

Libertarian Party of New Hampshire Policy Manual

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Libertarian Party of New Hampshire – Policy Manual

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Please note: This policy should be reviewed in conjunction with current Party Bylaws and the Party Platform. These Party documents shall override any conflicting information in this manual. No policy of LPNH may violate Federal, State, or local law.

Executive Committee

Committee Meetings

The Executive Committee shall meet in person, electronically, or a hybrid of the two, monthly.

- A minimum of 10 meetings shall be held per year, allowing for 2 meetings to be canceled due to unforeseen circumstances.
- Agendas for each meeting shall be made available to the Executive Committee members at least 48 hours prior to the meeting.
- Each meeting agenda shall begin with the following items (in order):
 - Approval of unapproved previous minutes
 - Officer Reports
 - Chair
 - Vice Chair
 - Secretary
 - Treasurer
 - First At-Large
 - Second At-Large
 - Affiliate Reports
 - Committee Reports
- All reports should be submitted in writing to the Secretary or posted in the LPNH Google Drive prior to the meeting.
- All Meeting Minutes shall be posted to the LPNH.org website for transparency purposes, after they have been approved by the Executive Committee.
- The monthly meeting cadence shall be set during the meeting of the Executive Committee.
- If a change to any meeting date is required, at least 1 week notice should be provided by the Chair and an agreement reached on a make-up date (if possible). Only 2 meetings per year can be completely canceled, but every attempt to reschedule should be made.
- Meeting notice may be waived by unanimous consent of all executive board members.
- Electronic Voting may occur outside of regular meetings and shall be submitted via a motion from any officer in email form. All officers will have 1 week to respond or forfeit their vote. If majority cannot be obtained, motion shall not pass.
- Attendance at executive committee meetings is limited to Executive Committee Officers, or individuals invited by any Executive Committee Officer to speak on a specific topic.
- Meetings shall be no longer than 2 hours unless previously agreed upon.
- Recordings may be made but may not be shared outside of the Board Members.

Special Meetings

- Special meetings may be held electronically, in-person, or a hybrid of the two.

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- Special meetings must be called no fewer than 48 hours in advance.
 - Notice of a special meeting may be waived by unanimous consent of all committee members. Such consent may be given in electronic group chat.
- Only the topics listed in the call of the meeting may be considered during a special meeting.
- All other quorum requirements apply.
- Special meetings may be called by the chair or 2/3ds of the executive committee members.
- When a special meeting has been called, the committee Chair or Secretary shall issue a notice of the meeting, including how to participate in the meeting, to each member of the committee and shall simultaneously open an email ballot to provide relevant members a cancellation vote.
- The call of a special meeting shall be canceled if 2/3 of the committee members so vote prior to the scheduled time of the meeting.

Responsibilities of Executive Committee

Chair

The LPNH Chair, per the Bylaws, is responsible for all Daily Operation Items. This includes, but is not limited to, the following items:

- Signing legal documentation on behalf of the Party
- Attending meetings with the LP Region (Region 8)
- Coordinating correspondence with National, Region 8, other State Party Executive Committees
- Overseeing the appropriate use of all social media accounts
- Overseeing the appropriate use of the Storage Shed and Supplies held within – conducting quarterly reviews of contents to determine condition of supplies
- Representing the Party to the State

The LPNH Chair is the face of the Party and shall answer all media requests, and shall remain professional in appearance, demeanor, and dialogue during such correspondence or interviews.

The LPNH Chair shall coordinate with the Vice Chair and Membership Director to perform Lifetime Member welcome calls within 1 week of Membership Status change.

At the request of any delegate-eligible member of the LPNH along with a petition signed by 25% of all LPNH delegate-eligible members, the Chair shall call a Special Convention to be held in accordance with the bylaws governing a Business Convention.

Vice Chair

The Vice Chair, per the Bylaws, is to act as the Affiliate contact for all New Hampshire sub-affiliates. The Vice-Chair shall hold a non-voting membership in all affiliations to represent the State Party for the purpose of communication, guidance, support, and transparency. This includes, but is not limited to, the following items:

- Coordinating needed assistance by the Sub-Affiliates regarding needs from the State Party, National, or other State Affiliates
- Ensuring compliance with State Bylaws and Sub-Affiliate Bylaws

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- Ensuring communication between the State Party and the sub-Affiliates by holding affiliate leadership meetings on a scheduled basis
- Addressing any Affiliate concerns that may arise
- Represent all Affiliates at the monthly LPNH Executive Committee meeting
- The LPNH Vice Chair shall coordinate with the Chair and Membership Director to perform Lifetime Member welcome calls within 1 week of Membership Status change.

Secretary

The Secretary shall be responsible for maintaining the email distribution and receipt on behalf of the Party. This includes the following responsibilities:

- Checking the Info@lphn.org email and responding to any correspondence within 48 hours of receipt. If the email should be given to a Committee, an Affiliate, or a specific member of the Executive Office, the Secretary shall inform the sender that their request has been sent on to the appropriate contact, who that contact is and why it has been transferred to that individual. That individual will then respond within 48 hours.
- The Secretary shall maintain the email list in MailChimp (or other mail distribution tool) and inform the committee should mailing supplies be required prior to any mass mailing
- The Secretary shall be responsible for writing the agenda for the monthly Executive Committee Meeting, document minutes for each meeting, and post those minutes to the Party website.
- The Secretary shall ensure that all committee reports have been received prior to each monthly meeting.
- The Secretary shall maintain a complete copy of this policy manual, the party bylaws, and platform, and shall be responsible for proposing corrections to formatting, spelling, grammar, capitalization, punctuation, article and section designations, cross-references, and such other technical and conforming changes as may be necessary to the party documents, provided such changes would have no effect on the meaning of the adopted terms, definitions, rules, and orders. The Secretary shall promptly submit such proposals to the Executive Committee. These proposals shall be considered adopted 30 days thereafter or upon the close of the next Executive Committee meeting, whichever is sooner. The Executive Committee may veto such changes by majority vote.
- The secretary shall keep the policy manual, party bylaws, and party platform up to date on the party's website.

Treasurer

The Treasurer shall be responsible for maintaining the Party bank accounts and financial portfolio.

The treasurer's other duties include:

- The Treasurer is responsible for Petty Cash, including validating cash box amounts prior to and after each event and moving received cash into the bank account.
- The Treasurer is responsible for all State and Federal filing requirements, where/when applicable.
- The organizers of any fundraisers done by any committee, including fundraising attempts at the annual convention, shall report to the treasurer.

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At Large Officers

One At Large Officer shall be designated the Membership Director and shall oversee the Membership and Outreach Committee.

The other At Large Officer shall choose one area of interest that they shall devote their time and efforts into that will build or support the Party.

Party Communications

Official Communication

As a political party, the Libertarian Party of New Hampshire must constantly communicate with delegates, members, and the general public. All communications shall represent the Statement of Principles and Party Platform as voted at the most recent convention.

The Party may communicate via email, telephone, SMS, Social Media post and/or meme, Newsletter, Press Release, Press Conference, or when an officer is giving a media interview for any reason (even if not for the purpose of representing the Party).

While the Chair is responsible for official communication, the Chair may choose to have a Communication Committee to assist due to the scale of the endeavor.

Should a committee be appointed the following guidelines should be followed:

Communications Committee

The purpose of the communications committee is to promote the ideals of the party, as expressed in the party platform, and the candidates of the party. The secondary purpose of the communications committee is to combat the cult of the omnipotent state, and actions, groups, and ideas counter to the ideals of liberty as expressed in the party platform.

Except in cases where communication is clearly satire, the communications committee shall not communicate anything:

- That contradicts the Statement of Principles of the Libertarian Party,
- That violates the platform of LPNH or LP National,
- That contradicts a resolution of the LPNH or LP National, where a more-recent conflicting resolution does not exist,
- That endangers the function of the party,
- That shows bias in any race internal to the National LP, any affiliate of the National LP or LPNH, or abases or promotes any caucus within the LP.

Wherever possible, the Communications Committee shall follow the Committee Operations specified in the bylaws for standing committees, including but not limited to reporting minutes to the Executive Committee.

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Access to Social Media and Social Media Policy

The following individuals shall have access to the social media accounts and be authorized to post on them:

- The Chair of the Executive Committee
- The Chair of the Communications Committee
- Others appointed by the Executive Committee or Communications Committee as necessary during the normal course of committee functioning.

An attempt shall be made to have all posts reviewed by at least one other authorized poster, with the understanding that there will be moments when time is of the essence and it may not be possible. This does not apply to responses, messages or comments on social media, although all such messages must follow all other posting rules.

No posts shall be made on social media that endorse or support any non-LP candidate for, or incumbent in, any partisan office. Posts may, however, acknowledge or thank anyone from any party when they vote or voice support for any issue in alignment with the Platform of the LPNH or LP National, so long as the post makes clear the support of the person's action on the issue, not the person.

Anyone with authorized access may block anyone deemed necessary at their discretion. The Communications Committee and Executive Committee shall be notified if anyone is blocked. The Communications Committee shall determine how long the block should remain in force, however the party Chair or Executive Committee may direct the Communications Committee to remove a block.

Regional and National Representation

Regional

The Chair shall represent LPNH at all Region 8 Executive Committee Meetings. The Executive Committee members and Affiliate Chairs shall also be invited but will not be required. If the Chair is unable to attend a scheduled Region 8 meeting, all efforts shall be made to insure LPNH representation.

The Chair shall make monthly reports to the Region regarding the efforts of the State Party, any issues being faced.

Needs, issues, and opportunities being faced or offered by other affiliates of the region shall be reported to the Party as soon as details are made available.

National

The Chair shall represent LPNH at all National Meetings and Conventions. The Executive Committee members shall also be invited but will not be required. If the Chair is unable to attend a scheduled National meeting, all efforts shall be made to insure LPNH representation.

Resolution of Issues/Complaints

Any member or affiliate may bring perceived issue(s) or complaints to any officer of the Executive Committee who shall bring the issue before the Committee for resolution.

If an executive committee officer can resolve the issue between the complaining and offending members independently, to the approval of both parties, the issue shall not *require* escalation to the Executive Committee.

Should an issue arise, any officer may bring the issue to the attention of the Executive Committee via the private Executive Committee chat. Discussion shall be held, and a resolution agreed upon:

- Within 4 hours for Party Communication issues
- Within 24 hours for issues that involve the endangerment of any member or threats of violence
- Within 48 hours for all other issues.

Any issue regarding the initiation of violence made by any LPNH member shall be handled in the following manner:

- If party resources were utilized in the incident:
 - The offending communication or post shall be immediately removed
 - Any individual who called for any initiation of violence shall be suspended from use of all party-owned resources until resolution is reached
- In all cases:
 - If the executive committee considers the issue to be minor, the member shall be asked to rescind his/her call for violence and apologize.
 - If direct, specific threat is made, or continued calls for violence (more than 2), a motion shall be made to suspend the member from the LPNH pending a trial to revoke the member's membership in the LPNH. If $\frac{3}{4}$ of the Executive Committee vote to proceed with a revocation and trial, the process shall be carried out in accordance with the bylaws and the rules of order adopted by the bylaws.

Membership Levels

Basic Members

Basic members ("Members" in the bylaws) are not required to pay membership dues.

They have the following benefits:

- Electronic notice of upcoming meetings and conventions
- Basic members may be added to the party's email list(s)

Regular dues paying members

Dues-paying members of the party are members who are current in their payment of annual membership dues.

The annual membership dues for regular members is \$25 a year.

Members are entitled to the following benefits:

- All the benefits of basic members
- Access to any paper-mail membership communications sent by the party.
- Access to the party's members-only Facebook page
- Access to the party's members-only Chat channel

Access to the members-only page and channels is subject to the member's civil behavior in such forum, at the discretion of the Executive Committee.

Life members

Life members of the state party are all members whose donations have reached \$500 in a one-year period, after which the member is considered a fully paid dues-paying member for the remainder of their life. A member may resign from their life membership by notifying the party chair or secretary verbally or in writing.

They are entitled to the following benefits:

- Unless the member opts-out by notifying the party chair or secretary, they will be recognized as life members in all future party convention programs
- All benefits of regular dues-paying members

Sustaining Members

Sustaining members are all dues-paying members (including life members) that have contributed an amount in excess of twice the regular annual membership dues, for more than three years in a row, including the current year.

They are entitled to the following benefits:

- Unless the member opts-out by notifying the party chair or secretary, they will be recognized as sustaining members in the annual convention program
- All the benefits of regular dues-paying members

Young Adult Members

A young-adult member is a dues-paying member who is less than 25-years of age.

The annual membership dues for Young-adult members is \$10 a year.

They are entitled to the following benefits:

- All the benefits of regular dues-paying members