

**2024 LIBERTARIAN NATIONAL CONVENTION
WASHINGTON, DC**

DELEGATION CHAIR MANUAL



PREPARED BY *Caryn Ann Harlos*

LIBERTARIAN NATIONAL COMMITTEE SECRETARY

INTRODUCTION

Hello Delegation Chairs! These manuals are always a work in progress and meant to be updated each term. This project was started by past LNC Secretaries Bob Sullenthrop and Alicia Mattson. Ms. Mattson often puts out a version on her own as a labor of love, and it would be worth your while to review any materials she sends you. However, this is the official manual put by the current LNC Secretary.

The purpose of this manual is to equip both experienced and new Delegation Chairs with the basic tools to do their job and ease any nerves. You will do a great job! And if you have any questions, the LNC Secretary and Teller Team is there to assist you.

No part of this document is to be considered personal work product and may be used freely. This is the first version of this manual. Notifications of any errors or discrepancies will be gratefully received.

Honoured to be serving as your national Secretary from 2018-2024.

IMPORTANT NOTE: This Manual is intended to be read in conjunction with other convention manuals and will only refer to, not repeat, detailed information given in them. Also, while every attempt was made to accurately and completely represent the Party Bylaws, the Bylaws speak for themselves, and in the event of a conflict or error herein, the Bylaws prevail.

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GETTING READY FOR CONVENTION

Congratulations on being the chair of your state delegation! This manual will help you and your delegates to be prepared and to represent the Libertarian Party in the best possible light. Our Bylaws and Convention Rules as well as our parliamentary authority, Robert's Rules of Order, Newly Revised, 12th Edition (RONR) will be referred to throughout this document and quoted where necessary. You can find the Bylaws and Convention Rules here: <https://www.lp.org/wp-content/uploads/2022/10/2022-Indexed-LP-Bylaws-and-Convention-Rules-w-2022-JC-Rules.pdf>

IDENTITY OF STATE DELEGATION CHAIR

The following Convention Rule provides for the default state delegation chair. If a state affiliate chooses a different delegation chair or their bylaws provide otherwise, the LNC Secretary and Credentials Committee should be notified as soon as possible. There is information provided to the delegation chairs leading up to the Convention so having this information up-to-date and current is important. It is also a very good idea to provide your best email and cell phone number to both the LNC Secretary and the Credentials Committee Chair as well.

CONVENTION RULE 3: POLLING PROCEDURE

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.

PRE-CONVENTION DUTIES OF DELEGATION CHAIR

You will have many duties at the national Convention itself, but reading this manual and asking questions of the LNC Secretary, as well as other present and past delegation chairs in your state and other will help equip you. There are often trainings put on by the Credentials Committee and the LNC Secretary, and it is highly encouraged that you and as appropriate, your delegation, to take part. Additionally, the Bylaws and Rules Committee and Platform Committee often have Town Halls in which you can become familiar with the nature of the proposals being put forth which may assist you in answering questions of delegates and referring them to other resources.

BASIC CONVENTION INFORMATION

The 2024 Convention site is <https://lnc2024.com/>. It is a good idea to become familiar with the contents including the ticket and schedule information. Additionally, the Bylaws and Rules Committee and Platform Committee will post their reports and other information as the Convention draws close.

TRAINING DELEGATES

You should have already received the Delegation Allocation Manual and the Region Formation Manual from me as LNC Secretary, if not, please reach out to request copies. That Manual describes in detail the delegate allocations and formulas for your state as well procedures for region formation, and so will not be repeated here. Be certain to work with your state affiliate in accordance with your own bylaws to properly elect delegates and alternates and timely provide those names to the Credentials Committee. You will also be receiving a Delegate Manual in early 2024 to provide to each of these delegates that you can use to help provide training to them ahead of the Convention so that everything runs smoothly. It is a very good idea to have a contact sheet and some kind of communications channel (Discord, Signal, etc.) for your delegates and alternates to keep up to date leading up to and at the Convention.

NOTIFICATION OF SELECTED DELEGATES AND ALTERNATES TO CREDENTIALS COMMITTEE

There are strict timeframes in the national Bylaws to submit your state's delegate list. The exact Bylaw is as follows:

ARTICLE 10: CONVENTIONS

4. Delegate Allocation:

c. A list of the names and addresses of all delegates and alternates chosen by each affiliate party shall be sent to the Credentials Committee no later than one month prior to start of the first general session of the regular convention. Amendments to such lists may be made by the affiliate parties and submitted to the Credentials Committee until the close of the Credentials Committee meeting preceding the convention. The number of alternates' names submitted shall not exceed the greater of 50 or the number of delegates allocated.

d. Failure to submit a listing of delegate/alternate names and addresses, as prescribed within these bylaws, shall cause no delegation to be registered from that affiliate party.

As long as you submit at least one delegate who resides in your state (Article 10.3(a)) no later than one month prior to the opening gavel of the convention which happens on Friday, May 24, 2023), you can amend up until the close of the meeting of the Credentials Committee preceding the convention (which is presently scheduled to take place on the morning of Thursday, May 23, 2024). With the exception of the national Bylaws requirements noted below, all other requirements are dictated by your affiliate's own bylaws (which can have more stringent requirements than the national Bylaws), or in the absence of any direction in your own Bylaws or rules, the national Bylaws provide certain default procedures as follows:

- The affiliate Chair is the delegation Chair (Rule 3.1).
- All affiliate delegates must either be a member of the affiliate Party or the national Party (Article 10.2(a)).
- Only members of the affiliate Party or the national Party shall be eligible to vote for the selection of delegates to a national convention (Article 10.2(b)).
- Alternates are seated by lot if no ranking provided by Affiliate Bylaws or rules (Article 10.6(b) and (c)).
- Unless affiliate bylaws or rules provide otherwise, an alternate may temporarily vote in the place of a delegate from the same state while they have the written consent of that delegate, but can never cast more than one vote on a question (Article 10.2(d)).

In order for the Credentials Committee and LNC Secretary to be aware of your affiliate's rules, you also need to submit copies of them to the Credentials Committee as per the below Bylaw:

ARTICLE 10: CONVENTIONS

6. Voting Eligibility:

- b. Duly selected alternates may be freely substituted for any members of their delegation who are temporarily or permanently absent from the floor, provided the procedure has been clearly specified by the affiliate party in advance of the convention, and the Credentials Committee has been provided with lists of the affiliate party's delegates and alternates as well as a copy of the affiliate party's rules governing substitutions.

PREPARATION FOR REGIONAL FORMATION

As noted above, at the same time that you received the Delegate Allocation Manual, you should also have received the Regional Formation Manual which gives a great deal of detail on the current make-up of the Regions and information and forming regions for the 2024-2026 term. Most states will plan on how they wish to organize in the months leading up to the national Convention and make plans on signing a regional agreement (which can be done 90 days in advance of the Convention) and conducting the regional caucus at which the regional representative(s) and alternate(s) will be elected.

SUGGESTED CHECKLIST PRIOR TO CONVENTION

- Review your state bylaws for rules on delegates (qualifications, elections, etc.)
- Provide your contact information (email and cell phone number) to the LNC Secretary and Credentials Committee Chair.

- Review national Convention website.
- Verify number of delegates allocated.
- Timely notify Credentials Committee with delegate information.
- Set up contact group for delegates (Discord, Signal, etc.).
- Prepare contact list with emails and cell phone numbers for delegate and potentially room numbers if staying on site.
- Begin discussions with other states on regional formation and prepare your regional caucus keeping an eye on the deadline for submission of the paperwork to the LNC Secretary (remember this can be submitted early! – Bylaws Article 7.2(c)).

AT CONVENTION

CONVENTION DUTIES OF DELEGATION CHAIR

As Delegation Chair, you or your designee, are the point person of contact for your delegation and the various delegation officials. If you are not going to delegate any of those duties, please inform the affected persons as soon as possible. Everyone except the italicized persons will need a quick way to contact you such as a cellular phone number. If you have a need or question and are unsure who to go to, seek out the Convention Secretary or her Assistant, and they will direct you to the right person if they cannot assist you themselves.

Convention Officials:

- *Convention Chair – Angela McArdle*
- Convention Secretary – Caryn Ann Harlos
- Assistant Convention Secretary – Chase Crum
- *Parliamentarian – Richard Brown*
- Head Teller – Mike Seebeck
- Credentials Committee Chair – Josh Hlavka
- Convention Oversight Committee Chair – Adrian F Malagon
- Head Sergeant-At-Arms -- TBD

Your entire delegation must sit together at the tables designated for your affiliate unless any of them are assigned to certain volunteer duties such as acting as a vote teller. That will cause an additional challenge for you as someone will need to be assigned to collect their ballots during ballot voting as serving in volunteer capacities within the convention room do not disqualify anyone from participation. However, any delegate volunteer that is not on the floor, like any other delegate that is not on the convention floor, cannot vote. The assigned places for the state-by-state delegation seating is decided upon by the Convention Oversight Committee. One of your first tasks upon arriving at the convention will be to locate that area which will be identified by clear signage. There will be a Secretary's Table and a Teller's Table near the front of the convention floor that will be common points of contact for you during convention business.

Your own delegation will have internal needs and procedures that will not be covered here as this manual only deals with duties *required* for national participation and common to all.

Your convention floor duties can be divided into these categories which will be discussed under separate headings, some with appropriate sub-headings: **credentialling and registration; delegation management; ordinary business and voting; nominations; and balloted voting.**

CREDENTIALLING AND REGISTRATION

Credentialling and registration are two different things, and you will have very little to do with the latter though both are required.

Registration

Registration is the process by which an attendee, whether a delegate or not, checks-in with the convention planners to let them know they are in attendance. If they have bought a convention package, this is the point where they will receive their literature, swag bag, printed name tag, and other benefits. If they have not purchased a convention package, their attendance still needs to be noted, and there typically is a station to hand-write a name badge for identification if printed badges are not provided for those who are only attending the free business portions. Convention packages (though sometimes there is a cut-off for any events involving meals, particularly the Presidential Gala) can also be purchased at registration, usually at a premium. Unless told otherwise at the convention site, this should be the first step that anyone completes once the registration desk is open.

Credentialling

Credentialling is only for delegates and alternates. Your state is allocated a certain number of delegates (given to you by the end of November by the LNC Secretary) and up to 50 alternates. All of these persons must get credentialled upon arrival. Your delegates have full convention business rights (including debating, voting, and being present on the main convention floor¹). Alternate delegates only have these rights when they are seated in the place of an absent delegate.

DELEGATION MANAGEMENT

You will need to ensure that the only persons seated at your delegation table(s) are those eligible to vote, i.e., properly credentialled delegates or alternates substituting for a delegation with their written consent or under other procedures established by your affiliate bylaws or rules.

¹ Typically, there is an area in the back for seating for alternate delegates who can be summoned through a system you devise to come and sit with the delegation when needed. At the DC convention location there is a raised area that will be the likely designated location for alternate delegates and the public.

The Credentials Committee does not need to be informed of temporary substitutions (that is open to interpretation but period of less than a full day seems reasonable) but do need to be informed of permanent substitutions. When permanently substituted, the alternate becomes a full delegate and any token or other evidences and privileges of delegate status should be transferred by the departing delegate to the alternate.

The Credentials Committee will give further instructions on obtaining tokens and full credentials for those initially submitted as alternates but are known to be moved up to full delegate status at opening gavel of convention.

At no point should there be more persons at your delegation table and the convention floor with delegate credentials than the total number of allocated delegates for your affiliate, and you must insure that the basic right in voting of "one person, one vote" is upheld. Only persons actually present can vote even if an absent person told their friend how they would vote and to cast their vote for them.

ORDINARY BUSINESS AND VOTING

Convention Rule 2 deals with this matter:

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.
2. The Chair may require any motion offered from the convention floor to be in writing, signed by the mover and submitted to the Secretary.

Motions/Microphones

The convention floor will have multiple microphones at convenient locations. All motions (except certain privileged motions which must be made immediately and can interrupt--such as Points of Order) must be made at a microphone. Complex motions may be required to be submitted in writing in advance to the Convention Secretary. Forms will be provided for this purpose, a sample of which is below:



MOTION/RESOLUTION FORM

Please write your motion legibly and exactly as you wish it worded and deliver to the desk of the Secretary.

YOUR NAME: _____

YOUR DELEGATION STATE: _____

MOTION/RESOLUTION TEXT (continue on back if needed)

It is very likely there will be advance training sessions on the basics of motions and an RONR cheat sheet is attached to this manual.

Voice Votes and Rising Votes

Most items that are not balloted will be determined by a voice vote. Although RONR 57:9 states that votes on Bylaws should be counted, Rule 2 overrides that requirement. If the outcome is unclear or even if it is anticipated to be close, the Convention Chair can order a rising vote or vote by a show of hands. If by show of hands, you will need to insure that your delegates only raise one hand.

Counted Votes

If at least 20 delegates disagree with the Chair's ruling on the sufficiency of a voice or rising vote, the rising votes will be counted. The request for the Chair to decide on the sufficiency of the vote is made by at least one delegate calling "Division!" loudly from their seat. If a rising vote is ordered by the Chair or upon the demand of 20 delegates, Convention tellers assigned to this task will do so with instructions given by the Chair. Typically, all the votes on the affirmative will be asked to remain standing until they call out the next sequential number when pointed to by a teller, with the same procedure being following for the negative vote.

There is an opportunity each convention for delegates to bring any platform plank to a deletion vote. This is governed by the following Convention Rule 5:

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.

Though the wording above can be confusing in the first sentence, this token count does not take place until one hour prior to the scheduled start of the Platform Report.

Below is a sample of a past token (the design changes each year to prevent advance counterfeiting):

2022 Libertarian Party Platform Plank Signature Token		
<input type="checkbox"/> 1.0 Personal Liberty	<input type="checkbox"/> 2.2 Environment	<input type="checkbox"/> 2.13 Health Care
<input type="checkbox"/> 1.1 Self-Ownership	<input type="checkbox"/> 2.3 Energy and Resources	<input type="checkbox"/> 2.14 Retirement and Income Security
<input type="checkbox"/> 1.2 Expression and Communication	<input type="checkbox"/> 2.4 Government Finance and Spending	<input type="checkbox"/> 3.0 Securing Liberty
<input type="checkbox"/> 1.3 Privacy	<input type="checkbox"/> 2.5 Government Debt	<input type="checkbox"/> 3.1 National Defense
<input type="checkbox"/> 1.4 Personal Relationships	<input type="checkbox"/> 2.6 Government Employees	<input type="checkbox"/> 3.2 Internal Security and Individual Rights
<input type="checkbox"/> 1.5 Abortion	<input type="checkbox"/> 2.7 Money and Financial Markets	<input type="checkbox"/> 3.3 International Affairs
<input type="checkbox"/> 1.6 Parental Rights	<input type="checkbox"/> 2.8 Marketplace Freedom	<input type="checkbox"/> 3.4 Free Trade and Migration
<input type="checkbox"/> 1.7 Crime and Justice	<input type="checkbox"/> 2.9 Licensing	<input type="checkbox"/> 3.5 Rights and Discrimination
<input type="checkbox"/> 1.8 Death Penalty	<input type="checkbox"/> 2.10 Sex Work	<input type="checkbox"/> 3.6 Representative Government
<input type="checkbox"/> 1.9 Self-Defense	<input type="checkbox"/> 2.11 Labor Markets	<input type="checkbox"/> 3.7 Self-Determination
<input type="checkbox"/> 2.0 Economic Liberty	<input type="checkbox"/> 2.12 Education	<input type="checkbox"/> 4.0 Omissions
<input type="checkbox"/> 2.1 Property and Contract		
DELEGATE (SIGNATURE REQUIRED): _____		

Bylaws and Rules Proposals

The debate and voting on Bylaws and Rules Committee proposals are covered by Convention Rule 4 as follows:

The Chair of the Bylaws and Rules Committee shall report each recommendation of the committee to the convention separately and shall have two minutes to explain the intent or purpose of the proposed amendment(s). The Convention Chair shall open each recommendation to discussion without amendment from the floor. Each recommendation shall be considered and adopted separately, with a maximum of eight minutes discussion on any recommendation. After the discussion, the Convention Chair shall bring the recommendation to a vote. If the recommendation fails, the Convention Chair shall open the recommendation to amendment for an additional 10 minutes.

Amendments to the Bylaws and Rules require a 2/3 vote with the exception of the Bylaws regarding the Statement of Principles and its amendment which requires a 7/8 vote of all registered delegates. Note that the first eight minutes is for debate without amendment, after which there will be a vote. If the proposal fails, there is an additional ten minutes for amendment.

The Bylaws and Rules Committee Chair is Caryn Ann Harlos (me) who can be reached at Secretary@lp.org. Information on proposals, and the eventual report, can be found on the convention website here: <https://lnc2024.com/rules-and-bylaws-committee/>

Platform Proposals

The debate and voting on Platform Committee proposals are covered by Convention Rule 5.2ff as follows:

2. The Platform Committee shall meet before each regular convention and prepare a report containing its recommendations. At the convention, the Platform Committee's recommendations shall be reported to the floor and debated and voted upon separately. The Platform Committee shall set forth the order in which each recommendation shall be considered.
3. Recommendations for which there is no minority report shall be debated and voted upon in the following manner:
 - a. The Platform Committee Chair, or some other person designated by him or her, shall read the proposed recommendation and shall have up to two minutes to explain the recommendation.
 - b. The Convention Chair shall then open the recommendation to debate without amendment for a period of up to 15 minutes before bringing the matter to a vote. If the recommendation fails, the Convention Chair shall inquire if any amendments are proposed from the floor. If there are such proposals, the Convention Chair shall request a vote on whether to consider amendments, and with majority approval may consider amendments for a period of up to 10 minutes.
4. Recommendations for which there is a minority report shall be debated and voted upon in the following manner:
 - a. Spokespersons for both the majority and minority positions shall each have two minutes to present their views.
 - b. The Chair shall then open consideration of both positions for five minutes during which time any delegates may express their views without offering amendments. After five minutes, there will be a vote on which of the two reports shall be considered for purposes of adopting a recommendation. The report receiving the greater number of votes shall then be discussed and voted upon in the manner described in Section 3b.

Amendments to the Platform requires a 2/3 vote and deletions of any plank require a majority vote. The Statement of Principles has a separate amendment threshold of 7/8 of all registered delegates. Note that the first fifteen minutes is for debate without amendment, after which there will be a vote. If the proposal fails, there is an additional ten minutes for amendment.

Note that there is an allowance for proposals which did not have majority support from the committee and proposals from the floor if time permits, but this happening is rare. The procedure for them is covered in Convention Rules 5.5-6.

The interim Platform Committee Chair is Mike Seebeck who can be reached at MikeSeebeck@gmail.com. Information on proposals, and the eventual report, can be found on the convention website here: <https://lnc2024.com/platform-committee-2/>

Resolutions

Resolutions are governed by Convention Rule 6, and while there is time allotted on the standing agenda for hearing them, this is rarely reached. Adoption requires a 2/3 vote.

NOMINATIONS AND BALLOTTED VOTING

All elected positions require nomination, and in order to ensure a modicum of support and to preserve time, nomination petitions are required. This will be handled by the Convention Secretary and teller team, but you can refer your delegates to those rules for reference. Elections for all Party positions and for the nominations of the Party's Presidential and Vice-Presidential candidates are done by ballot. The procedures for this are covered by Convention Rules 7 and 8 as follows:

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.
5. Nominating and seconding speeches for each candidate shall be limited in duration as follows:
 - a. President: Total of 16 minutes;
 - b. Vice-President: Total of 11 minutes.

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.

Let me translate this into English. When the time comes for balloted voting, each delegation chair shall go to the tellers' table up at the front of the convention floor to pick up a delegation tally sheet for the delegation. There are two different kinds of voting used: "Vote for Just One" and "Approval Voting" but no matter the voting method, a majority

vote is needed for election (in some cases, but not all, that requirement can be suspended by a 2/3 vote).

Party Officers and our Presidential/Vice-Presidential nominees are chosen by each delegate simply voting for one candidate. The first candidate to get a majority is selected. Sometimes this does not happen in the first round. Our Bylaws do provide for multiple rounds in which the candidate getting the fewest votes is dropped as follows:

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.

In every other respect, the subsequent rounds of voting are handled in the same way as the first round until a candidate reaches a majority.

"None of the Above" (NOTA) is always an option and is never dropped. Since delegates can only vote for one option, NOTA is treated the same as a vote for a candidate, and a delegate cannot vote for BOTH a candidate and NOTA. That ballot would be spoiled (see later in this manual for rules on valid and invalid ballots or selections. Write-ins are always allowed. Here is the relevant Bylaw regarding NOTA in vote-for-only-one (which are by their nature single-winner) elections:

ARTICLE 10: CONVENTIONS

7. Votes cast for "None of the Above" in voting on the Party's nominees for President and Vice President, the Party officers, and at-large members of the National Committee, shall be considered valid. Should a majority of the votes be cast for "None of the Above" in the Presidential or Vice-Presidential balloting, no candidate shall be nominated for that office. Should "None of the Above" be selected for any Party office, that position shall be declared vacant and none of the losing candidates for that position may be selected to fill the vacancy for that term of office.

The At-Large members of the National Committee are elected using approval voting. Here is the relevant rule:

RULE 8: ELECTION OF OFFICERS AND NATIONAL COMMITTEE

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.

Note that delegates can vote for any number of candidates, not just the number of seats, and they can vote for NOTA *and* other candidates, but the vote for NOTA will be ignored in such a case. If a delegate wishes to have a vote for NOTA registered, they must vote for NOTA alone. Just as with officers and Presidential/Vice-Presidential nominees, the persons elected must have a majority which may require multiple rounds even though some of the seats may be filled in earlier rounds.

Upon receipt of your delegation tally sheet, envelope, and blank index cards (which may be limited to the number of delegates registered to your delegation but in any event, no more should be used than the number actually present on the convention floor), you will distribute those cards to your delegates to cast their votes. Each of your delegation should make their choices (candidates are typically displayed on the main screen) on the index card and turn into you. If the rules of your state require a signature, then it should be signed, otherwise it is a secret ballot. You will then tally (and doublecheck!) the totals on your delegation tally sheet and place the index cards into the manilla envelope and seal it (signing across the flap). The tally sheet and the manilla envelope are then returned to the tellers. It is highly advised that you keep a copy of the tally sheet (snapping a picture with your phone is an easy way to do so) so that when the state-by-state totals are displayed on the screen as required by Convention Rule 10, it will be easy for you to confirm that your delegation's votes were reported properly.

Sample delegation tally sheets for both kinds of voting are shown below (the forms used for this convention will be similar but likely not exact):

Ballot	Added to total ballots cast?	Credited to candidate?
Any ballot that indicates an intelligible preference for an eligible candidate (preferences <i>against</i> a candidate are not a clear preference <i>for</i> any other candidate)	Y	Y
Unintelligible ballots	Y	N
Ballot for ineligible candidate	Y	N
Ballot for too many candidates (only applicable in "vote for any one" elections at Convention unless a rule is adopted limiting choices in other races)	Y	N
Technical errors such as misspelling if meaning is clear	Y	Y
Technical errors like misspelling or incomplete name if meaning is unclear	Y	Submitted to delegation to determine how it should be counted without revealing how this may affect results
Two or more ballots folder together if both filled out	Y, but as only one	N
Two or more ballots folder together if only one filled out	Y, but one the one filled out	Y

Note: The national Bylaws prohibit “unit voting” which is a process by which the delegation votes within itself and then casts all of its votes for any particular matter or candidate in the manner decided by the majority of the delegates (Article 10.6(a)). Also, our Convention Rules do provide for a "roll call vote by delegation" in the event of certain disputes (Rule 2). This has not happened in quite some time and might be subject to objections as violating the right to a secret ballot, but you should be aware that this is in the rules and can be invoked.

It is essential that the time needed by your delegates and the need for quick results be balanced so if you have a larger delegation, it is recommended to have a good internal procedure to have this process take place as quickly as possible. The index cards in the sealed manilla envelope are only used to resolve ambiguities on the teller sheet and for the Convention Secretary's post-convention audit.

PROPOSED SCHEDULE

The full pre-convention and convention proposed schedule can be found here: <https://lnc2024.com/schedule/>

Registration and credentialing is slated to being on Thursday May 23, 2024, from 1:30pm-7:30pm. Both registration and credentialing will have set hours, so please keep note as these are published to inform your delegation.

THURSDAY MAY 23, 2024

- 11:00am-1:00pm Credentials Committee Meeting

- 1:15pm-3:00pm Bylaws and Rules Committee Meeting
- 3:00pm-5:00pm LNC Pre-Convention Meeting
- 5:15pm-7:00pm Platform Committee Meeting
- 7:30pm-10:30pm Welcome Reception

FRIDAY MAY 24, 2023

- 9:00am Call to Order and Chair's Welcome Message
- 9:10am Credentials Committee Report
- 9:20am Adoption of the Agenda
- 9:30am Treasurer's Report
- 9:45am Audit Committee Report
- 10:00am Bylaws and Rules Committee Report and Debate
- 12:00pm-1:30pm Lunch Recess with Speakers
- 1:30pm Call to Order
- 1:40pm Bylaws and Rules Com. Report and Debate Cont'd
- 3:40pm Keynote Speaker Address
- 4:20pm Awards Presentation & Entertainment
- 5:00pm Evening Adjournment
- 5:00pm-6:30pm Regional Caucuses
- 7:30pm LNC Chair and Vice-Chair Debates

SATURDAY MAY 25, 2023

- 7:45am-8:45am Speaker Breakfast
- 9:00am Call to Order and Credentials Committee Report
- 9:10am Nominations/Elections of LNC
- 12:00pm-1:30pm Speaker Luncheon and VP Debate
- 1:30pm Call to Order and Credentials Committee Report
- 1:40pm Election of LNC Cont'd
- 4:00pm Platform Committee Report and Debate
- 5:30pm Evening Adjournment
- 8:00pm Presidential Debate

SUNDAY MAY 26, 2023

- 7:45am-8:45am Speaker Breakfast
- 9:00am Call to Order and Credentials Committee Report
- 9:10am In Memoriam
- 9:20am Nomination/Election President Candidate
- 12:30pm-2:00pm Lunch Recess
- 2:00pm Call to Order and Credentials Committee Report
- 2:10pm Nomination/Election of Vice-President Candidate
- 5:30pm Evening Adjournment
- 7:30pm Presidential Gala

MONDAY MAY 27, 2023

- 9:00am Call to Order and Credentials Committee Report
- 9:10am Resolutions
- 10:10am Other Business
- 11:10am Adjournment Sine Die

This scheduled is based off the Order of Business that is contained in the Convention Rules (Rule 1) and can be changed by amendment or suspension of the rules.

JUDICIAL COMMITTEE

The Judicial Committee is not elected on presidential years, but there is a possibility that they can be called into service during this time. Certain items of business may be challenged as discussed in the following rules:

RULE 5: DEBATING AND VOTING -- PLATFORM

7. Challenges of adopted Party planks believed by 10% of the delegates to be in conflict with the Statement of Principles shall be referred in writing, during the convention, to the Judicial Committee by the delegates requesting action for consideration. The challenge shall specify in what manner the plank is believed to be in conflict. The Judicial Committee shall consider the challenge, decide whether the Statement of Principles is conformed to and report their findings and reasons to the convention. If the plank is vetoed by the Judicial Committee, it will be declared null and void but can be reinstated by a 3/4 vote of the convention.

RULE 6: RESOLUTIONS

2. Resolutions must not be in conflict with the Statement of Principles. Challenges of such adopted resolutions believed by 10% of the delegates to be in conflict with the Statement of Principles shall be referred in writing, during the convention, to the Judicial Committee by the delegates requesting action for consideration. The challenge shall specify in what manner the resolution is believed to be in conflict. The Judicial Committee shall consider the challenge, decide whether the Statement of Principles is conformed to, and report their findings and reasons to the convention. If the resolution is vetoed by the Judicial Committee, it will be declared null and void but can be reinstated by a 3/4 vote of the convention.

As you can see, these all revolve around conformity to the Statement of Principles. A copy of the Statement of Principles can be found here: <https://www.lp.org/platform/>

RONR TIPS AND CHEAT SHEET

It is highly likely there will be basic RONR training sessions leading up to the convention. Remember, RONR is the abbreviation for Robert's Rules of Order, Newly Revised 12th Edition. It is a really good idea to bring a copy of the full book to keep on your delegation table and to encourage your delegates to at least be familiar with Robert's Rules in Brief. These can be purchased on Amazon or at the National Association of Parliamentarians bookstore (which has spiral bound editions). Links are included here for convenience:

Robert's Rules of Order 12th Edition:

https://www.amazon.com/Roberts-Rules-Order-Newly-Revised/dp/1541736699/ref=sr_1_1?crid=1OANEG7LY8VKH&keywords=Robert%27s+Rules+of+Order+12th+edition&qid=1701051244&sprefix=robert%27s+rules+of+order+12th+edition%2Caps%2C122&sr=8-1

<https://nap.users.membersuite.com/shop/store/3206a755-00ce-cb07-d848-8b045aef12b7/detail>

Robert's Rules in Brief, 3rd Edition:

https://www.amazon.com/Roberts-Rules-Order-Newly-Revised/dp/B0BD9DF51B/ref=sr_1_1?crid=T27IO79C3G2C&keywords=Robert%27s+Rules+in+brief&qid=1701051384&sprefix=robert%27s+rules+in+brie%2Caps%2C108&sr=8-1

<https://nap.users.membersuite.com/shop/store/3206a755-00ce-c4b1-d848-ef045aef12b7/detail>

Attached to this manual is a RONR tip sheet I distributed at past conventions.

VOTE THRESHOLDS PER BYLAWS OR RONR

Item of Business or Procedure	Threshold	Bylaws/Rule/RONR reference
Amend Bylaws and Convention Rules	2/3 vote (Rules have one limited exception)	Bylaws Article 17.1, RONR 59:36
Amend Statement of Principles	7/8 of all registered delegates	Bylaws Article 1.1
Delete Platform Plank	Majority vote	Bylaws Article 3.3
Amend Platform Plank	2/3 vote	Bylaws Article 3.3
Suspend the Rules	Typically 2/3 vote	RONR 25.2(7)
Extend, Limit, or Close Debate	2/3 vote	RONR 44:4
Challenges to adopted planks or resolutions to Judicial Committee	10% of delegate	Rule 5.7, Rule 6.2
Re-instate plank or resolution overturned by Judicial Committee	3/4 vote	Rule 5.7, Rule 6.2
Convention Quorum	40% of total delegates registered in attendance*	Article 10.8
Add delegates not submitted prior to convention	7/8 vote	Article 10.4(e)
Election to any Party Office	Majority	Rule 8.1(a)

Item of Business or Procedure	Threshold	Bylaws/Rule/RONR reference
Nomination as Presidential or Vice-Presidential Candidate	Majority	Rule 7.2

NOTES ON CONVENTION DECORUM

Every point of business should be addressed to the Convention Chair even if it is a question to another delegate. The Chair will then direct that delegate to answer if appropriate, and that answer will be given to the Chair. When speaking, unless it is for an urgent interrupting matter, the delegate should clearly start with their full name and delegation state. For example, "Annie Jones, delegate with Arizona....." Personal inflammatory comments should be avoided, for example instead of saying "Annie from Arizona was lying," a delegate could say, "I believe the delegate who last spoke was mistaken." Names and honorifics should be used such as Ms. Jones and Mr. Jones, or if the gender of the person is unknown or it is known that they prefer non-gendered address, "Delegate Jones from X state" is appropriate. The Convention officials such as the Chair and Secretary should be referred to as Mdm. Chair and Mdm. Secretary in address (unless they have temporarily vacated those seats and are functioning as delegates in which case they are addressed like any other delegate). Unless it is for something urgent that must be attended to immediately such as a Point of Order or a call for Division, shouting from a delegate's seat is not acceptable, but a delegate must first wait their turn in line at a microphone and be assigned the floor by recognition of the Chair. In debate, the Chair will attempt to alternate between those supporting and those opposing a proposition. There may be cards at the microphones for the delegates first in each line to hold up indicating whether they are in support, in opposition, neutral, or have non-interrupting subsidiary or incidental motion.

COMMON PARLIAMENTARY TERMS AND MIS-USES

Point of Information/Request for Information (RONR 33:1-2, 33:6-10 12th ed.)

This has been re-named to "Request for Information" to make its purpose clear. It is not intended to, as it is often abused to do, *offer* information as a substitute for debate. It is to *request* for information and is always in the form of a question. If the speaker consents to the interruption, any time is taken from the speaker's allotted time. In almost every case, it is not an interruptible motion and enjoys no privilege.

Point of Parliamentary Inquiry (RONR 33:1-2, 33:3-5 12th ed.)

Similar to the Request for Information, this is a request in the form of a question and can only interrupt if urgent. This can be easily abused and can be tightly controlled by the Chair. This is a request of a **parliamentary nature** to the Chair. The Chair is not obligated to answer purely hypothetical questions, and such responses are not rulings, and thus are not subject to appeal.

Point of Personal Privilege (RONR 33:1-2, 33:22 12th ed.)

This is to raise awareness of an issue that is affecting your ability or that of others to meaningfully participate (such as temperature or noise issues) or to request a privilege from the assembly. If it is an urgent matter, it can interrupt, but in many cases this is abused, and the delegate should wait their turn to raise the issue. This is not to be used to ask procedural questions, which are points of parliamentary information.

Division of the Assembly (Rule 2.1, RONR 29:1-8 12th ed.)

This is different from a motion or demand for division of the question which is dealt with below. A request for division of the assembly is when a delegate believes a voice or rising vote was not determinative and requests a rising vote (if the initial vote was by voice), or a counted vote (if the previous vote was by rising). As required by the Convention Rule addressed earlier (Rule 2.1), this requires 20 other delegates to join in the request. This request is made by shouting "Division!" from the delegate's seat and is an exception to the rule that one must first be recognized at a microphone and assigned the floor. If the Chair is certain of the results, the request may be ruled dilatory.

Division of the Question (RONR 27:1-15 12th ed.)

This is device used to divide a motion into one or more separate questions to be considered separately. Unless the motion to be divided truly comprises independent questions which are divisible upon the demand of one member, a motion to divide will take a majority vote to carry.

Suspend the Rules/Suspend the Rules and do X (RONR 25:1-20 12th ed.)

In order to take items up in another order or accomplish any other thing that is not permitted at that time (or at all, with some exceptions), a delegate must move to suspend the rules which typically takes a 2/3 vote. A motion to suspend the rules is not debatable. There is a special form of the motion to suspend the rules that is an exception to the general rule that only one item can be considered at a time, and that is the motion to suspend the rules and do the action. This is considered in one vote without debate.

The two different forms of the motion can be viewed as follows:

I move to suspend the rules and take up consideration of Resolution X.

The suspension of the rules would be voted on immediately without debate, and if the suspension passes (2/3 vote required), Resolution X would then be taken up and handled under all applicable rules of debate.

In contrast,

I move to suspend the rules and adopt Resolution X.

One vote would be taken, and if it passed (2/3 vote required), Resolution X would be adopted.

***Note:** a 2/3 vote would be required on this second form even if the item of business to be adopted would normally require a majority vote.

Bylaws cannot be suspended by any vote threshold with the exception of bylaws that are in the nature of a rule of order. There are very few of these in our national Bylaws.

Call the Question/Move to End Debate (RONR 16:1-5 12th ed.)

This is the motion to end debate on either the immediately pending question or all pending questions and move to a vote. It can also be called “previous question.” A delegate must go to an appropriate microphone and wait their turn to make this motion. Since it is not a valid interruptible motion, yelling out “Question!” or any variation of this motion from a delegate seat is not appropriate. This motion requires 2/3 to pass but does not resolve the underlying question(s) for which the vote must still be taken.

Point of Order (RONR 23:1-21 12th ed.)

A point of order is used to call breaches of the rules or bylaws and must be made immediately when the breach occurs or, in most but not all case, is waived. The importance of this procedure allows points of order to interrupt business and be made by calling “Point of Order!” loudly from the delegate’s seat. The Chair will then make a ruling (unless the point of order is obviously dilatory) on whether the point of order is well-taken or not well-taken with the Chair’s reasoning. Due to the high importance and privilege of a Point of Order (and delegates certain notice that this entitles the mover to first priority) extreme care must be taken that this is not abused as debate disguised as a point of order in order to skip over any microphone line.

Appeal from the Ruling of the Chair (RONR 24:1-13 12th ed.)

After the Chair makes a ruling, a delegate can appeal *from* that ruling. Only rulings are subject to appeal. In an appeal from a ruling, unlike normal rules of debate, delegates are only permitted to speak once, and the Chair speaks first and last. Also, unlike a typical vote, the negative votes on the question “Shall the ruling of the Chair be sustained?” must be in the majority for the appeal to be successful. However, if the Chair’s ruling is indisputably correct from the clear reading of the Bylaws, Rules, or parliamentary authority, an appeal simply because one does not like the rules is improper, and the Chair should refuse it as dilatory. Remember, we are Libertarians. And while that can often make us hate rules, it is more productive to think of it as the voluntary contract we all have with each other.

Levels of Amendment/Debate on Amendment (RONR 6:8, 12:7(2)n 12th ed.)

Each motion can only have up to two levels of amendment, i.e., tertiary amendments are not permitted. There can be some confusion with the *Motion to Amend Something Previously Adopted* as this is a main motion, not a subsidiary amendment to a main motion, and so itself can have two levels of amendment applied to it.

Session/Meeting (RONR 8:1-16 12th ed.)

While it might seem pedantic, there are times that the distinction between these two concepts is important. A meeting is a single official gathering in one area to transact business in which the members do not separate except for short recess. A session is a series of connected meetings dedicated to a single order of business or agenda. For example, the convention will comprise only one session, but multiple meetings.

Recess/Adjournment/Adjournment Sine Die (RONR 8:7, 20:1, 21:1-20 12th ed.)

A recess is a short break in proceedings where members stay in the same general area and business takes up exactly where it left off as if there were no recess. A recess does not terminate a meeting. An adjournment is used a longer period of time and disbursement of members will occur. This distinction can sometimes be somewhat blurred, particularly for midday meals. An adjournment terminates a meeting, and a new meeting will start after the adjournment. An adjournment *sine die* (without day) terminates the session and ends the convention.

There is some confusion as to whether or not a motion to adjourn is debatable. It depends. If it is made in an unqualified form because there are already provisions for reconvening (i.e., it does not dissolve the assembly), it is not debatable, and a majority carries. If it is a qualified motion to adjourn or it will dissolve the assembly, it is debatable. A critical error was made in this regard in 2018 leaving the Party without a Judicial Committee.

Calculating Vote Thresholds (RONR 1:6-7, 4:35, 44:7)

This is a cause for great confusion, particularly when figures such as 2/3 of the number of delegates present is given with the credentials report. This results from a misunderstanding of how vote thresholds are calculated. An unqualified required for a majority, 2/3, or any other vote threshold is of those “present AND voting” with a quorum in attendance. A person may be present but choose not to vote by abstention (to abstain means literally “not to vote”) and thus their failure to vote does not affect the result.

Note: *Both our Bylaws does have one qualified vote threshold, and that is the 7/8 vote of all registered delegates to amend the Statement of Principles. In that circumstance, abstentions are “effective no’s” since an affirmative vote of 7/8 of all registered delegates is required whether or not they are present and voting. RONR provides some circumstances in which motions can be passed by a majority of the entire membership (with the entire membership being all registered delegate regardless of whether they are present and voting).*

NOTICE

No part of this document is to be considered personal work product and may be used freely. *Honoured to be serving as your national Secretary for the 2022-2024 LNC term!*

I am willing to discuss this personally to anyone interested. I hope this resource is useful to your affiliate as you plan for the national convention.

Caryn Ann Harlos

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BECOME UNGOVERNABLE, BUT KNOW ROBERT'S RULES!

There may be no such thing as a free lunch, but here is a free cheat sheet

LISTED IN ORDER OF PRECEDENCE MOTION CAN BE MADE IF HIGHER ON CHART THAN PENDING MOTION						
YOU WANT TO	YOU SAY	I	2 nd	D	A	V
Close meeting	I move to adjourn	N	Y	N	N	M
Take break	I move to recess	N	Y	N	Y	M
Deal with urgent situation	I rise to a question of privilege	Y	N	N	N	C
Go back to agenda	I call for orders of the day	Y	N	N	N	C
Lay aside temporarily	I move to lay the question on the table	N	Y	N	N	M
Close debate	I move the previous question	N	Y	N	N	2/3
Limit/extend debate	I move that debate be limited (extended) to	N	Y	N	Y	2/3
Postpone to a certain time	I move to postpone the motion to	N	Y	Y	Y	M
Modify wording of motion	I move to amend the motion by	N	Y	Y	Y	M
Kill main motion	I move that the motion be postponed indefinitely	N	Y	Y	N	M
Bring business before assembly	I move that [to]	N	Y	Y	Y	M
INCIDENTAL MOTIONS-NO ORDER OF PRECEDENCE ARISE INCIDENTALLY AND DECIDED IMMEDIATELY						
YOU WANT TO	YOU SAY	I	2 nd	D	A	V
Enforce rules	Point of Order	Y	N	N	N	N/A
Challenge ruling	I appeal from the decision of the chair	Y	Y	?	N	M
Suspend Rules	I move to suspend the rules	N	Y	N	N	2/3
Avoid motion	I object to consideration of the question	Y	N	N	N	2/3
Divide motion	I move to divide the question	N	Y	N	Y	M
Demand rising vote	I call for a division	Y	N	N	N	N/A
Parliamentary question	Point of parliamentary inquiry	U	N	N	N	N/A
Request Information	Request for information	U	N	N	N	N/A
BRING BACK MOTIONS-NO ORDER OF PRECEDENCE BRING WHEN NOTHING ELSE IS PENDING						
YOU WANT TO	YOU SAY	I	2 nd	D	A	V
Take from table	I move to take from the table	N	Y	N	N	M
Change/cancel previous action	I move to rescind/ amend something previously adopted	N	Y	Y	Y	2/3 [^]
Reconsider decision	I move to reconsider	N	Y	?	N	M

I = interrupt | S = second | D = debatable | A = amendable | V = vote threshold | M = majority vote | 2/3 = 2/3 vote | 2/3[^] = 2/3 or majority vote with notice | C = chair rules | ? = varies | U = yes if urgent

*Information adapted from Jim Slaughter's Parliamentary Motion Guide www.jimslaughter.com and Pam Dickerson's Ranking Motions Guide (Beta Gavaliers/Colorado)