

**LIBERTARIAN PARTY OF NEW YORK**  
**GUIDE TO STARTING A COUNTY AFFILIATE**  
**VERSION MARCH 2, 2021**

**What is a County Contact?**

A County Contact is the point person for a county in New York State that does not have an organized Libertarian Party County Affiliate. As a County Contact, you have a single goal: to form a County Affiliate of the Libertarian Party of New York (LPNY).

**What is a County Affiliate?**

A County Affiliate leads the fight for liberty at the lowest levels of government. By taking the fight for liberty directly to town and county leaders, we can begin to chip away at the tyranny we face from Big Government. County Affiliates also help get Libertarians elected to local offices. Having Libertarian Affiliates at the local level also allows us to be more effective in helping statewide campaigns such as Gubernatorial (Governor) and Presidential. County Affiliate leaders participate in training with the LADC to learn how to effectively influence political change.

**How does one get appointed as the County Contact?**

The LPNY's Local Affiliate Development Committee (LADC) is responsible for communicating and coaching County Contacts through the process of forming a County Affiliate. The LADC will recommend to the LPNY Executive Committee (EC) the appointment of County Contacts who meet the requirements and have shown interest in leading the effort to create a County Affiliate in their respective county.

The only requirement to be appointed as a County Contact is to be an enrolled Libertarian voter in your county. Once your enrollment has been verified, you will begin working with the LADC on organizing with other Libertarians in your county and the EC will appoint you to the position of County Contact for a term of six months.

**How much time is required of me?** We estimate you would not be spending more than three hours per week working on forming your County Affiliate. As with any task, due to the various factors, it may take some longer than others to form a County Affiliate. If for any reason you can no longer commit the time to be a County Affiliate, please let the LADC know.

**Will there be any sort of formal training for County Contacts?**

The LADC will host meetings for County Contacts to help them in forming their County Affiliate. Dates, times, frequency and topics will vary by month, but make sure that the committee has your current email address so you are informed as to when the meetings are held. The meetings will also always have a Q&A session in case you have any questions about the process or if you are stuck and haven't been able to speak to a member of the LADC for help. The LADC is always here to help you succeed!

## STEPS TO FORMING A COUNTY AFFILIATE

### 1. Know the requirements.

- a. **Hold a convention (meeting)** of the enrolled Libertarians in your county with the required number of attendees, based on the number of enrolled libertarians in your county, see chart below (as of 01/04/2021, numbers may increase as enrollment increases).

Allegany - 4	Cayuga - 4	Clinton - 4	Cortland - 4	Delaware - 4	Dutchess - 9
Essex - 4	Franklin - 4	Greene - 4	Hamilton - 4	Herkimer - 4	Jefferson - 7
Lewis - 4	Livingston - 5	Montgomery - 4	Niagara - 9	Oneida - 9	Oswego - 7
Putnam - 5	Rockland - 5	Schenectady - 9	Schuyler - 4	Seneca - 4	St. Lawrence - 5
Steuben - 7	Sullivan - 4	Tompkins - 5	Warren - 4	Washington - 4	Wyoming - 4
Yates - 4					

- b. **Elect officers.** At minimum, a Chair, Vice-Chair, Secretary, and Treasurer.
- c. **Adopt rules** compliant with election law and the rules of the LPNY. We have a template, all you need to do is fill in your county name. You can also make changes to the template if you would like or use different rules. See the *LPNY County Rules Template* and the *LPNY Guide to the County Rules Template*.

### 2. Network with Enrolled Libertarians

- a. Contact your county Board of Elections (BoE) by email, phone or in person and request a list of enrolled Libertarians or OTH-LBT for the entire county. Make sure to request phone numbers and email addresses if they are available.
- b. Reach out to the enrolled libertarians and invite them to meet with you for a planning session on forming the County Affiliate.
- c. Start to build an email list (platforms such as MailChimp are free and easy for small lists) and Facebook Group to help keep everyone you speak to informed.

### 3. Hold Monthly Planning Sessions

- a. Pick a day of every month to hold the session. It may take a few months of holding these sessions before you are ready to hold your official convention to form the County Affiliate. It's best to keep them consistent on the same day every month (such as the third Wednesday of the month) as long as it works best for most enrolled libertarians who are attending.
- b. Hold the meeting in person at a library, restaurant/bar, etc. or online via Zoom.
- c. Announce the meetings on social media/email list you have been building
- d. You should use the sessions to discuss what needs to be done to form a County Affiliate such as requirements, future outreach efforts, etc.
- e. Continue to hold meetings until you have enough enrolled libertarians showing up to meet the affiliate requirement above.

#### **4. Plan your convention**

- a. Select a date and time. Try to plan at least 30 days in advance.
- b. Select a location. You can hold an in person convention (at a restaurant, library, club facility, at a park, etc.), you can hold it via zoom (or other video conference tool), or a combination of in person and video conference (also known as a hybrid meeting).
- c. Make notifications. An attempt to contact all enrolled Libertarians must be made. First notice should be sent by mailing address, email address, and/or telephone number on file with the BoE. Sending a notice by mail is not necessary for any enrolled Libertarian you have emailed or directly spoken to by telephone or text message (response is required if notifying by text).
- d. Promote the event. Advertise it on social media, send press releases to local news outlets, take out newspaper ads, post to local community calendars, etc.

#### **5. Hold the convention**

- a. Keep the minutes and take attendance.
- b. Adopt Rules
- c. Elect Election District Representatives (if applicable)
- d. Elect Officers
- e. Decide on next meeting date/time

**6. Submit the documentation.** Send a copy of your rules, elected officer information and a copy of the meeting minutes with a list of attendees to [Secretary@LPNY.org](mailto:Secretary@LPNY.org). The EC of the LPNY will then review and vote to approve your organization's affiliation.

#### **We created a County Affiliate, now what?**

The LADC will help you through the process of becoming a grassroots activist organization. You have accomplished forming your organization and now you will work to build the infrastructure (bank accounts, BoE filings, email lists, etc.). You will also be working to help elect Libertarians to public office.

The LADC will continue to help as your County Affiliate grows from a few Libertarians to dozens of active members! Please do not hesitate to reach out to the LADC for help at [affiliates@LPNY.org](mailto:affiliates@LPNY.org).