions" may be formed or dissolved once every two years during a period beginning 90 days before the beginning of and ending on the second day of the national convention, and notice of new formations or dissolutions must be given in writing to the national Secretary prior to the close of the convention at which they take place."

These deadlines are really important as this is the only time when regional formations or dissolutions can take place. These arrangements are done by the state chairs, usually facilitated by the current regional representatives and alternates. The elections of new representatives typically take place at regional caucuses during the national convention, though the regional agreement can provide otherwise (such as in the case of California that typically has enough of a sustaining membership percentage to qualify to be its own region so that the LPCA Bylaws provide that the representatives must be elected at their state convention).

A template for the deadlines required to be monitored and completed by the Secretary can be found here: https://docs.google.com/spreadsheets/d/1KFfP-WMvOZGD1Nk7jyxNH6kcZr0S8un36Elp0605WcU/edit?usp=share_link

It is good practice to report on these deadlines in each Secretary's report with a copy of this chart appended thereto.

CONVENTION OVERSIGHT COMMITTEE

As per Policy Manual Section 1.03.1, the LNC Secretary is a non-voting ex officio member of the Convention Oversight Committee. This means that there is a right, but not an obligation, to attend; however, the Secretary is integral to a smooth running convention and attendance with input should be a priority. During these meetings, the needs of the Secretary and Teller Team can be adequately planned and provided for.

TELLER TEAM

It is the responsibility of the LNC Secretary, and no one else, to train and assemble a group of volunteer tellers for the convention elections and other items in which votes are counted. This planning and recruitment should start about six months prior to the convention at the latest. The role of the tellers is to assist in entering counts from Delegation Chair tally sheets into the vote tabulation spreadsheets.

Here are the relevant Bylaws and Convention Rules:

ARTICLE 15: ALTERNATIVE VOTING PROCEDURES

1. The convention special rules of order may authorize specified forms of preferential voting.
2. The convention special rules of order may provide a mechanism under which, when no candidate initially receives a majority, the candidate receiving the fewest votes is removed from consideration.

RULE 2: VOTING PROCEDURE AND MOTIONS

1. On all matters, except the retention of platform planks, the election of Judicial Committee members, Party officers and at-large members of the National Committee, and the nomination of Presidential and Vice-Presidential candidates, voting will be by either voice vote or rising vote. If any delegate objects to the Chair's ruling on the outcome of a voice vote, a rising vote shall be conducted. If 20 or more delegates object to the Chair's ruling on the outcome of a rising vote, a counted vote will be held.

RULE 3: POLLING PROCEDURE

1. The State Chair shall serve as chair of his or her delegation, unless that delegation selects another of its members to serve as its chair and so notifies the Secretary.
2. In cases where a roll call vote is required, polling shall be by state. The Secretary will ask for the vote from each state in alphabetical order, and the chair of each delegation shall report the vote for that state. The convention seating will be by state delegation. If someone challenges the vote reported by any state's chair, the Secretary shall poll the delegates from that state individually.
3. In cases where computer readable ballots are used, each delegate must sign the ballot and submit it to the delegation chair. After verifying that the number of votes cast does not exceed the number the state is entitled to, the chair of each delegation shall submit the ballots to the Secretary. During the period of time allotted for such votes, the business of the convention shall continue without interruption.

RULE 5: DEBATING AND VOTING -- PLATFORM

1. After the adoption of the convention agenda, the convention will vote whether to delete planks from the existing platform. This will be accomplished as follows:
 - a. The Credentials Committee shall issue five signature tokens to each delegate.

- b. Tokens shall only be issued to delegates. Delegates are responsible for transferring possession of unused tokens to their alternates if necessary.
- c. Each delegate may cast each token as a recommendation for deletion of one plank by noting on the token the plank to be deleted and signing the token.
- d. A delegate may cumulate recommendations by casting any number of tokens for deletion of the same plank.
- e. Delegates will be given until one hour prior to the scheduled start of the platform report to mark their tokens and deliver them to the Secretary.
- f. Prior to the scheduled start of the platform report, the Secretary shall review the tokens received and tabulate and report the tokens submitted for deletion of each plank.
- g. As its first item of platform business, the convention shall vote whether to delete each of those planks that received a number of tokens for deletion equal to 20% or more of the number of credentialed delegates. Such votes shall be cast without amendment or debate.

RULE 7: NOMINATION OF PRESIDENTIAL AND VICE-PRESIDENTIAL CANDIDATES

1. No person shall be nominated for President or Vice-President unless at least 30 registered delegates join in the nomination in writing submitted to the Secretary, and the nominee has submitted to the Secretary evidence of sustaining membership and a statement of willingness to accept the nomination. No delegate may join in nominating more than one candidate for each office. The affixing of signatures to a nominating petition per this requirement shall be effected by a transfer of signature tokens issued by the Credentials Committee.
2. The Party's nominee for President shall be chosen by majority vote. If no candidate has attained a majority, the candidate with the fewest votes and any candidates polling less than 5% shall be struck from subsequent ballots. This procedure shall be repeated after every ballot in which no candidate has received a majority vote, until one candidate attains a majority.
3. Each delegation shall tabulate its total vote, and the delegation chair shall deliver a written total to the Secretary. When all the delegations have submitted their votes, the Secretary shall declare the voting closed. Following the first presidential ballot, an announcement of each delegation's vote total shall be made by delegation chairs in alphabetical order beginning with a randomly selected delegation. For all ballots, the Secretary shall then display the results.
4. The Party's nominee for Vice-President shall be chosen by the same procedure as for the Presidential nominee except that the Presidential nominee shall have the privilege of addressing the convention for 5 minutes, after nominations have been made but before voting has begun, for the purpose of endorsing or objecting to any of the Vice-Presidential nominees. Nominations for Vice-President shall close after selection of the Presidential nominee.

A delegate who collects the required number of nominating tokens so designated may speak up to 5 minutes in favor of voting for None Of The Above.

RULE 8: ELECTION OF OFFICERS AND NATIONAL COMMITTEE

1. Nominations for Party officers shall be from the floor. The election shall be conducted in the following manner:
 - a. For each office, a majority vote will be necessary for election.
 - b. Each delegation shall tabulate its total vote, and the delegation chair shall deliver a written total to the Secretary. When all delegations have submitted their votes, the Secretary shall declare the voting closed.
 - c. In cases where no candidate receives a majority, runoff votes will be held, dropping the candidate with the fewest votes after each ballot.
2. Nominations for the at-large members of the National Committee shall be from the floor. The election shall be conducted in the following manner:
 - a. Each delegate may cast a ballot with a vote for either none-of-the-above or one vote per candidate for any number of candidates. Every ballot with a vote for none-of-the-above or one or more candidates is counted as one ballot cast. A vote for none-of-the-above shall be ignored if the ballot also includes a vote for any other candidate.
 - b. Each delegation shall tabulate its total vote, and the delegation chair shall deliver a written total to the Secretary, along with the ballots cast.
 - c. When all delegations have submitted their votes, the Chair shall declare the voting closed. The top five candidates receiving a majority vote of the ballots cast shall be elected. Tie votes affecting the outcome shall be decided by lot.
3. No person shall be nominated unless at least 15 registered delegates join in the nomination submitted to the Secretary, and the nominee has submitted to the Secretary evidence of the required level of membership and a statement of willingness to accept the nomination. No delegate may join in nominating more than one candidate per seat. Nominating speeches shall be limited in duration as follows:
 - a. Chair: Total of 10 minutes;
 - b. All others: Total of 5 minutes.
4. In the event a region has not otherwise provided for the election of its National Committee representation then the delegates from the region shall elect its regional representative and alternate, provided there are at least five delegates present. Each Region's delegates may elect their representative and alternate in whatever manner they choose, provided all delegates present from that region are given equal voice in the selection.

RULE 9: ELECTION OF JUDICIAL COMMITTEE

Nominations and elections for members of the Judicial Committee shall be conducted in the same manner as specified for at-large members of the National Committee.

RULE 10: VERIFICATION OF DELEGATION VOTE TOTALS

For each vote in which subtotals are submitted by delegation, each delegation shall conduct its vote by written ballot. After each delegation has tabulated its own vote totals, before submitting the totals to the Secretary, tellers approved by the Secretary shall review the ballot tabulation for accuracy and cosign the delegation totals. After the Secretary has recorded all delegation submissions, the state-by-state delegation totals for each candidate or choice shall be displayed on a projection screen for each delegation to review for accuracy.

RONR 57:9

The final vote on a bylaw amendment should be counted and recorded in the minutes unless it is nearly unanimous. (ETA: 2/3 vote)

The following items (depending on the convention year) need to be tracked by Tellers:

- Counted Standing Votes (Rule 2, RONR 4:51-4:53, 29:1-8, 30:6, 44:5-6, 45:15, and 54:20)
- Final Bylaws votes (RONR 57:9 and see above)
- LNC Officer elections (Rule 8)
- LNC At-Large elections (Rule 8)
- Judicial Committee elections (Rules 8 and 9)
- Platform deletion tokens (Rule 5)
- Debate tokens (Rule 7)
- Nomination petitions (Rules 7 and 8)
- Presidential/Vice-Presidential candidates (Rule 7)

NOTE: It is prudent to pay attention to proposals coming out of the Bylaws and Convention Rules Committee to see if there are any proposals coming out that would impact the methods of voting and communicate with that Committee about difficulties these may pose if enacted immediately, and if so, urge a proviso so that do not take effect until the following convention. But have a contingency plan if there is a possibility that there is a procedure change midstream.

There are compliant voting tally templates here:

- Platform Token Deletion Tally:
https://docs.google.com/spreadsheets/d/1k_Ouux_HGmepkC_jpv_QW2Hy73XrVmS/edit?usp=sharing&oid=104636191705631799215&rtpof=true&sd=true
- Single-Winner Race Tally (vote for one):
<https://docs.google.com/spreadsheets/d/10GJyZufUa4Bs-rLMYanoYwlQdvnEVFZt/edit?usp=sharing&oid=104636191705631799215&rtpof=true&sd=true>
- Multi-Winner Race (approval):
https://docs.google.com/spreadsheets/d/1ACbefv42ElcBfQVVegyt8-qlQK0P_CBv/edit?usp=sharing&oid=104636191705631799215&rtpof=true&sd=true

- Nomination Signature Verification: <https://docs.google.com/spreadsheets/d/1xsvVou-TgEF8FCc5dBIVTnY2KJnUIP t/edit?usp=sharing&oid=104636191705631799215 &rtpof=true&sd=true>

Here is a platform deletion token used from a past convention:

PLATFORM Plank Signature Token		
<input type="checkbox"/> 1.0 Personal Liberty	<input type="checkbox"/> 2.1 Property and Contract	<input type="checkbox"/> 2.13 Health Care
<input type="checkbox"/> 1.1 Self-Ownership	<input type="checkbox"/> 2.2 Environment	<input type="checkbox"/> 2.14 Retirement & Income Security
<input type="checkbox"/> 1.2 Expression & Communication	<input type="checkbox"/> 2.3 Energy & Resources	<input type="checkbox"/> 3.0 Securing Liberty
<input type="checkbox"/> 1.3 Privacy	<input type="checkbox"/> 2.4 Government Finance & Spending	<input type="checkbox"/> 3.1 National Defense
<input type="checkbox"/> 1.4 Personal Relationships	<input type="checkbox"/> 2.5 Government Debt	<input type="checkbox"/> 3.2 Internal Security & Individual Rights
<input type="checkbox"/> 1.5 Abortion	<input type="checkbox"/> 2.6 Government Employees	<input type="checkbox"/> 3.3 International Affairs
<input type="checkbox"/> 1.6 Parental Rights	<input type="checkbox"/> 2.7 Money & Financial Markets	<input type="checkbox"/> 3.4 Free Trade & Migration
<input type="checkbox"/> 1.7 Crime and Justice	<input type="checkbox"/> 2.8 Marketplace Freedom	<input type="checkbox"/> 3.5 Rights & Discrimination
<input type="checkbox"/> 1.8 Death Penalty	<input type="checkbox"/> 2.9 Licensing	<input type="checkbox"/> 3.6 Representative Government
<input type="checkbox"/> 1.9 Self-Defense	<input type="checkbox"/> 2.10 Sex Work	<input type="checkbox"/> 3.7 Self-Determination
<input type="checkbox"/> 2.0 Economic Liberty	<input type="checkbox"/> 2.11 Labor Markets	<input type="checkbox"/> 4.0 Omissions
	<input type="checkbox"/> 2.12 Education	
<p>PRINT NAME: _____ SIGNATURE: _____</p> <p style="text-align: center;"><i>Select one - AND ONLY ONE - plank you wish to delete from the platform. You may cast all 5 tokens for the same plank if you wish. Print your name, sign your name, and place it in the designated ballot box. See Convention Rule 5.1 for more information.</i></p>		

Example 15: Example of Platform Deletion Token

Teller Selection Training

The selection of convention tellers needs to happen well in advance of convention, but this can be complicated by several factors. One, people generally only want to volunteer once they know for sure they will be selected as a delegate or alternate for their state, and this fact is usually not known until their own state convention. Secondly, there is a high drop-out rate after initially volunteering. With this in mind, beginning about six months prior to convention, tellers should be sought. The final ideal team is ten to twelve including a Head Teller. With the attrition rate in mind, finding and training about twenty volunteers is good practice.

Some example training videos will be linked in this Manual once done for the 2024 convention.

Basic requirements:

- Willingness to sit away from their delegations and perhaps having to miss some votes (though that is avoided) and be there for the entire convention
- Competency with Google sheets and basic math skills
- Attention to detail and high organization skills
- Laptop
- Able to work under pressure

Key points in counting ballots (and see RONR X45:37-40 for sample Teller's Report which information needs to be incorporation into reporting workflow where not included on current standard forms).

At this time, votes are not counted by tellers individually, but rather are counted by their Delegation Chairs and put onto a Delegation Chair's Tally Sheet. These are the instructions given to the Delegation Chair:

Delegation Chair: The following lists all formally nominated candidates for the [OFFICE WILL BE INSERTED]. You are to present this to each of your affiliate's qualified voting delegates and alternates (see the Delegate Listing sheet) and allow them to vote. Voting is by Approval Voting, in which each voter identifies all those candidate he or she approves for the designated office. Such approval is indicated simply by placing a tick mark in the row to the right of the corresponding candidate(s). If there are four (4) tick marks present at the end of the row, the fifth should be a diagonal line across those four, as shown:



(The direction of the diagonal is irrelevant.)

With Approval Voting, a delegate may cast 1 vote for any number of candidates, from zero to the total. There is a separate line for None of the Above (NOTA), but if a delegate chooses to vote for NOTA he or she should NOT vote approval for any other candidate. NOTA is simply an easy way to indicate you disapprove of all nominated candidates and do not write in your own candidate, and to make sure your disapproval is counted (not marking any approval all by itself would not accomplish that purpose).

This is your worksheet. When all your delegates (and alternates, where appropriate) have marked their votes, sum the total and enter that number on the Final Ballot for each candidate. If there are any write-in candidates, enter their names at the end of the list along with their corresponding totals, along with the total for NOTA. Then submit both this worksheet and the Final Ballot to the Teller's table. You may make any copies you wish, and you should sign and print your name where indicated on the Final Ballot. If you need to use the back of this sheet, please place an "X" in the box to indicate that you have used both sides; similarly, indicate that both sides of the Final Ballot are used.

Here is a copy of a sample Delegation Chair's worksheet (forms can differ slightly from convention to convention and copies of the forms are in the Party's archive):

- 8x10 manilla envelopes (400 hundred)
- Large envelope style envelopes (multi-thousand)
- Index Cards (10,000)
- Ballot Templates, Instruction Sheets, Delegate Chair Tally Sheets (prepared per race)
- Nomination forms
- State by State Certificates of Nomination (for Presidential years)
- Regional formation forms
- Motion forms
- Extra RONR copies
- Small notepads
- 2 stage podiums
- 2 long tables for stage
- 4 long tables for off-stage tellers
- Ballot boxes

Please note: On Presidential years, you will need to be sure to have a notary present, nomination forms (usually prepared by HQ), and a list of state chairs that must personally turn in nomination forms.

It is often not a good idea to rely upon your personal laptop, particularly if a MacIntosh or older unit as there have been problems interfacing with the AV staff. These connections should be troubleshooted at least the day before. The reason for having two separate computers is to have one always ready for display to the convention, and the other before used for more confidential items.

Order of Business

The present standing order of business is codified as follow, but this is suspendable by the delegates. However, this is a good road map to have supplies and volunteers ready.

RULE 1: ORDER OF BUSINESS

The standing order of business for a regular convention shall be as follows:

1. Call to order
2. Credentials Committee report
3. Adoption of agenda
4. Treasurer's report
5. Audit Committee report
6. Bylaws and Rules Committee report
7. Election of Judicial Committee (in appropriate years)
8. Election of Party officers and at-large members of the National Committee
9. Platform Committee report
10. Nomination of Party candidates for President and Vice-President (in appropriate years)
11. Resolutions

12. Other business

While the convention agenda can be amended by the convention, it is best to plan to be ready in this order and to be set up as far in advance as possible. Setting up minutes before opening gavel is not possible unless for some site preparation issues, it is the only option. Be prepared for the room to potentially be cold and have beverages on your table. The placement of the teller table should be close enough for easy communication or some other form of communication should be planned. And please note that all ballots should be retained for a customary after-convention audit. Such an audit cannot change results, but it does help see processes that are prone to error.

Screen Displays During Convention

It is nearly imperative to have two computers (or laptops) during the convention. One of these will be displaying the Secretary's screen at nearly all times. The other will be to review and take notes on confidential information that should be publicly displayed.

Printers

Several high-speed printers are also useful with reams of different colored paper. Delegation Chair tally sheets will need to be printed, and it is helpful to have different colors for different elections and different rounds.

POST-CONVENTION DUTIES

Minutes

Bylaws Article 10.9 provides:

The Convention Secretary shall produce draft convention minutes within 60 days of the adjournment of the convention and present them to the National Committee. Draft convention minutes shall be posted on the Party's website at least 14 days prior to being submitted to the National Committee for approval by a two-thirds vote.

A copy of the past convention minutes can be found here: https://www.lp.org/wp-content/uploads/2023/03/CONVENTION-MINUTES_2022-FINAL-V3.pdf

There are very time-consuming to prepare and should be started immediately. Absent this Bylaw, they would have to be prepared and approved daily. (RONR 12th Ed.) 48:9.

The Convention Secretary is responsible for their preparation whether or not they are re-elected or seek re-election to the position.

Post-Convention Audit

It is customary for the Secretary to perform a post-convention audit of the ballots, even though no results can be changed. What it can do is find processes that are prone to common errors to improve them for next convention. Former LNC Secretary Alicia Mattson has a great example of such an audit here on page 58:

https://www.lp.org/wp-content/uploads/2018/07/2018_Convention_Minutes.pdf

Transfer of Files

LNC-SPEAK TO ENGLISH GLOSSARY

APRC: Advertising and Publication Review Committee

ASC: Affiliate Support Committee

BAC: Ballot Access Committee

COC: Convention Oversight Committee

COFOE: Coalition for Free and Open Elections

CRM: Customer Relationship Manager

CSV: Comma-Separated Values

ED: Forget about what you first thought, it is Executive Director

EPCC: Employment Policy and Compensation Committee

George Quillies: The unofficial name for the porcupine symbol

HPC: Historical Preservation Committee

IS: Information Services

IRV: Instant Runoff Voting, i.e., RCV for single-winner races

LNC: Libertarian National Committee

LP: Libertarian Party

LPedia: The Party's public-facing historical wiki. Get thee there and edit your entry.

LPHQ: Libertarian Party Headquarters

HPC: Historical Preservation Committee

NAP: Non-Aggression Principles

NatCon: National Convention

NDA: Non-Disclosure Agreement

PII: Personally Identifiable Information

PITA: Pain in the Ass

PM: Policy Manual

RCV: Ranked Choice Voting

RONR: The Holy Book of the Party, i.e., Robert's Rules of Order Newly Revised (current edition, which is presently the 12th edition)

SOP: Statement of Principles

STV: Single-Transferable Vote, i.e., RCV for multi-winner races