

Policy Documents

As amended, January 14, 2006

[SECRETARY'S NOTE: These Policy Documents are referenced in the Bylaws of the Libertarian Party of Virginia. They are not considered to be part of the Bylaws, and therefore may be amended by a majority vote of the entire State Central Committee.]

POLICY DOCUMENT 03.05.01 - Duties of the Secretary

ELECTION & TERM OF OFFICE:

The Secretary, like other officers of the Party, is elected by majority vote of Regular State Convention delegates, and serves from the closing of the Convention at which he is elected until the closing of the following Regular State Convention, except as otherwise provided in the Party Constitution.

OFFICIAL DUTIES, SPECIFIED IN THE CONSTITUTION

The Secretary takes and distributes minutes of all State Central Committee meetings and of all Party conventions. The Secretary should keep with the definitive copy of the minutes any and all subcommittee or standing committee reports, a copy of any state newsletters published since the last meeting, and a list of the current LPVA contacts (SCC roster, endorsed candidates, local affiliates, standing committee members, affiliated PAC's, etc.).

The Secretary is responsible for official Party correspondence as required. Examples include:

a) Informing via 7 days written notice the membership of the SCC regarding the next regular meeting, formal officer removal or vacancy replacement motions, and formal motions to remove the Party's endorsement of any candidate for statewide office and, in announcement, delineation of the reasons therefore (this last shall include written notice to the candidate in question).

b) At least thirty days prior to the date of a Regular state convention, the Party Secretary must mail to all members a notice of such convention. The notice must include the proposed Agenda: election of Party officers, and any proposed changes to the Party Constitution, election of delegates to regional or national Libertarian Party conventions, passage of resolutions, adoption of a Party platform, and nomination of, or endorsement of, candidates for statewide offices.

c) At least twenty-one days prior to the date of Special or General State Conventions properly called by the State Central Committee or a group of members, respectively, the Party Secretary must mail to all members a notice of such convention. The notice must include a proposed Agenda, which should include the election of Party officers where vacancies have occurred, changes to the Party Constitution, or such special matter or matters as defined by the State Central Committee in its call for a Special State Convention. In the case of a General State Convention properly called by members of the Party, the Party Secretary shall provide for mailing services within 30 days of request to solicit petition signatures.

d) At least fourteen (14) days in advance in writing, and upon proper petition and specific call by the Party Chairperson, the Party Secretary must send notice of a District Convention to all Party members known to reside within the District of such convention. The notice prepared by the Secretary must include a proposed Agenda, which includes election of District officers and may include the adoption of District Committee Bylaws. Only District residents who are members of the Party shall be eligible to vote at such conventions.

The Secretary, in cooperation with the Membership Committee Chairperson, is responsible for insuring the accuracy and completeness of all Party membership and mailing lists.

The Secretary must maintain or have access to any materials that would guide or govern the Party's activities directly, such as the definitive copy of the LPVA Constitution & Bylaws, any relevant sections of Election Law in the Code of Virginia, and any relevant National LP Bylaws or standing resolutions/rules.

The Secretary shall also carry out such other duties as may be assigned by the State Central Committee.

AD HOC DUTIES

The Secretary shall maintain a complete and accurate list of:

- persons entitled to vote at SCC meetings;
- those who might not be entitled to vote at SCC meetings but are nevertheless affiliated/important with/to the party, such as chairpersons

of standing committees, affiliated PAC's, local LP affiliates, and endorsed candidates for public office;

- any pre-filed proxies from members of the SCC
- A listing of the property of the LPVA and its custodians

POLICY DOCUMENT 03.06.01 Duties of the Treasurer

ELECTION & TERM OF OFFICE: The Treasurer, like other officers of the Party, is elected by majority vote of Regular State Convention delegates, and serves from the closing of the Convention at which he is elected until the closing of the following Regular State Convention, except as otherwise provided in the Party Constitution.

OFFICIAL DUTIES, SPECIFIED IN THE CONSTITUTION: The Treasurer of the Party shall establish and maintain all Party bank accounts and manage all party investments, collect and disburse Party funds at the direction of the State Central Committee, keep records and receipts for all such transactions, and prepare and file any Party financial reports required under Virginia and federal law. 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.

AD HOC DUTIES:

The Treasurer is directed to reimburse any current SCC officer and any current District Representative for the cost (up to \$35) of procuring either a softbound or hardbound edition of this manual, upon submission of an acceptable receipt or a signed statement by the purchaser that the manual was purchased and the amount spent, under the condition that the guide be returned to the SCC upon completion of service by those individuals.

The Treasurer is asked to maintain a list of the Party owned books under the heading "LPVA Property" or "inventory" in the periodic Treasurer's Report. That listing shall note the names of the individuals holding the Party owned copies of this manual. The Treasurer is asked to make some effort to assure that departing officers return these manuals upon completion of their service.

POLICY DOCUMENT 03.06.02 (Section Deleted 2006-01)

POLICY DOCUMENT 03.06.05 DEPOSITORY OF RECORD

Resolved, the LPVA shall open a checking account with a Bank, and that funds so deposited may be paid upon a check, draft, or other instrument or order of the organization.

Be It Further Resolved that any of the following persons are hereby authorized to draw and sign checks against such Account and to take any other action and transact any business with Bank relating to the deposit and/or withdrawal of money or property in said Bank, provided that one signature (two if over \$500) shall be required on each withdrawal from the account.

Chairman
Vice-Chairman
Treasurer
Secretary

Be It Further Resolved that said Bank is hereby authorized and directed to honor and pay without limit as to amount, without inquiry and without regard to the disposition of any proceeds thereof, any orders for the payment of money, including but not limited to checks, drafts, notes, or other like instrument, whether such instruments be payable to the order of any such person signing said instruments, or payable to the order of any such person in their individual capacities, and whether such instruments are deposited to the individual credit of the person so signing said instruments, or to the credit of any other officer or agent.

Be It Further Resolved that the Bank, in accordance with the foregoing Resolutions, is hereby requested, authorized, and directed to accept the facsimile, or purported facsimile, signature(s) of any one of the above designated officers regardless of by whom or by what means the facsimile, or purported facsimile, may have been affixed as such signature(s) resemble the facsimile specimens duly certified to and filed with the Bank.

This Resolution shall continue and remain in force until written notice of a revocation has been duly served on the Bank.

POLICY DOCUMENT 04.01.01 Duties of the Congressional District Chairman

OFFICIAL DUTIES, SPECIFIED IN THE CONSTITUTION

1. Represent the Congressional District Committee at State Central Committee (SCC) meetings as a voting member of the SCC.
2. Provide a proxy to the Secretary for meetings that cannot be attended in person.

DUTIES

1. Contact new members in the district, by telephone whenever possible, by mail if necessary. Contact existing members by newsletter and/or phone whenever possible; if there is no newsletter in the CD, work to establish one with the chair(s) of the local affiliate(s). Contact soon-to-expire and recently expired members by phone whenever possible, by mail if necessary, to encourage renewals. 2. Maintain a contact list of members in the CD, with any information about the members pertinent to local organizing, skills, campaigning, etc. This list is not the personal property of the CD rep, and must be returned to the SCC and/or to the CD rep's successor. 3. Work with the local affiliate(s) in the CD to recruit new members, recruit candidates for office, and support local, state and national candidates. Attend local affiliate meetings and assist local affiliate(s) in their activities; attend SCC meetings; provide reports to the local affiliates of SCC activity, and provide reports to the SCC on CD activities. 4. Recruit candidates for Congressional races and work with Campaign Coordinator and local affiliate chairs to recruit campaign staff, including campaign managers.

Policy Document 4.01.02 State Party Standing Committee Structure**1130 Local Affiliate Parties Committee Chair****2000 Membership Development Chair**

2100	Membership Generation
2200	Membership Retention
2300	Convention/Symposiums
2320	Symposia
2400	Database Services Coordinator

3000 Financial Development Chair

3100	Fund Raising
3200	Budgeting

4000 Political Development Chair

4100	Candidate Development
4110	Candidate Recruitment
4120	Candidate Adoption
4140	Candidate Training
4200	Campaign Support
4300	Ballot Access
4400	Lobbying

5000 Communications Chair:

5100	VA Liberty Editor
5200	Public Relations
5300	Media Relations
5400	Internet Systems/Webmaster
5500	State Legislative Services
5600	Campus Coordinator

6000 Audit Committee Chair**Suggested Job Descriptions -Standing Committee Chairs****STATE CAMPAIGN COORDINATOR**

The Campaign Coordinator will:

1. Recruit candidates for state and local offices; assist candidates in staffing campaign teams, including campaign managers.
2. Maintain a list of candidates and potential candidates. This list is not the personal property of the CC, and must be returned to the SCC upon resignation.
3. Act as the liaison between the SCC, local affiliates, and candidate organizations, including national candidates and their organizations. The CC will be the contact between those candidate organizations and the SCC for the purposes of arranging campaign events in the state, as well as facilitating contact between local affiliate volunteers and the candidate's campaign organization.
4. Regularly communicate with campaign managers to look for ways to improve campaign efforts.

5. Attend educational seminars, such as the Success series, to increase knowledge of campaign techniques; the SCC will approve payment of the seminar registration fees and other fees as required or requested to enable the CC to attend these instructional programs.

6. Submit one readable article a month to the executive director about how to succeed as a campaign staff member.

ASSISTANT CAMPAIGN COORDINATOR/CAMPAIGN STATISTICIAN

The Campaign Statistician will:

1. Produce a campaign report for each election including the activities of campaigns, election returns and conclusions drawn from that data.
2. Maintain a campaign management guide including reporting requirements (to campaign coordinator and progress reports from campaign coordinator), management principals (mission, objectives, tasks, goal integration), staffing (roles and responsibilities) and organization of resources.
3. Maintain the campaign history reference including the lessons learned from each campaign.

COMMUNICATIONS DIRECTOR

1. The Communications Director produces regular, timely press releases, and coordinates interviews of members of the party by the press.
2. The CD develops, coordinates, and supports a group of people who volunteer to write regular op-ed pieces and letters to the editor for various newspapers around the state.
3. The CD works with the Campaign Coordinator and local, state, and national campaign organizations to ensure effective media relations and the distribution of press releases to the media.
4. The CD will prepare and update a media list; the media list will include the addresses, fax and telephone numbers, and email addresses where available of all print, radio, and TV outlets in the Commonwealth of Virginia.

NEW INQUIRY LIAISON

THE BASICS: Write letters and make follow-up phone calls -- like 20 to 30 a week each -- to new inquiries around the state, asking them to join the Libertarian Party, and send each one targeted information that would be useful to them (such as the contact list for their local affiliates, etc).

Each new inquiry should receive the following things:

- 1) A letter (or email) welcoming them to the Libertarian Party, and letting them know what the Party resources are for them in their own area. Each letter must be customized by region. For instance, if their city is Alexandria, I want them to get a letter/email with the list of Party affiliates close to them, as well as the sign-up instructions for their local LP email mailing list. - Each letter/email should also include a membership form, and if mailed rather than emailed, an LPVA reply envelope.
- 2) Each inquiry name should be forwarded to the affiliate for that area for further, localized follow-up.
- 3) Each inquiry name should be tracked to make sure it makes it onto the main database. This is also the stage where duplicate entries can be found; so if a new name is a duplicate, notice of the error must be sent to the List Manager.
- 4) If possible, inquiries should also be called. It is much preferable to see to it that someone LOCAL to them makes the call.

The LPVA Membership Committee is a stock letter/email ready for use; along with membership forms, reply envelope, stationary, and # 10 window envelopes.

PLEDGE PROGRAM COORDINATOR

THE BASICS: Write letters and make follow-up phone calls -- like 20 to 30 a week each -- to members around the state, asking them to join the monthly pledge program.

1. Request list of members from Database Manager. You will need to sign our list nondisclosure agreement and send it to LPVA with a buck to make it binding.
2. Compose form letter designed to convince members to join the monthly pledge program.
3. Mail merge form letters to a selection of the LPVA database once a week. Pick out twenty or more names to concentrate upon that week. The actual number you wish to work on should be something you determine. However, since we have

roughly 1,000 members and about 48 to 50 practical weeks to contact them all during a year, let's assume that the minimum to be contacted weekly should be 20.

4. Mail the letters for that week.

5. Write up a phone script or some flash cards with notes for your follow-up phone calls. Tell them the truth: monthly income will make us stronger, and we can't succeed without them.

6. Compose your own "Contact Management" form so you can record easily what was said in the conversation -- so that if they promise to join the pledge program and we never see their envelope, we have a reason to send them a follow-up reminder to start making their promised donation.

7. One week later (or guesstimate how long your letters will be taking to get to the addressees...), begin calling each person who was mailed during the previous week.

8. Mail thank-you notes to those who made a commitment; and follow-up letters to remind "iffy" pledgers.

9. MONTHLY: Request list of transactions for the member ID's you have contacted from List Manager. This will show you who have paid up.

10. QUARTERLY: Report to the List Manager. Include copies of the weekly call & mail lists with any scribbled notes on each contact listed thereon. Estimate hours spent on each portion of the task. Pretend you are working on a time clock. [The reason I ask for this is because a lot of times people on the SCC have little idea what each job takes in the way of time. I want the jobs we do documented so that we can make clear what is needed for each task.]

INCIDENTAL JOBS

One of the best ways to build a pledge program is via personal appearances at local meetings. Look at the attendance sheet passed around at each meeting, write the name of each person from the guest sign-in sheet on a pledge card while the group handles other business. Then, once you have all the pledge cards filled out, ask for five minutes of floor time, and read a one to two paragraph speech about why the local members should join the Pledge Program. Ask one of the local people who knows the other members to distribute the filled-out pledge forms. This personalizes the process and will raise the acceptance rate. One thing you must remember when doing this: ask the people to use that pledge form right then and there, and hand it back to you with their donation and pledge. ASK FOR IT. Put them on the spot.

One last thing -- I would really like the volunteer for this position to try to attend all of the meetings of his own local group, and to get to other meetings around the state on an occasional basis.

-- ADDENDA --

1. By law, we are required never to call someone again if they asked to be removed from the phone list. You absolutely MUST send LPVA notice of such requests.

2. Be sure to use the utmost in politeness when contacting our members. When you are speaking with a potential pledger, NEVER read off their information on the phone; ask them to provide it to YOU. Write it down as they give it to you, and provide the info the way they provided it in your reports to me.

POLICY DOCUMENT 04.01.02.01 GUIDELINES FOR PUBLICATION OF VIRGINIA LIBERTY

It is recommended that *Virginia Liberty* be published 6 times yearly, on approximately the following schedule. The issue for a particular month may be required to have certain characteristics other than those listed; and in such case may have a differing audience.

~Feb 20: This may be a standard issue which goes to the Regular List. . This may also be the Convention Announcement issue, in which case it should go to The Enhanced List.

~Apr 20: This is the City and Town Election issue. It should go to The Enhanced List. This may also be the Convention Announcement issue.

~Jun 2): This is a standard issue and it goes to the Regular List.

~Aug 20: This is a standard issue and it goes to the Regular List.

~Oct 20: This is the General Election issue. It should contain final voting instructions and should go to the Full Active List.

~Dec 20: Holiday issue. This is a standard issue and it goes to the Regular List.

LISTS OF RECIPIENTS

Regular List: Members, VL Subscribers, LPNews subscribers, inquiries within the last 3 months.

Enhanced List: Regular list plus inquiries within the last 2 years.

Full Active List: All individuals voluntarily on the database for whom we have no reasonable indication that their addresses are invalid.

POLICY DOCUMENT 04.01.05 LPVA DATABASE USE POLICY

First, the LPVA membership database (the List) is the property of the Libertarian Party of Virginia (LPVA). In allowing others to use the List, the LPVA does not waive any ownership rights to the List.

ACCEPTABLE USE The List is to be used for LPVA party business only. It is not to be used to promote other organizations or businesses, except under EXPRESS agreement SEPARATE from use under this policy (ie- if individuals want to RENT the database for personal use, they must gain the consent of the LPVA and sign an agreement for that specific purpose). If an individual uses the List for personal or non-party business without such approval, he or she will be assessed a \$5.00 fine per name per occurrence, and the LPVA may pursue legal action against him or her.

The list is to be used in a professional manner. This includes treating the information on the List as confidential material. Any user engaging in unprofessional behavior in his or her use of the list will be subject to disciplinary action by the State Central Committee, up to and including being prohibited from future use of the list, possible censure, and pursuit of Civil/Criminal remedies where appropriate.

SHARING OF AND RELEASE OF DATA Users are not to share the database materials with other parties, except those having agreed to the terms of this policy. If another party member wants to help the designated user, and needs access to the list to do so, that person shall also be subject to the terms in this policy.

USERS OBLIGATION TO KEEP THE LIST CURRENT Users have an obligation to use best efforts to keep the database information current. If users, through the use of the List, obtain updated address/contact information on any of the individuals on the list, they will be expected to forward that information either to our National office or to the LPVA Address Corrections Manager for inclusion in future Lists. Any user failing to do so may be disallowed from future use of the List.

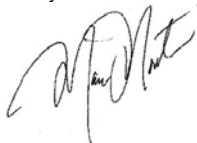
POLICY DOCUMENT 04.01.06 DATA RELEASE WITH MEMBER PERMISSION

1. Any organization or individual (hereinafter "requesting entity") offering special benefits, products, or services to LPVA members, such as discounts, scholarships, access to services such as email lists, or any other form of special treatment as a result of LP membership status, may obtain permission from that member to verify membership status.

2. Assuming the permission is granted by the member, the requesting entity may ask any LPVA or local officer or subcommittee member with access to the LP mailing list (hereinafter "authorized individual") to verify that person's membership status.

3. The authorized individual shall then verify membership status per the member's request. The form of permission may be implicit or explicit, and claimed in writing. If permission was verbal, the authorized individual shall withhold the answer until the member can be contacted, to assure privacy.

I hereby certify that this is the correct, complete and true copy of the LPVA Policy Documents as amended January 14, 2006.



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