

Document:Colorado State Party Bylaws 2019 (Revised with Style Changes)

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Article I – PARTY AFFILIATES

Section 1:

Organizations applying for charter as affiliates shall make such applications on a standard petition form as adopted by the Board. The petition shall include ratification of the Statement of Principles of the national Libertarian Party. The petition and the ratification shall be signed by no fewer than five (5) Members.

Section 2:

Affiliates shall make known to the Board the Affiliate Representative to whom all Party business shall be directed. The Affiliate Representative shall be a Member.

Section 3:

Affiliates may choose to accept as Associate Members, Libertarians who are members of the national Libertarian Party, even though they have signed an approved voter application form establishing their Party affiliation as Unaffiliated rather than Libertarian. If adopted, this policy must be included in the affiliate's bylaws. Associate Members may be allowed to vote at local affiliate meetings and receive newsletters and mailings from the affiliate. Associate Members shall not be allowed to vote at the Convention, serve as an officer of the Party, including at the affiliate level, or seek nomination as a Libertarian Party candidate for any public office.

Article II – DUTIES OF THE BOARD

Section 1:

The Chair shall be the Chief Executive Officer of the Party, holding the powers of administration pertaining to the ordinary business affairs of the Party and such other powers as may be delegated by the Board, as well as overseeing leadership training and succession planning at all levels within the Party. Unless otherwise specified in the Party's Bylaws, Special Rules of Order, or resolutions of the Board, the Chair is responsible for appointing the chairs of all committees. The Chair shall call the Convention as specified in the Party Constitution. The Chair, or their designee, including other Directors acting within their designated job duties at the direction of the Chair, shall be the person who shall communicate on behalf of the Party.

Section 2:

The Vice Chair shall assist the Chair in the performance of executive duties, act as Chair in the temporary absence of the Chair, and ensure affiliate compliance with requirements enumerated in the Constitution and Bylaws. The Vice Chair shall also review and test the procedures in each Director's continuity binder in accordance with the Policy Manual and report the results to the Chair. In coordination with the Affiliate Development Director, when the number of chartered affiliates justifies additional structure, the Vice Chair shall be responsible for organizing the affiliates into representative regions and shall be responsible for representing the regions. The regions shall be composed of the following counties:

- a. Pikes Peak: El Paso, Park, Teller
- b. Upper Arkansas: Chaffee, Custer, Fremont, Lake
- c. Southeast: Baca, Bent, Crowley, Huerfano, Las Animas, Otero, Prowers, Pueblo
- d. San Luis: Alamosa, Conejos, Costilla, Rio Grande, Saguache
- e. San Juan: Archuleta, Dolores, Hinsdale, La Plata, Mineral, Montezuma, San Juan, San Miguel
- f. Western Slope: Delta, Gunnison, Mesa, Montrose, Ouray
- g. Central: Clear Creek, Eagle, Garfield, Gilpin, Grand, Pitkin, Summit
- h. Northwest: Jackson, Moffat, Rio Blanco, Routt
- i. Metro: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson
- j. Northeast: Larimer, Logan, Morgan, Phillips, Sedgwick, Washington, Weld
- k. Plains: Cheyenne, Elbert, Kiowa, Kit Carson, Lincoln, Yuma

Section 3:

The Affiliate Development Director shall develop and support affiliates and development groups, and guide development groups towards official affiliate status. The Affiliate Development Director may establish and manage committees (including the appointment of any committee chairs) to perform these functions.

Section 4:

The Campaigns Director shall identify political races and recruit candidates. The Campaigns Director shall also coordinate candidates and campaigns, and assist candidates in navigating compliance with campaign legal requirements and in obtaining campaign volunteers. The Campaigns Director may establish and manage committees (including the appointment of any committee chairs) to perform these and other campaign functions.

Section 5:

The Membership Director shall be responsible for developing membership education programs, recruiting and training activists, and publishing a regular internal newsletter. The Membership Director shall also be responsible for managing and accessing membership records for internal party use and coordinating membership data with the national Libertarian Party. The Membership Director may establish and manage committees (including the appointment of any committee chairs) to accomplish these and other membership functions.

Section 6:

The Communications Director shall be responsible for all outward-facing communications, websites, multimedia, social media, press releases, media appearances, and media inquiries. The Communications Director may establish and manage committees (including the appointment of any committee chairs) to accomplish these and other communications functions.

Section 7:

The Outreach Director shall be responsible for booking and running outreach booths and community events, and for maintaining outreach materials. The Outreach Director may establish and manage committees (including the appointment of any committee chairs) to perform these and other outreach functions.

Section 8:

The Secretary shall be responsible for maintaining official Party records and shall act as recording secretary for all legal purposes. The Secretary shall maintain a Party calendar of all deadlines required by these Bylaws, the Constitution, and the Secretary of State and shall post these dates within sixty (60) days of their deadlines in accordance with the Party's Standing Rules and Special Rules of Order. The Secretary shall compile, maintain, and make available to the Board a publication listing all Standing Rules and Special Rules of Order adopted by the Board and shall file any amendments to the Party's Constitution or Bylaws with the Secretary of State's office within fifteen (15) days after such amendments are adopted.

Section 9:

The Legislative Director shall be responsible for monitoring activity in the State Legislature, communicating with that body, developing legislation or issue-oriented committees (including the appointment of any committee chairs), and working with other organizations on areas of mutual concern.

Section 10:

The Treasurer shall be responsible for maintaining accurate records of all income and expenses associated with the operation of the Party and shall present a summary of all income and expenses at each regular meeting of the Board. The income and expense summary may be limited to activity since the last regular meeting of the Board. The Treasurer may also prepare budgets for the other Directors or assist them in preparing their own budgets. The Treasurer shall maintain an efficient double-entry system of accounts.

Section 11:

The Fundraising Director shall be responsible for establishing and operating fundraising activities including, but not limited to, the annual Convention, a monthly pledge program, fundraising from Members, coordinating speakers and events for the purpose of Party fundraising, and reporting all income and expenses related to fundraising at each regular Board meeting. The Fundraising Director may establish and manage committees (including the appointment of any committee chairs) to accomplish these and other fundraising functions.

Section 12:

Each Director will be responsible for maintaining documentation within their area, and they will provide a written report to be passed on to their successor. They will not incur expenses beyond budget without approval of the Board.

Section 13:

Each Director shall be an ex-officio member of each Party affiliate's Board of Directors for the purposes of: upholding the spirit and letter of the Statement of Principles of the National Party; enforcing the Party Constitution, Bylaws, and the Rules and Resolutions adopted by the Convention or the State Board; and providing relief in times of distress. Directors shall not be counted in determining the number required for a quorum at an affiliate's Annual or Board Meetings but may be counted in determining that a quorum is present. Each Director shall actively participate in a meeting of at least one (1) Party affiliate or development group each calendar year.

Article III – MEETINGS

Section 1:

Any meeting to elect Party Directors or National Convention Delegates, or any assembly to nominate candidates, shall be held at a public place at the time specified by the Chair. The time and place of such meeting shall be published once in a newspaper of general circulation in each county wherein Members reside, no later than fifteen (15) days before such meeting.

Section 2:

The Board shall convene open meetings at such times and places as may be determined by action of the Board, by call of the Chair, or by written request of one-third (1/3) or more of the current Board. Notice must be sent to the official email address of each Director at least forty-eight (48) hours prior to such meeting. Such meetings shall be called at least once per calendar month.

Section 3:

More than one-half (1/2) of the current membership of the Board shall constitute a quorum at all meetings for the transaction of business, except where a larger vote is required by the Constitution. Any Director may participate in a Board meeting or committee meeting by means of telephone conference or similar communications equipment which allows all persons participating in the meeting to hear or otherwise communicate with each other.

Section 4:

The Board and its appointed or Party-mandated committees may transact business by electronic communications, as specified by Special Rules of Order.

Section 5:

Any active Member of the Party may attend the Board Meetings as a “Proxy” at the request of that Director who temporarily cannot attend. No Proxy may represent more than one (1) Director at any board meeting. The Director who is being represented by a Proxy must notify at least two (2) other Directors of the substitution.

Article IV – FINANCES AND ACCOUNTING

Section 1:

The fiscal year of the Party shall end December 31st.

Article V – PARLIAMENTARY AUTHORITY

Section 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 Party Constitution, these Bylaws, any Standing Rules, and any Special Rules of Order the Party or the Board of Directors may adopt.

- a. If a new edition of Robert’s Rules of Order Newly Revised is released more than six (6) months prior to the Convention, it shall become the Party’s parliamentary authority upon the adjournment of that Convention.
- b. If a new edition of Robert’s Rules of Order Newly Revised is released less than six (6) months prior to the Convention, it shall become the Party’s parliamentary authority upon the adjournment of the following year’s Convention.

Article VI – STATE COMMITTEES

Section 1:

The Constitution and Bylaws Committee and the Platform Committee shall each consist of five (5) at-large Members selected by the Board and an additional Member selected by each chartered affiliate.

- a. The Board shall solicit applications for the members of the Constitution and Bylaws Committee as well as the Platform Committee and set the appointment date for these positions by announcement to all Members at least six (6) months prior to the Convention at which amendments to the Platform, Constitution, and Bylaws are considered. The Board shall appoint five (5) at-large Members at a Board meeting held at least one (1) month after the final solicitation, but no later than four (4) months prior to the Convention at which amendments to the Platform, Constitution, and Bylaws are considered. If any subsequent vacancies occur in the initially-appointed, at-large positions, the Board may select Members to fill the vacancies. The Board shall select the committee Chairs from the members of each committee.
- b. Each chartered affiliate may appoint one (1) Member to each committee. Should an affiliate not appoint a committee member, the Board may appoint an additional at-large Member at the time of committee formation. The

Board shall solicit one (1) committee member from each chartered affiliate on the same schedule implemented by the Board pursuant to subsection 1 above, and at its meeting for appointment of the members of the committees it shall confirm such committee members as have been certified by the Affiliate Representatives. If a committee member appointed by an affiliate resigns from a committee or fails to attend two (2) consecutive committee votes, the affiliate may appoint a replacement.

c. Committees shall submit their final reports to the Board for publication to the membership no later than six (6) weeks before the Convention. These reports shall be available in their complete form to any Party Member upon request, and the Board may charge only the cost of reproduction and mailing. The Party Chair shall ensure that the committees' reports, and any reports of committee members submitted separately, are presented at the Convention.

d. The Chair of each committee shall certify and cause to be published at Party expense a report representing each document in its entirety to the Convention.

Section 2:

The Style Committee shall consist of the previous Chairs of the Constitution and Bylaws Committee and Platform Committee from the previous Convention year and three (3) at-large Party Members selected by the Board. The at-large Style Committee members shall be selected within sixty (60) days of adjournment sine die of the Business Session of the Convention. The Style Committee shall propose non-substantive stylistic changes to the Platform, Constitution, and Bylaws, in accordance with the standards published in the latest version of the Chicago Manual of Style, to the Board for ratification by a two-thirds (2/3) vote, rejection, or determination as a substantive change. Substantive changes to be proposed shall be forwarded or referred to the current Platform or Constitution and Bylaws Committees as appropriate.

Section 3:

The Convention Committee shall be appointed by the Board within ninety (90) days of adjournment sine die of the Business Session of the Convention.

Section 4:

Such other committees, standing or special, shall be appointed by the Chair as the Board or Convention Delegates shall from time to time deem necessary to carry out the work of the Party.

Section 5:

Chairs of committees shall be responsible for completion and reproduction of their final reports at Party expense. They shall also be responsible for interim documents for committee use and for scheduling of committee meetings. All committee meetings shall be open to Members, who may request the committees' schedules from their respective Chairs.

Article VII – ELECTION OF DELEGATES & ALTERNATES TO NATIONAL CONVENTIONS

Section 1:

All National Convention Delegates must have been Members or have been pre-registered to become Members for at least ninety (90) days immediately prior to the first day of the Convention in which they are elected, and must sign a statement to the effect that they support the Statement of Principles of the national Libertarian Party.

Section 2:

The Board shall solicit applications from qualified Members for election as National Convention Delegates and Alternates at least sixty (60) days prior to the Convention and shall publish the completed applications (with addresses, phone numbers, and email addresses redacted) to the Party website at least thirty (30) days prior to the Convention. An application is not required for nomination.

Section 3:

The Party Chair shall announce the number of National Convention Delegates to be elected by the state Convention Delegates.

Section 4:

Nominations for National Convention Delegates shall be received from the floor with no seconding required. Members may nominate themselves. Each state Convention Delegate in attendance at the state Convention shall cast a single vote for each National Convention Delegate candidate of their choice by submitting a signed ballot prepared by the Board for this purpose. The total votes cast by each state Convention Delegate shall not exceed the number of National Convention Delegates to be selected. National Convention Delegates shall be elected by a simple majority of the state Convention Delegates voting. Subsequent ballots shall be taken as necessary to fill any remaining National Convention Delegate slots. In the event that there are more candidates receiving a majority vote than there are National Convention Delegate slots to be filled, those candidates receiving the highest vote totals shall be elected. No elections by slate shall be permitted.

Section 5:

After the National Convention Delegates are elected, National Convention Alternates shall be selected by using the same procedure as specified in Section 4.

Section 6:

The Chair shall serve as Delegation Chair or may request that the National Convention Delegates select a Delegation Chair. Substitutions shall only be made from the list of National Convention Alternates selected by the state Convention Delegates or afterwards added by a majority vote of the

present Board (provided said National Convention Alternates did not receive a less than majority vote by the last state Convention.) Substitutions and selection of additional National Convention Delegates may be made at the National Convention by a majority of the attending National Convention Delegates, provided that such substitutes or additions would have been qualified to be elected at the state Convention, did not receive less than a majority vote at the last state Convention, and have signed a statement to the effect that they support the Statement of Principles of the Libertarian Party.

Section 7:

All National Convention Delegates will sign their ballots and these results will be compiled by the Delegation Chair in a post-National Convention report. Upon request, within thirty (30) days of the National Convention, National Convention Delegates as they are able shall also report how they voted on particular Bylaws, Convention Rules, and Platform changes.

Article VIII – ELECTION OF REPRESENTATIVES AND ALTERNATES TO NATIONAL COMMITTEES

Section 1:

Representatives and alternates to national Party committees and subcommittees, excluding Regional Representatives and Alternates to the Libertarian National Committee, shall be elected by one of the following methods: If the number of representatives to national Party committees is known at the time of the Convention and the committees are to convene after the Convention, the Convention Delegates shall elect the committee representatives and alternates in the same manner as and immediately after the election of At-Large National Convention Delegates; otherwise the Board shall elect the committee representatives and alternates by majority vote after soliciting applications from Members.

Section 2:

Each representative and alternate to these committees shall report to the Board as to the progress of these Committees and shall not agree to any secrecy or non-transparency provisions.

Article IX – COUNTY DEVELOPMENT GROUPS

Section 1:

For each county without an affiliate, the Board or a committee it appoints for this purpose may charter one (1) or more development groups for the purpose of increasing Party membership, communication, and influence within the county as an interim to establishing a formally organized affiliate. Subject to the provisions below and any rules and instructions issued by the Board, a development group shall have the power to select its own name and leadership, adopt rules and agendas, and set times and places of meeting.

Section 2:

A development group may be assigned to a subset of precincts within a county. Development groups shall not overlap geographically. Development groups may negotiate among themselves with respect to merging, splitting, or gaining or releasing one or more precincts, and shall notify the Board within three (3) business days of any such changes made.

Section 3:

A development group may have, as members, any residents within its geographical boundary, as well as any residents not living within any other current development group boundary. Development group leadership shall be limited to Party Members and shall submit a report of activities to the Affiliate Development Director at least once per quarter or upon request.

Section 4:

Development groups may, jointly or separately, engage in: outreach and voter registration; membership education, support, and training; recruiting activists and potential candidates; raising funds on behalf of the Party; and supporting or opposing local issues, subject to Board approval. A development group shall follow applicable law with respect to collecting and recording donations by political parties. A development group shall also submit all money collected and records of the donors to the Treasurer within three (3) business days of receipt. A development group shall not nominate or endorse candidates for office; shall not interact with the media except by the approval and instruction of the Chair; and shall not spend money except as authorized by the Party Treasurer or the Board.

Section 5:

The Board may revoke the charter of any development group at any time and without cause. Upon the formation of an affiliate within a county, all development groups therein shall become constituents of and wholly subject to that affiliate.

Certified by:

Michael T. Spalding 2019 Convention Secretary, Libertarian Party of Colorado

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