

# Policy Manual of the Libertarian Party of New York

*As adopted at the Meeting of the State Committee held on January 22, 2024.*

## Article 1. Introduction

The purpose of this document is to outline all policies and standards outside of the Party Rules. This shall be a binding document which can be amended by a majority vote at any meeting of the State Committee or Executive Committee.

## Article 2. Organizational Structure

2.1. **GENERAL.** This article shall outline the organizational and committee structure of the Libertarian Party of New York. This document may be amended at any time by a majority vote of the State Committee.

2.2. **PURPOSE.** The purpose of the organizational structure and this document is to organize the Libertarian Party of New York into eight divisions based on categories that group and define the responsibilities of every division, committee, and appointed position in order to effectively carry out projects and tasks for the party.

2.3. **STRUCTURE.** The organizational structure consists of a Division, which is a category consisting of a set of defined responsibilities to carry out different tasks for the Libertarian Party of New York. Each Division is headed by a Division Director, who shall work with each other to carry out different aspects of party projects. Each division may have a single general committee, multiple committees, or a combination thereof.

### 2.4. DIVISIONAL DIRECTORS.

2.4.1. **APPOINTMENT.** Division Directors shall be appointed by the Chair or the State Committee and confirmed by the State Committee, following a call for applications. A Deputy Director may be appointed by the Director and confirmed by the State Committee to assist in the Director's duties.

2.4.2. **DUTIES.** Division Directors lead their division, carry out, and/or delegate tasks for which their division is responsible, and report their activities to the State Committee. They shall submit a proposed budget to the Finance Division and are responsible for overseeing the approved budget for their Division.

2.4.3. **POWERS.** Division Directors shall have the power to create and make appointments to division positions, create new committees within their division, and appoint members to committees within their division.

2.4.4. **DISMISSAL.** Division Directors may be dismissed by a majority vote of the State Committee.

**2.4.5. VACANCIES.** In the event that the Division Director position becomes vacant and a Deputy Director has been appointed, the Deputy Director shall assume the role of Acting Division Director until a new Division Director is appointed. The State Committee shall have the power to fill vacancies in division committees when the Division Director position is vacant.

## **2.5. DIVISIONS AND COMMITTEES**

**2.5.1. STAND-ALONE COMMITTEES.** The Rules Committee and Platform Committee shall be stand-alone committees.

### **2.5.2. DIVISIONS.**

**2.5.2.1. ADMINISTRATIVE DIVISION.** The Administrative Division shall be led by the State Chair and be responsible for overseeing inter-division communication, legal matters, and strategic planning.

**2.5.2.2. COMMUNICATIONS DIVISION.** The Communications Division shall be led by the Communications Director. The Division is responsible for overseeing public relations, social media, content creation, and messaging. The Division shall consist of a Communications Committee chaired by the Communications Director; and a Social Media Committee.

**2.5.2.3. POLITICAL DIVISION.** The Political Division shall be led by the Political Director. The Division shall be responsible for candidate acquisition, candidate support, and elected Libertarian Support. The Division shall consist of three committees: Candidate Acquisition Committee, Candidate Support Committee, and Elected Libertarian Support Committee.

**2.5.2.4. FINANCE DIVISION.** The Finance Division shall be led by the Finance Director. The Division shall be responsible for obtaining and managing finances, including donor relationships, sponsorships, vendor relationships, merchandising, and financial management. The Division shall consist of two committees: Fundraising Committee and Treasury Committee. The Treasury Committee shall be chaired by the Treasurer, who shall appoint members to the committee as needed to assist the Treasurer in carrying out the duties of the office.

**2.5.2.5. IT DIVISION.** The IT Division shall be led by the IT Director. The Division shall be responsible for administering the website, database management, and assisting other divisions with IT-related tasks as necessary. The Division shall consist of an IT Committee chaired by the IT Director.

**2.5.2.6. OUTREACH DIVISION.** The Outreach Division shall be led by the Outreach Director. The Division shall be responsible for developing and implementing strategies for content creation, activism opportunities, direct citizen action, networking with other organizations, and coalition building.

**2.5.2.7. PERSONNEL DIVISION.** The Personnel Division shall be led by the Personnel Director. The Division shall be responsible for volunteer coordination and organizing trainings. The Division shall consist of a Personnel Committee chaired by the Personnel Director.

2.5.2.8. **FIELD DEVELOPMENT DIVISION.** The Field Development Division shall be led by the Field Development Director. The Division shall be responsible for developing County Affiliates and College Campus Affiliates. The Division shall consist of a Field Development Committee chaired by the Field Development Director.

2.5.2.9. **LEGISLATIVE AFFAIRS DIVISION.** The Legislative Affairs Division shall be led by the Legislative Affairs Director. The Division is responsible for developing policy, monitoring legislation, and building strategies to advance the party's message in the legislative process. The Division shall consist of a Legislative Affairs Committee chaired by the Legislative Affairs Director. The Division may be further divided into subcommittees based on the category of issues.

## **Article 3. Special Rules of Order**

### **3.1. GENERAL.**

3.1.1. **APPLICATION AND SUSPENSION.** These Special Rules of Order shall apply to all meetings of the full State Committee of the Libertarian Party of New York, unless otherwise amended or suspended by a two-thirds (2/3) vote.

3.1.2. **VOTING PLATFORM.** The platform used for voting and parliamentary procedure shall be the Porcupine App.

3.2. **CREDENTIALS.** The Secretary, directly after the opening ceremonies of the business meeting, shall call the roll of the elected members of the State Committee.

3.3. **IDENTIFICATION OF VOTING MEMBERS.** To facilitate identification, seating, and voting, members and others shall be required to retain and display upon request the wristbands, voting cards, or other indicia issued by the organizers of the meeting upon registration. Division votes, whether simple or counted, shall be taken by members' standing and display of such voting member indicia. For meetings held by teleconference, voting members shall be identified within the platform or platforms used to conduct the meeting.

### **3.4. DEBATE.**

3.4.1. No member shall speak in debate on the same question a second time until every other member who wishes to speak had the opportunity to do so.

3.4.2. No member shall speak in debate on the same question more than twice or longer than three (3) minutes in total without permission of the State Committee granted by a two-thirds vote without debate.

3.5. **VOTING.** Voting shall be conducted using the Porcupine App. The Chair shall conduct each vote in the following order: a) the Chair may ask if there is any objection to a motion and if there is no objection, the Chair shall declare the motion passed; b) if the Chair is unable to determine whether a motion has passed or failed after a voice vote, the Chair shall proceed to a poll using the Porcupine App. Any member of the State Committee may call for an immediate vote using the poll feature of the Porcupine App.

3.6. **FILLING OF VACANCIES.** If there is no candidate to fill a vacancy for a particular district, the Chair may move to the next district or item on the agenda.

### 3.7. **ADOPTION AND AMENDMENT OF PARTY RULES.**

3.7.1. If discussion on an amendment has begun, any recognized speaker may also discuss alternative proposed amendments that deal with the same issues and may use that text to propose a substitution to the current amendment.

3.7.2. If a member of the State Committee proposes more than one amendment, their subsequent proposals shall be taken up only after every other member's first proposed amendment has been considered.

3.7.3. Debate on each amendment shall be limited to ten (10) minutes. Each speaker is limited to one (1) minute at a time. The Chair shall alternately recognize those speakers in favor of and opposed to the amendment.

### 3.8. **CANDIDATE SPEECHES.**

3.8.1. Candidates for Chair shall each be allowed five (5) minutes to speak; candidates for all other Party offices shall each be allowed three (3) minutes to speak. Candidates to fill vacancies on the State Committee shall be allowed ninety (90) seconds to speak. Candidates may cede their time only to other members of the State Committee to speak on their behalf during their allotted time. Speeches will not be allowed for uncontested positions, in which candidates are only running against NOTA.

3.8.2. Candidates seeking endorsement for the highest public office shall each be allowed five (5) minutes to speak; candidates seeking endorsement for all other public offices shall each be allowed three minutes to speak; candidates seeking endorsement for any public office shall also each be allowed one nominating speech and one seconding speech of one minute each.

3.9. **ENDORSEMENTS AND NOMINATIONS OF CANDIDATES.** Endorsements and nominations of candidates for public office shall be made in the same manner as elections for Party officers.

3.10. **PLATFORM.** When discussing the Platform, the previously adopted Platform shall be the base on which amendments, additions, or deletions shall be offered. Such changes to the Platform shall require a vote in accordance with the Rules of the Libertarian Party.

3.11. **RESOLUTIONS.** A resolution offered by an individual member shall be submitted by the maker and the seconder – each of whom shall be a member of the State Committee – and shall be sent by email directly to the Secretary. The State Committee may appoint a Resolutions Committee to review and consider resolutions during the meeting.

3.12. **PERMANENT RECORD.** All reports and other material for the permanent record or printed proceedings shall be typewritten and, immediately on presentation, shall be sent to the Recording Secretary in electronic form.

## **Article 4. Delegate Rubric**

Delegates shall be selected in the following priority order. Unless otherwise specified, ties shall be broken by prioritizing the older memberships to the National Libertarian Party. Alternate Delegates shall be selected in the order of their ranking in accordance with the rubric.

4.1. Officers of the Executive Committee in the following order: Chair, Delegation Chair (if different from the Chair), 1<sup>st</sup> Vice-Chair, 2<sup>nd</sup> Vice-Chair, Secretary, and Treasurer.

4.2. Members-At-Large of the Executive Committee, ranked in order of: seniority as a member of the Executive Committee, followed by seniority as a member of the State Committee, followed by the highest ranking in the next items on the rubric.

4.3. National Convention Committee members representing New York in the following order: National Platform Representative, National Credentials Representative, National Platform Alternate, National Credentials Alternate, and members of the National Convention Oversight Committee.

4.4. Members of the State Committee who Chair a state-level committee or serve as a Division Director, ranked in order of appointment.

4.5. Members of the State Committee who are Chairs of a County Affiliate, in order of election as a County Chair.

4.6. Members of the State Committee who are a member of a state-level committee in order of appointment to the committee.

4.7. Members of the State Committee who are past officers of the Libertarian Party of New York, ranked in order from most recent election to party office, starting with each past Chair, then each past Vice-Chair, then each past Secretary, then each past Treasurer.

4.8. Non-State Committee Members who are Chairs of a County Affiliate, ranked in order of seniority.

- 4.9. Members of the State Committee who are Vice-Chairs of a County Affiliate, ranked in order of seniority. In counties with more than one Vice-Chair, the 1<sup>st</sup> Vice-Chair shall be ranked before the 2<sup>nd</sup> Vice-Chair.
- 4.10. Members of the State Committee who are Secretaries of a County Affiliate, ranked in order of seniority.
- 4.11. Members of the State Committee who are Treasurers of a County Affiliate, ranked in order of seniority.
- 4.12. Members of the State Committee who are Acting County Chairs or County Liaisons of unorganized counties, ranked in order of seniority by appointment, then by election to the State Committee.
- 4.13. All other members of the State Committee, ranked in order of seniority.
- 4.14. Non-State Committee Members who are a member of a state-level committee in order of appointment to the committee.
- 4.15. County Vice-Chairs not on the State Committee, ranked in order of seniority.
- 4.16. County Secretaries not on the State Committee, ranked in order of seniority.
- 4.17. County Treasurers not on the State Committee, ranked in order of seniority.
- 4.18. Acting County Chairs or County Liaisons who are not on the State Committee, ranked in order of seniority.
- 4.19. LPNY Members who are currently elected or previously served in public office by time in office.
- 4.20. Non-State Committee Members who are Past Chairs of the Libertarian Party of New York, starting from the most recent election.
- 4.21. Members of the LPNY who have run for public office and received votes on the Libertarian Party ballot line, by number of times a candidate.
- 4.22. Non-State Committee Members who are Past Vice-Chairs of the Libertarian Party of New York, starting from the most recent election.
- 4.23. Non-State Committee Members who are Past Secretaries of the Libertarian Party of New York, starting from the most recent election.

- 4.24. Non-State Committee Members who are Past Treasurers of the Libertarian Party of New York, starting from the most recent election.
- 4.25. Non-State Committee Members who are Past Members-At-Large of the Libertarian Party of New York, starting from the most recent election.
- 4.26. Non-State Committee Members who are Past Members of the State Committee of the Libertarian Party of New York, starting from the most recent election.
- 4.27. Former County Chairs, ranked in order starting with the most recent election.
- 4.28. Former County Vice-Chairs, ranked in order starting with the most recent election.
- 4.29. Former County Secretaries, ranked in order starting with the most recent election.
- 4.30. Former County Treasurers, ranked in order starting with the most recent election.
- 4.31. Former Libertarian Party National Convention delegates, by number of times a delegate.
- 4.32. Life Members of the Libertarian Party, ranked in order of National Libertarian Party membership, starting with the oldest.
- 4.33. All other LPNY Members, ranked in order of National Libertarian Party membership, starting with the oldest.
- 4.34. All other applicants in order of date and time of application.