

Libertarian Party of Arapahoe County By-laws

I. Name and Address

The name of this organization is the **Libertarian Party of Arapahoe County, or LPAC**.

LPAC is a Political Party Committee under the Fair Campaign Practices Act, duly registered with the Arapahoe County Clerk and Recorder's office. The legal address of LPAC is:

P.O. Box 440642 Aurora, CO 80044

II. Affiliation

LPAC is affiliated with the Libertarian Party of Colorado (LPCO).

III. Purpose

1. To uphold the Statement of Principles of the national Libertarian Party.
2. To promote the election of Libertarian Party candidates and the passage of ballot initiatives that embody the precepts of the Libertarian Party Principles and Platform.
3. To encourage and stimulate actions taken by people in Arapahoe County to increase liberty.
4. To provide a forum for dissemination and discussion of libertarian ideas and the programs of the Libertarian Party.
5. To provide an environment in which members will be able to grow in their ability to understand, express, and lead others to libertarian ideals.

IV. Membership

1. Eligibility

1. Any person who is registered to vote in Arapahoe County, Colorado with "Libertarian" as their indicated party affiliation is eligible to be a Member.
2. Provided that a person's county of residence **does not** have an LPCO affiliate, a person who is registered to vote elsewhere in Colorado with a party affiliation of "Libertarian" is eligible to be a Member.

2. Qualification

1. To be a **Qualified Member**, a person must satisfy the eligibility requirements and have signed and dated the following Pledge:
"I hereby certify that I do not believe in or advocate the initiation of force as a means of achieving political or social goals."

3. Rights of Members

1. All members are entitled to inspect the minutes of LPAC's meetings. Digital and/or physical copies of LPAC meeting minutes will be furnished to LPAC members upon request.
2. In general, to receive any benefits from LPAC which cost LPAC money, such as mailings, members and non-members must contribute financially an amount that will at least cover the LPAC's expenses.

3. Members are eligible to receive LPAC Annual Meeting/Convention delegation credentials for the purposes of voting on proposed LPAC bylaws amendments, nominate and/or vote for Qualified Members running for Board Offices, seek and/or vote for candidates running for public office under LPAC's nomination.

V. Board of Directors

1. The Board of Directors of LPAC is composed of the following Officers:

1. Chair
2. Vice Chair
3. Treasurer
4. Communications Director
5. Outreach Director

2. Only **Qualified Members** who have been qualified for **at least sixty (60) days** immediately prior to the date of service are eligible to serve as Officers or Deputies.

3. An Officer elected at the Annual Meeting/Convention shall hold office for a term of twelve months or until a successor is elected. An Officer elected at a special election shall hold office until the next annual meeting or until a successor is elected.

4. The offices of **Chair** and **Treasurer** must be occupied **at all times**. In the event of a vacancy of a Board Office, the Board shall have the authority to call for a special election or to appoint a replacement for the remainder of the term by passage of an appropriate resolution.

- a. If a vacancy of the Chair or Treasurer persists due to a person being neither elected nor appointed, one of the remaining Officers shall be chosen by lot to fill the vacancy.
- b. For other offices, the position may remain vacant, and that vacancy shall not be counted for purposes of determining a quorum.

5. If a Board Officer is found to be: ineligible for membership; convicted of a felony while in office; incapacitated or otherwise unable to fulfill the duties of office; or abandons the office (defined as not attending either in person or via audio conferencing nor deputizing a proxy for 3 consecutive monthly board meetings), the office shall be declared vacated and the Board shall find a replacement pursuant to paragraph 4 (above).

6. If the Board or body of attending Members resolves that a Board Officer has substantially and repeatedly failed to fulfill the duties of office (article VI, below) or acted in a manner detrimental to the image or operation of the party, either in the role of Board Officer or as a representative of the Libertarian Party in the public eye, that Officer shall be removed from office, and the Board shall find a replacement pursuant to paragraph 4 (above).

7. Resignations must be submitted to the Board in writing.

8. The Board shall have full powers to conduct all business of LPAC, including authorizing the spending of funds belonging to LPAC. No spending of funds or official action of LPAC may be undertaken except by:
1. Passage of a resolution introduced at a scheduled meeting of the Board at which a quorum is present, -OR-
 2. A vote of Board Officers taken by e-mail, where the votes are formally collected by the Chair and saved for a period of one year and made available to any member on request. E-mail votes are only permissible if:
 - a. The matter being voted on requires an expenditure of \$500 or less and does not involve any changes to the by-laws, and there is a time deadline involved that makes it impractical to wait until the next scheduled board meeting;
-OR-
 - b. A resolution is introduced and passed at a prior scheduled meeting of the Board at which a quorum is present specifically authorizing a later e-mail Board vote on a specific issue, which vote must be taken prior to the next scheduled Board meeting, or a new resolution authorizing an e-mail Board vote will be required.

VI. Duties of Officers

1. Chair

1. Take a leading role in determining the goals, direction, and plans for LPAC;
2. Ensure that the regular activities of LPAC are conducted in a timely, responsible manner that brings credit to LPAC and will reasonably satisfy its members;
3. Chair all meetings of the Board and the Annual Meeting/Convention.
4. Prepare and submit to the Communications Director a monthly feature article for the website reporting on recent and/or future activities of LPAC;
5. Prepare an agenda for Board meetings and distribute copies to all Officers;
6. Co-ordinate all political campaigns of LPAC
7. Identify political races and ballot issues
8. Recruit and qualify candidates
9. Identify and/or assist in candidate training opportunities
10. Assist candidates with "paperwork" (e.g. filing and reporting requirements)

2. Vice Chair

1. Assist the Chair in the performance of executive duties.
2. Act as Chair in the absence of the Chair.
3. Recruit, train, and coordinate the efforts of volunteer activists to assist the Officers in the performance of their duties and to accomplish the goals adopted by LPAC.
4. Assist the state Directors and serve on and/or send activists to serve on the committees of other Libertarian membership and fundraising events held in the Denver area and counties adjacent to Arapahoe.
5. Assist in the identification, training, and development of future leaders at every level in the LPAC and the statewide level of the LPCO.

3. Treasurer

1. Keep all financial records of LPAC according to generally accepted accounting practices;
2. Maintain a bank account in the name of LPAC, and sign all checks drawn upon that account.
3. File required legal reports, such as FCPA, with the appropriate county or state government offices.
4. Make monthly reports to the Board at meetings showing all incomes, expenditures, and resulting balances, including the sources of income and the nature and purpose of expenditures;
5. For the board meeting a month before the annual meeting, prepare a written report summarizing the monthly reports for the twelve month period, beginning with the month of the previous annual meeting and ending with the current month.
6. Participate in an annual audit of the financial records, to be conducted six months after the annual meeting by at least two other Board members, or Deputies selected by the Board. The results of this audit must be presented at the following month's board meeting.
7. Regularly check LPAC's Post Office Mailbox for incoming correspondence, and make any mail received available to the Board at meetings;
8. Maintain the master copy of these By-Laws and incorporate into them any and all amendments made.
9. Provide inspiration and guidelines to the members for budgeting affordable, regular monthly, or annual financial contributions

4. Communications Director

1. Interface to the mass media regarding announcement of LPAC Outreach meetings and other events
2. Devise and submit (with Board approval) any paid advertisements made by LPAC in print, audio, video, or electronic media;
3. Write and distribute press releases when so directed by an action of the Board;
4. Generally, promote the creation of favorable publicity for LPAC and its activities in Arapahoe County.
5. Receive submissions from members and others for possible inclusion on the website of LPAC. Serve as editor and publisher for this website, with sole discretion, except for the following features which are mandatory:
 - a. The latest version of LPAC By-Laws
 - b. Notes from the Chair
 - c. Membership report
 - d. Libertarian Party contact information, listing principal Officers of LPAC, LP of Colorado, and National LP
 - e. Calendar of upcoming events, especially Board meetings
 - f. Announcement of candidates for Officers and vote-by-mail ballot (the month before the annual election);
6. Establish and implement a publication schedule for the newsletter such that each issue will typically be received not less than one week before each month's Board meeting;
7. Sell advertising in the newsletter at rates determined by the Board, and maintain records on expiration of ads;
8. Interface with editors of other Libertarian publications, to ensure that appropriate information and features are shared and kept current;
9. Apprise the regular Board meeting of past expenses and anticipated expenses relating to publication of the newsletter.
10. Keep records of costs for printing and postage for each month's issue, and submit these expenses, together with receipts, to the Treasurer. The Treasurer is authorized to reimburse expenses related to the newsletter without prior action of the Board within spending limits for Newsletter publishing set by resolution of the Board.
11. Acknowledge receipt of every communication made by members of the Board and ensure that an appropriate response is made by the relevant Officer(s);

12. Record the official minutes of all Board meetings. These minutes must be submitted for review and approval at the following month's Board meeting. A summarization must also be submitted to the Communications Director for inclusion in the members' area of LPAC website.

5. Outreach Director

1. Co-ordinate with Front Range Outreach Director so as to meet LPAC's Outreach needs.
2. Lead outreach efforts to expand LPAC awareness and help grow membership;
3. Identify suitable outreach events (e.g. city/county fairs, gun shows);
4. Initiate and co-ordinate LPAC-sponsored events (e.g. guest speakers, Tax Day protests);
5. Organize LPAC participation (e.g. register for events, solicit volunteers, supervise activities);
6. Maintain/enhance LPAC outreach materials (e.g. outreach booth and its associated supplies, brochures, banners, etc.).
7. Report income and expenses to the Board.
8. Contact new members within ninety (90) days of their joining and other members at least once per year.
9. Devise and implement a series of fundraising events and activities whose scheduling is distributed relatively evenly throughout the year.

VII. Board Meetings

1. The Board shall meet at least once during each quarter in a public location at a time and place specified on the website of LPAC. Board meetings shall be open to all eligible members. More frequent meetings may be scheduled, so long as they are publicized at least twenty-four hours in advance electronically or in writing to the membership.
2. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall guide LPAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any standing or special rules LPAC may adopt.
3. To pass resolutions, a quorum must participate in person or via remote audio conference. A quorum is defined as a simple majority of the sitting Officers of the Board, among whom must be included the Chair and the Treasurer, or those deputized to act for them, according to the provisions of paragraph 4 below.
4. Any resolution shall be passed only upon a recorded, vote of the required proportion of the eligible and qualified members in attendance. Abstentions shall not be counted when determining the number required for a majority.
5. Officers of the Board are expected to participate in all Board meetings; but if an Officer is unable to participate in a meeting, that Officer may deputize any other member who is eligible to be an Officer per Article V Paragraph B to attend and exercise that office in his place for the

duration of the meeting. If an Officer fails to deputize someone, the body of attending Members may select a Deputy by simple majority from the attending members who are eligible to be Officers. No person shall be deputized for more than one office at a time. The minutes kept by the Secretary must record that such a substitution has occurred.

VIII. Annual Meeting/Convention

1. The Board and Members shall meet once per calendar year for the presentation of annual reports and elections of Board Officers.

1. Naming Convention. During county-wide election years, LPAC Annual Meeting will be referred to as the 'Convention'.

2. All Board Officers (or their Deputies) shall attend.

3. All Eligible Members in attendance shall sign an attendance sheet.

4. The Treasurer shall submit copies of the attendance sheets, Officer Contact Information Forms, and the minutes of the meeting to the State Board within forty-eight hours of the adjournment of the next business meeting wherein the Board has resolved to adopt said minutes.

IX. Elections of Board Officers

1. Only Members who qualify pursuant to **Article V Section 2** are eligible to be nominated for election to a Board Office. Note that there may be additional requirements for Officers imposed by the state and/or national parties.

2. Members wishing to run for an office must qualify for candidacy by advising the Communications Director in writing of their intention:

1. Prior to the adjournment of the previous monthly board meeting in the case of the annual elections;
2. by nine PM (21:00) of the fourteenth day before the date of a special election.
3. The Communications Director shall publish an electronic announcement of all candidates for each office and an electronic absentee ballot within forty-eight hours of the adjournment of that meeting.
4. Members who contribute financially and wish to receive an absentee ballot by mail must ensure their request is received prior to the adjournment of the board meeting mentioned in paragraph 2 above. The Communications Director shall mail all paper absentee ballots within one week of that meeting.
5. Votes may be cast by Eligible Members in person on a paper ballot, or by mail using an absentee ballot if such ballots are signed and dated and received by the Treasurer before the convening of the meeting in which the election is held.

6. Votes will be counted by the Chair and Treasurer. In the event of a tie, there shall be an immediate run-off vote between all tying candidates, with all members present eligible to cast votes. This process shall be repeated as necessary until one candidate receives the highest number of votes.
7. **"None of The Above" (NOTA)** is recognized as a legitimate candidate **for any office**, and if NOTA should win, a special election for that office shall be held four weeks hence, for which the defeated candidates of this election shall not be permitted to requalify.
8. Newly elected Officers must sign a copy of the national Libertarian Party's Statement of Principles and complete an Officer Contact Information Form immediately upon the announcement of their victory.
9. Elected candidates take office immediately after the adjournment of the meeting wherein the election occurred.
10. No person may simultaneously hold more than one office. If a person is running for more than one office, s/he is immediately disqualified from the remaining elections upon winning an election.

X. Affiliate Representative

1. The Affiliate Representative ("AR") serves as the liaison to the state Libertarian Party and other affiliates.
2. The AR shall be elected according to the same requirements and procedure as a Board Officer. However, if no AR is elected or the board determines the AR is unable to fulfill the requests made by LPAC or the state party, the board shall appoint a new one by resolution within one month of the vacancy of the AR position. Any board member may serve concurrently as AR.

XI. Delegates to State Party Committees and State and National Conventions

1. For any committee or body of delegates whose composition includes one or more participants from the LPAC, LPAC's committee of the whole shall elect members who fulfill the same requirements as those for Board Officers.
2. If the committee of the whole has not elected a sufficient number of delegates by the date of the board meeting in the month before their designation as delegates is required, the board shall appoint members by resolution.

XII. Sub-Committees

The Board may create by resolution any committees deemed necessary to fulfill any designated purpose, except to nominate or endorse candidates. Such committees may be temporary or ongoing and may exercise any powers of the Board that the Board authorizes, with the

exception that they shall not be granted the authority to spend funds beyond those allocated to the committee by an explicit resolution of the Board.

XIII. Candidates and Initiatives

1. LPAC may nominate candidates for public office and urge the passage or defeat of ballot initiatives and referendums that will or may appear on ballots in a given election anywhere in Arapahoe County. Such endorsements are to be made public by means of a press release arranged by the Communications Director. If a notarized statement of nomination is required, the document must be approved by the Board and carry the signatures of the Chair and/or the Secretary.

2. Any candidate seeking nomination by LPAC to public office must meet the same qualification(s) as a Board Officer with respect to the last date on which the party can file its certificate of designation with the appropriate election official.

3. Resolutions for the nominations of candidates and endorsement/repudiation of ballot initiatives/referenda shall carry by a simple majority vote of the members present at any Board meeting.

4. A Vacancy Committee will select replacement candidates who withdraw from the race or who are otherwise unable to run for their nominated office. The Vacancy Committee shall consist of the LPAC Board of Directors.

XIV. Actions Prohibited to LPAC

The following actions **shall not** be taken by this organization, irrespective of majoritarian support:

1. Participation in or promotion of any acts of fraud or violence against persons or property;
2. Taking any action or adopting any position that would violate the letter or spirit of the principles, constitution, or by-laws of the Libertarian Party of Colorado or the national Libertarian Party.
3. Endorsement of a candidate for office who is an announced candidate of a party other than the Libertarian Party;
4. Overdraw LPAC bank account;
5. The borrowing of money at interest, from any source whatsoever. LPAC members may donate money, items, or services for which the Board may vote to reimburse them at original face value at a later date. Receipts for all reimbursed expenses must be submitted to the Treasurer.

XV. Amendments to these By-Laws

1. These By-Laws may be amended by a resolution of the Qualified Members in attendance at any regular monthly meeting, by a three-fourths vote. Any such amendments must have been submitted in writing at the previous regular meeting.

The Communications Director shall publish the proposed amendments electronically on the web site and by email within forty-eight hours of the adjournment of that meeting and by mail within seven days to members who have requested mailed notices. The newly revised By-Laws shall be published on LPAC website and emailed to the State Board within forty-eight hours of the adjournment of the meeting where they were amended.

2. All resolutions passed by the eligible members in attendance, prior to the adoption of these By-Laws, are hereby ratified as recorded in the minutes, except where any such resolutions may conflict with these By-Laws.