



# Libertarian Party of Virginia



## Bylaws

*As Amended October 31, 2023*

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[State Central Committee Discussion List](#)



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## DOCUMENT CERTIFICATION

I hereby certify that this is the correct, complete and true copy of the LPVA Bylaws as amended October 31, 2023.

Jason S. Bruce  
Secretary, Libertarian Party of Virginia



## **§01 NOMENCLATURE**

### **§01.01 MISSION STATEMENT**

The mission of the Libertarian Party of Virginia (LPVA or Party) is to move public policy in a libertarian direction by building a political party which elects Libertarians to public office.

### **§01.02 STATEMENT OF VISION**

In order to create a Libertarian society in the Commonwealth of Virginia, LPVA was established to recruit, support and elect Libertarian candidates as well as LPVA members who run in nonpartisan races who will pass legislation in support of that end.

### **§01.03 LPVA ESTABLISHED AS A POLITICAL COMMITTEE**

The LPVA is a Political Action Committee in the Commonwealth of Virginia and as a state political party committee with the Federal Election Commission.

### **§01.04 DEFINITIONS AND TERMINOLOGY**

Throughout these Bylaws, the words the Party and the abbreviation LPVA shall be construed to mean the Libertarian Party of Virginia

Throughout these bylaws, the abbreviation SCC shall be construed to mean the State Central Committee of the Libertarian Party of Virginia. The term state central committee is designated by the election laws of the Commonwealth of Virginia.

## **§02 MEMBERSHIP AND SUBSCRIBERS**

Upon request, a student member shall provide a copy of his or her student identification, or other verification of current student status, to the Party Chair, Secretary or Treasurer.

### **§02.01 "CURRENT STUDENT"**

Shall be defined as an individual who is currently enrolled at least half-time in a degree-seeking program.

### **§02.02 NEWSLETTER RATES/SUBSCRIPTION FEES**

The SCC shall be authorized to set, after consultation with the Newsletter Editor, a subscription charge and advertising rates for the Party Newsletter and other official Party



mailings. In lieu of this action, the Newsletter Editor is authorized to set such charges and rates.

## **§03 OFFICERS**

### **§03.01 CHAIR**

#### *§03.01.01 JOB DESCRIPTION*

1. The Chair's duties shall include, but not be limited to, acting as primary spokesman for the Party,
2. Chairing meetings of the State Central Committee and all Party conventions,
3. Appointing, with the consent of the State Central Committee, and Executive Director, Legal Advisor, and all coordinators of standing and ad hoc committees.
4. The Chair shall also perform such other duties as may be assigned by the State Central Committee

#### *§03.01.02 CANDIDATE LISTING*

1. The Chair shall cause to have published annually, beginning with 1996, a listing of all elected Virginia offices which will appear on a ballot in that year.
  - (a) *Each updated listing shall be published on or before the 28th day of February of each year and distributed to all members of record via an acceptable method.*
  - (b) *The Chair may expend a sum not to exceed \$25.00 each year to compile and publish the list.*
  - (c) *The listing shall include, at a minimum, the following information: office title, local jurisdiction, term of office, obligation level, election method, ballot access requirements, and typical winning budget.*

### **§03.02 VICE CHAIR**

#### *§03.02.01 JOB DESCRIPTION*

1. The Vice Chair shall chair meetings of the State Central Committee and all Party conventions in the absence of the Chair



### **§03.03 SECRETARY**

#### *§03.03.01 JOB DESCRIPTION*

1. The Secretary shall take and distribute minutes of all State Central Committee meetings and of all Party conventions.
2. In addition, the Secretary shall be responsible for official Party correspondence as required and for ensuring the accuracy and completeness of all Party membership and mailing lists.
3. The Secretary shall also carry out such other duties as may be assigned by the State Central Committee.
4. The Secretary's nonvoting responsibilities shall continue beyond the Convention at which their replacement is elected for such duration as determined by the SCC solely in order to complete and present the Minutes of the Convention, the revised Constitution and Bylaws, and the revised Platform of the Libertarian Party of Virginia.
5. The Secretary shall publish a list of recognized local committees with each "Minutes".

### **§03.04 TREASURER**

#### *§03.04.01 JOB DESCRIPTION*

1. The Treasurer of the Party shall establish and maintain all Party bank accounts and manage all Party investments,
2. Collect and disburse Party funds at the direction of the State Central Committee,
3. Keep records and receipts for all such transactions, and prepare and file any Party financial reports required under Virginia and federal law.
4. The Treasurer shall also prepare and distribute a written financial report at each meeting of the State Central Committee and at all Party conventions, and shall perform such other duties of a fiduciary nature as the State Central Committee may assign.



*§03.04.02      TREASURER'S AUTHORITY:*

1. The Treasurer is authorized to draft checks as directed by the assigned manager of a cost center except that:
2. Any amount paid shall not exceed the amount in the Cost Center,
3. Any officer of the LPVA may bar such expenditures unless overruled by the other three officers.
4. Any check or withdrawal over the amount of \$500.00 must be countersigned or approved in writing in advance by another officer of the LPVA. Any check or withdrawal over the amount of \$1500 must be countersigned or approved in writing in advance by 3/4 of the SCC.
5. Any planned use of a LPVA check card by an officer of the SCC for any expenditure over \$500 shall be approved in advance by at least one other officer of the SCC.
6. The Treasurer shall not permit the signing or countersigning of checks lacking payee name and draft amount.
7. The Treasurer shall implement such procedures as he or she deems to be in the best interest of the smooth functioning of the financial business of the LPVA.

*§03.04.03      AUDIT:*

1. The SCC shall appoint an auditor, who may be a certified public accountant, at the first meeting of each year for the purpose of conducting an annual review. The Auditor's Report in that case shall be provided to the SCC no later than the second meeting of the year.
2. The SCC shall also appoint an auditor at each succession to the office of Treasurer and the audit report, in such case, shall be provided to the SCC no later than the first SCC meeting following the succession. The auditor may select up to two other individuals to assist with the audit.
3. The auditor shall review Party financial transactions and status since the previous audit. Copies of the audit report shall be provided to the Chair, the Treasurer and the Secretary, and the Secretary shall, upon reasonable request, make available such audit report for inspection by any Party. The Secretary shall append the audit report



to the minutes of the SCC meeting at which the completed audit report is presented.

*§03.04.04 DEBT*

1. The Party shall not, without approval vote of three-quarters (3/4) of the SCC membership, incur any debts. The term, debt, shall be defined as a circumstance in which the Party's accounts payable exceeds funds in Party accounts.

*§03.04.05 DEPOSITORY OF RECORD*

1. The depository of record shall be as defined in Policy Document 03.06.05: Depository of Record.

*§03.04.06 FISCAL YEAR*

1. The fiscal year of the LPVA shall begin on January 1st and end on the following December 31st.

## **§04 ORGANIZATION**

### **§04.01 STATE CENTRAL COMMITTEE**

*§04.01.01 DUTIES OF THE STATE CENTRAL COMMITTEE*

1. The authorization of the appropriation and expenditure of Party funds with the approval of two thirds majority
2. The appointment, by two-thirds (2/3) majority, of an Interim Congressional District Chair where such chairmanship is vacant and no district organization exists, but wherein such district there are at least ten members of the Party; such Interim District Chair to serve as a voting member of the State Central Committee until a District Convention is held and a permanent District Chair is elected
3. Removal, by a two thirds (2/3) vote of the entire membership of the State Central Committee, of the Party's endorsement of any candidate for statewide office and, in announcement, delineation of the reasons therefor. The candidate in question and the State Central Committee must be notified of the proposal at least seven (7) days in advance of the meeting
4. Issuing an endorsement of a write-in candidate for any statewide offices(s) after the





petition filing deadline, if no candidate(s) sought the office in question in time for the state convention (if any) held in the same year; however, the SCC shall not endorse any candidate who sought endorsement from a convention of the membership, but failed;

5. Discharge of all other responsibilities and duties as herein further provided, those duties inherent in any such organization, and those duties and responsibilities provided for in the Bylaws of the Party
6. Adoption and amendment of Bylaws to this Constitution by a two thirds (2/3) majority.

*§04.01.02 INTERIM APPOINTMENT*

1. In accordance with **Article IV, Section 1(c)(2) of the LPVA Constitution**, the SCC may appoint, by a two-thirds (2/3) majority, an interim CD Chair when no district organization exists. Should an interim CD Chair (or designated proxy) fail to attend an SCC meeting or should the interim CD Chair fail to hold a district convention within sixty (60) days of being appointed, such dereliction shall be considered a de facto resignation, and the SCC shall consider nominations for a new Interim CD Chair at the first opportunity.

*§04.01.03 STANDING COMMITTEE*

1. The functioning of the SCC shall be supported by implementation of Policy Document 04.01.02: Outline of State Party Standing Committee Structure. The implementation shall be modified from time to time by the SCC. Where a chair cannot be found for a committee specified in the Committee Structure, the SCC shall function as the committee. Any standings committees which require SCC approved funding to complete their assigned duties shall report documentation of expenditures to the Treasurer on a quarterly basis.
2. On a quarterly basis, the SCC will provide to the Treasurer a complete list of the assigned managers of the various cost centers. Upon one week notification of the officers, the Chair may assign a temporary cost center manager. Any two officers may negate the temporary assignment of a cost center manager until the next SCC meeting.



3. The editor of the newsletter Virginia Liberty shall publish the newsletter in the interest of the Party, and generally in accordance with the guidelines of Policy Document 04.01.02.01: Guidelines for Publication of Virginia Liberty.

*§04.01.04 E-VOTING*

1. Electronic voting (e-voting) is permitted to address motions requiring a majority vote and motions to authorize the appropriation and expenditure of Party funds. Other motions requiring two-thirds (2/3) or higher majority vote, such as changes to bylaws, may only be submitted at in-person meetings. E-voting shall be conducted in accordance with the following procedure.
2. Electronic motions (e-motions) may be submitted for a vote by sending an email to the official LPVA SCC email list with the following informational subject line:
  - (a) *MOTION – [date submitted] – [name of submitter] – [brief title]*
3. Once an E-motion is made, voting members of the SCC have seven (7) days to submit votes. Votes are to be submitted to the SCC list by adding one of the following positions to the subject line:
  - (a) *SCC Position – YES –*
  - (b) *SCC Position – NO –*
  - (c) *SCC Position – ABSTAIN –*
4. The e-motion shall carry if it receives a yes vote from the majority of the entire SCC.
5. Seven (7) days following the date submitted, the Secretary shall certify results of the vote via email to the LPVA SCC list an indicate result as “CERTIFIED VOTING RESULTS” appended to the subject line. If the Secretary is unavailable, any officer may certify the results.
6. All e-votes taken between in-person meetings will be summarized by the Secretary and appended to minutes of the previous SCC meeting for approval at the next SCC meeting,
7. E-motions may not be amended. Therefore, it is suggested that discussion as to wording occur up front by sending with the following format for the Subject line:
  - (a) *PROPOSED MOTION – Name of Submitter – Brief Title*



## §04.02 DISTRICT COMMITTEES

### §04.02.01 CONGRESSIONAL DISTRICT CHAIR

1. METHOD OF SELECTION AND TERM OF OFFICE: A congressional district committee (CDC) should specify in its governing documents the term of office and the method of choosing CDC officers.
2. ORGANIZED AND UNORGANIZED COMMITTEES: The SCC shall consider a CDC to be “organized” if such committee has held a district convention at least once in the preceding two (2) years (as described in **Article V Section 5 of the LPVA Constitution**) and has a chair not appointed by the SCC.
  - (a) *CDCs are required to submit, at least once per year:*
  - (b) *A list of current officers;*
  - (c) *a copy of the current CDC bylaws as passed by the most recent district convention or a letter stating that the CD chose to adopt no bylaws or repealed existing bylaws at such convention; and*
  - (d) *A copy of the minutes of any meeting at which officers were appointed.*
  - (e) *Such documentation must be duly certified and signed by an authorized CDC officer.*
  - (f) *The SCC may downgrade CDCs to “unorganized” status if the foregoing conditions are not met. CDCs failing to meet these requirements shall be notified by the LPVA Secretary of pending loss of status via certified mail no later than the last day of the aforementioned two-year period.*
  - (g) *The CDC shall then have thirty (30) days to reply to the LPVA Secretary if the CDC wishes to remain recognized, and an authorized officer must submit the above noted documentation.*
  - (h) *CDCs may also be downgraded to “unorganized” status if the position of CDC Chair is vacant and there are no plans by the CDC to fill the vacancy.*
  - (i) *When a CDC is non-compliant under these rules, the SCC may officially downgrade that CDC with the consent of two-thirds (2/3) of the SCC members present and voting.*



### **§04.03 LOCAL COMMITTEES**

Local Committees (hereinafter referred to as “affiliates”) are the county and city affiliates of the Party. Party members in contiguous counties and cities may band together for the purpose of forming an affiliate. The Party Secretary shall keep a record of all recognized affiliates and shall be responsible for providing this record to his or her successor.

#### *§04.03.01*

An affiliate shall be eligible for recognition by the Party when it demonstrates:

1. That it is comprised of at least three members of the Party who are residents of that county or city;
2. The minimum number of members required shall sign a petition to make clear their intent to organize;
3. That it include no city or county which is already included in the area of an approved Party affiliate, except in the case of splitting an existing affiliate;
4. That it has adopted written rules for its governance;
5. That it has elected such officers as are required by the adopted rules; and
6. The financial structure of the proposed affiliate, should one exist, is compliant with all applicable laws.

Affiliates are recognized by the SCC by majority vote. If the SCC fails to hold a vote within 90 days of receipt of the petition by the entire SCC, the affiliate shall be recognized.

#### *§04.03.02*

Affiliation may be revoked at any time for cause with a two-thirds (2/3) vote of the entire SCC. Cause shall include and be strictly limited to:

1. A failure to provide the Party Secretary with a list of members of the affiliates governing board and the positions these members hold within sixty days of an affiliate convention;
2. A failure to provide the Party Secretary with updated affiliate governing document(s) within sixty days of an affiliate convention where changes to these governing documents were made; or
3. A failure to adhere to the bylaws of the national Libertarian Party, the Constitution



of the Party, this document, or the affiliate's own governing document(s).

*§04.03.03*

If Party members in a subset of the cities and counties of an approved affiliate wish to separate and form a new affiliate then each resultant subgroup must meet the requirements to form a new affiliate, including a majority vote to approve the split by the SCC within 90 days of notice of the proposed split. Additionally, at least one of the following must occur:

1. The affiliate governing documents provide a procedure for separation and this procedure has been followed;
2. The Party members residing in each proposed subgroup approve the separation by majority vote, provided that the affiliate governing documents do not contain any procedure for separation and the vote is held at a convention called in accordance with the governing documents of the original affiliate; or
3. The SCC approves a unilateral separation by a majority vote of the entire SCC.

The assets and liabilities of the original affiliate shall be apportioned to the new affiliates according to the number of Party members in each, unless both new affiliates approve an alternative arrangement by separate majority votes of the members of each affiliate.

*§04.03.04*

The chairs, or an individual designated by a majority vote of each affiliate's governing board, of all officially recognized affiliates shall elect a member of the Party as the chair of an SCC standing committee, the Affiliate Support Committee. The committee chair shall serve until the affiliates hold another vote to select a committee chair.

The votes of each affiliate chair or affiliate designee shall be counted in proportion to the number of Party members within the affiliate divided by the number of Party members within all recognized affiliates.

In the absence of such an election, the SCC shall select the acting chair of the committee until such a chair has been elected.

## **§05 CONVENTION RULES**

### **§05.01 RULES FOR ALL STATE CONVENTIONS**

### **§05.02 SPECIAL RULES FOR REGULAR STATE CONVENTIONS**



*§05.02.01*

Delegates shall be selected at a Regular State Convention using approval voting. Members may cast no more votes than is equal to one-fourth (1/4) of the delegate positions allocated to the Party, rounding up any decimals. Members may not allocate more than one (1) of their votes to a single individual.

The Party members seeking to be a delegate shall be rank ordered by most votes to least votes. The Party member with the most votes shall be named a delegate, followed by the members in rank order until all delegate positions allocated to the Party have been filled.

*§05.02.02*

Party members seeking to be a delegate who are not named a delegate shall be named an alternate, until the number of alternates allocated to the Party has been filled or there are no members remaining who wish to be alternates. Alternates shall be assigned in rank order according to their position in the rank order set previously, beginning with the highest ranked member not named a delegate. In the event any delegate is unable to take part in any vote of the delegates of the Party, the alternate of the highest rank who is present for the vote and not already participating in the vote may cast a vote in place of the absent delegate

*§05.02.03*

If there exists a tie in the number of votes received and either the number of tied members seeking to be delegates exceeds the remaining delegate allocation or the tied members are being assigned alternate positions, the convention chair shall draw the names of the tied members at random. The first member drawn shall be assigned the highest unoccupied seat, either delegate or next ranked alternate, in the delegation until either all tied members have been assigned seats in the delegation or the entire delegation has been filled

*§05.02.04*

The voting results, as well as the results of any breaking of ties, shall be recorded in the convention minutes

*§05.02.05*

The SCC shall make no changes to §05.02.01, §05.02.02, §05.02.03, §05.02.04, or §05.02.05 either within 180 days prior to the national Libertarian Party convention or within 60 days prior to a Regular Convention of the Party



### **§05.03 SPECIAL RULES FOR SPECIAL STATE CONVENTIONS**

#### *§05.03.01 BUSINESS BEFORE A SPECIAL STATE CONVENTION*

1. Business to be considered by the members attending a special state convention (that is, one called by the SCC) shall be specified in such motion as is made to call the convention. The Party Secretary shall specify the authorized business of the convention on the official agenda mailed to the current membership.

### **§05.04 SPECIAL RULES FOR GENERAL STATE CONVENTIONS**

### **§05.05 SPECIAL RULES FOR CONGRESSIONAL DISTRICT CONVENTIONS**

### **§05.06 SPECIAL RULES FOR LOCAL PARTY CONVENTIONS**

## **§06 ENDORSEMENTS AND SUPPORT OF CANDIDATES**

### **§06.01 SELECTION OF CANDIDATES**

1. No candidate seeking the endorsement or nomination of the Party for statewide office shall be endorsed or nominated unless said candidate shall have received the vote of more than fifty (50) percent of the delegates registered at the convention at which the vote is taken

### **§06.02 FUNDING OF CANDIDATES**

1. Any candidate seeking funds from the SCC shall agree to criminal and financial background checks, which shall be performed before approval of any such request is granted