

LIBERTARIAN PARTY OF COLORADO -

STANDING RULES AND SPECIAL RULES OF ORDER

LAST REVISED 11/12/21

STANDING RULES

Meetings (Resolved on: 2016-05-09)

1. The regular monthly meeting of the Board shall convene in the main meeting room of Independence Institute on the second Monday of the month at 7pm local time or as soon thereafter as quorum is met. The date and time in this section shall not be amended without notice at least twenty-eight days in advance, and such amendment shall not take effect until the following calendar month.
2. Any meeting of the Board shall adjourn no later than two hours after it convenes unless otherwise provided in the notice of the meeting or the Board votes by a simple majority to extend the time at which to adjourn.
3. In the event that circumstances beyond the Board's control, such as inclement weather or sudden unavailability of the venue, prevent the safe and orderly conduct of a meeting, the Board shall announce the cancellation or alternate details as soon as possible online and shall notify other attendees through any means available.

Minutes (Resolved on: 2016-05-09, 2016-11-15)

1. The recording secretary shall record the language and the names of the maker and seconder for every main motion, as well as for every amendment which substantially alters the meaning of a main motion; and the presiding officer shall conduct a roll-call vote for such motions and amendments with an objection, which the recording secretary shall also record.
2. The Records Director shall provide a draft of the minutes to the officers and committee chairs within 7 days after the adjournment of the meeting.
3. The Communications Director publish the minutes within 24 hours after they are approved by the Board on the party's main website in a section that is designated for Board Minutes. Requirements for published minutes shall be limited to what is specified above in this rule and the following:
 - the names of the officers and committee chairs who were in attendance upon the call to order;
 - the names and arrival times of the officers and committee chairs who joined the meeting late; and
 - the reports and verbal addenda of the officers and committee chairs, in the order specified by the order of business.
4. Beginning January 2017, The Records Director shall record each Motion in a master Motion Reference Index to be supplemented with notes from each Director as appropriate.

Expenditures (Resolved on: 2016-05-09)

1. The Board shall maintain a reserve which is the greater of \$1500 or three months' recurring expenses; motions which would entail spending part of the reserve must be passed by a two-thirds vote.
2. An Officer may be reimbursed up to \$100 for an urgent expense without requiring a vote of the Board, provided the expense is not recurring and does not require spending any part of the reserve

Monthly Board Reports (Resolved on:2016-05-09; Amended on: 2021-10-11)

Monthly Board reports are due by the Wednesday before the regularly scheduled board meeting and shall be published to the Party website by the Communications Director by the Friday prior to any regularly scheduled meeting for viewing by membership and Board members. Board reports shall not be read in their entirety at any regularly scheduled meeting. Officers may move their own report recommendations. The time allotment for any additions to the published Board

reports shall be 2 minutes. The Secretary's monthly report shall contain a section reporting on calendar deadlines as required by the Bylaws.

Decorum (Resolved on: 2016-05-09)

In any communications between Board members in their official capacities, every effort shall be made to treat other Board members and their ideas/work with respect and dignity and for disagreements to be professional and de-personalized.

Agenda (Resolved on: 2021-11-12)

Agenda items (other than those in a report) for a regular Board Meeting must be submitted to the Secretary in the manner requested by the Secretary up to and including the Wednesday preceding that Board Meeting. The Agenda shall be made available to the Board and Membership on the following day by publication through the Board's typical channels. Agenda items submitted after the Wednesday deadline must be moved as amendments to the Agenda at the time of the Board meeting.

Standing Order of Business and Time Limits

1. Read and Approve Agenda (1 minute)
2. Introduce Guests (2 minutes each)
3. Read and Approve Minutes (2 minutes)
4. Officer Reports (Supplements, Questions, and Motions) (5 minutes each)
 - a. Chair
 - b. Vice-Chair
 - c. Treasurer
 - d. Secretary
 - e. Affiliates
 - f. Campaigns
 - g. Communications
 - h. Fundraising
 - i. Legislative
 - j. Membership
 - k. Outreach
5. LNC report
6. Standing Committee Reports (if any) (2 minutes each)
7. Special Committee Reports (if any) (2 minutes each)
8. Special Orders (4 minutes each)
9. General Orders and Unfinished Business(4 minutes each)
10. New Business (4 minutes each)

Passwords (Resolved on: 2017-01-09)

Every director shall keep and maintain a document containing all of their passwords for any Party accounts in the root directory of their Google drive.

Continuity Binders (Resolved on: 2021-11-08)

Candidates for all Board of Directors positions shall be provided a copy of the continuity binder for that position when the Secretary is notified that they are interested in that position. Copies of the continuity binders shall be made available at the state convention for all board positions.

SPECIAL RULES OF ORDER

Email Voting (Resolved on: 2016-05-09)

The board may vote through email on any routine matter of business. Any substantial matter must be decided at a regularly called or specially called meeting of the Board. Any Board member may challenge whether an item of business presented for email voting is routine which will automatically remove it until the next regularly or specially called meeting of the Board. Any items to be voted by email shall be given to the Chair (or acting Chair in the absence of the Chair) for presentation to the Board. Voting shall be open for three full days upon which time the Chair or the Secretary will declare voting closed and the vote recorded for inclusion in the minutes of the next meeting. A motion will pass by a majority of participating Board members. Items which require a larger percentage as per parliamentary procedure or LPCO governing documents do not qualify for email voting.