



# LPMN

# Standard Operating Procedures

# Manual

Updated February 24, 2019

**Libertarian Party of Minnesota**

1710 Douglas Drive N, Ste 225U

Golden Valley, MN 55422

(612) 440-1776

<https://www.lpmn.org/>



# Libertarian Party of Minnesota Standard Operating Procedures Manual

*This manual is intended to be a set of descriptions and best-practices for the leadership functions and divisions within the LPMN. These instructions aim to achieve organizational efficiency by defining roles and clarifying the duties and expectations of those who join this team to do that work. This manual is not intended to draw lines in the sand or create boxes on people, with the exception of how a flowchart might exist, to avoid missed communications and functions.*

## Table of Contents

SOP Manual Overview.....	2
Rules of Conduct.....	4
LPMN Affiliates.....	5
LPMN Executive Committee .....	7
Division Director Guidelines .....	9
Divisions List with Sub-Divisions.....	10
Political Division.....	11
Communications Division.....	12
Outreach Division.....	14
I.T. Division.....	16
Finance Division.....	18
Appendix A: LPMN Bylaws.....	20
Appendix B: Affiliate Start-Up Guidelines .....	27
Appendix C: Affiliate Bylaws Template .....	32
Appendix D: Executive Director Contract Sample.....	36
Appendix E: Non-Disclosure Agreement Sample.....	38
Appendix F: PCR Instruction Sheet.....	39
Appendix G: Outreach Event Process List.....	40
Appendix H: Outreach Event Materials List .....	41
Appendix I: New Volunteers Best Practices Sheet .....	42
Appendix J: Events Blank Sign-Up Sheet .....	43
Appendix K: Sample Quiz Rack Card .....	44

**STANDARD OPERATING PROCEDURES (SOP)**  
**MANUAL - OVERVIEW FOR THE**  
**LIBERTARIAN PARTY OF MINNESOTA (LPMN)**  
**- EXECUTIVE COMMITTEE (EC)**  
**AND DIVISIONS**

- 1) Mission: The LPMN Executive Committee and any appointed Directors and Coordinators shall exist to work on activities that support the Purpose of the LPMN as identified in Bylaw 1.
- 2) Executive Committee: The LPMN EC shall function in compliance with all LPMN State Bylaws as approved in State Convention annually and shall not deviate from the Statement of Principles identified in Bylaw 2.
- 3) Officers: per LPMN State Bylaws, each officer of the EC may cast one vote on all matters that come before the EC. Those officers are as follows:
  - a) State Chair
  - b) Vice Chair
  - c) Secretary
  - d) Treasurer
  - e) up to eight At Large Executives
  - f) up to eight CD Affiliate Chairs (currently)
    - i) *note: CD stands for Congressional District of the United States*
    - ii) *note: there may be additional affiliate designations as the EC sees fit, such as student groups or partial CDs.*
- 4) Directors and Coordinators (Managers, Advisors): may be appointed and removed by the appropriate person as listed, or by the LPMN EC as a whole, under the following guidelines:
  - a) Appointments:
    - i) An Executive Director appointment may be made solely at the discretion of the State Chair, whom the ED reports to, but any compensation or contract requires a 2/3 EC vote to approve.
    - ii) Division Directors appointments shall require a 2/3 EC vote to be formally approved. Likewise any compensation or contract must also be approved by a 2/3 EC vote.
    - iii) Coordinators (Managers, Advisors) appointments may be made at the discretion of the appropriate Division Director whom they report to, or by the Executive Director in the absence of a Division Director.
  - b) Removals:
    - i) The Executive Director may be removed at the discretion of the State Chair or by a  $\frac{3}{4}$  EC vote.
    - ii) Division Directors may be removed by a  $\frac{3}{4}$  EC vote.
    - iii) Coordinators (Managers) may be removed at the discretion of their Division Director, or the Executive Director in the absence of a Division Director, or by  $\frac{3}{4}$  EC vote.

- c) Reporting:
  - i) Executive Director shall generally report to the State Chair.
  - ii) Division Directors shall generally report to the EC.
  - iii) Coordinators shall generally report to their Division Director, or the Executive Director in the absence of a Division Director.
  
- 5) Sub-contractors: independent subcontractors may be used by any Officer, Director, or Coordinator (Manager) without prior approval as long as they:
  - a) do not conflict with LPMN State Bylaws, and
  - b) are a pro-bono or unpaid volunteer, and
  - c) have signed and filed a Non-Disclosure Agreement (NDA) with the Executive Director, if they will have access to internal LPMN party data.
  - d) *note: any compensation or contract requires a 2/3 EC vote to approve.*
  
- 6) Sub-Divisions: are suggested, but not required, to be aligned as follows. Tasks can be reassigned, consolidated, or split further at the discretion of the Division Directors, who shall strive to appoint Coordinators (Managers, Advisors, others) to handle the work specified in this manual in each Sub-Division. In the absence of any Sub-Division Coordinators the Division Director shall default to handle the work necessary either personally, by sub-contractor, or volunteer to the best of their ability.
  - a) Political
    - i) Candidates
    - ii) Policy
  - b) Communications
    - i) Content (includes website Blogs & Newsletters)
    - ii) Social Media
    - iii) Marketing
    - iv) Public Relations (Press)
  - c) Outreach
    - i) Affiliates
    - ii) Campuses
    - iii) Coalitions
    - iv) Events
    - v) Volunteers
  - d) I.T.
    - i) CRM (Customer Relationship Management)
    - ii) Email Systems
    - iii) Website
    - iv) Interfaces
  - e) Finance
    - i) Fundraising
    - ii) Memberships
    - iii) Promotions (Issues Campaigns)

## RULES OF CONDUCT

While we do not tell other people what to do or how to behave, we do ask for a degree of civility in our interactions. Most of us are volunteers giving a bunch of our time and our money to passionately work hard to defend, advance, and create liberty. Any amount of work by any person deserves a modicum of appreciation and respect. We can and will argue, but let's refrain from vicious and unproductive personal attacks.

Every Officer, Director, Coordinator, Manager, Advisor and Member of the LPMN shall be allowed reasonable opportunity and time to put forth ideas, suggestions, and communications free from the fear of abuse or retribution. Everyone needs to be able to speak freely and ensure that others can do the same. Please agree to the following guidelines:

- 1) Refrain from derogatory remarks, personal insults, and negative attacks upon another person, and how they vote or comment.
- 2) Refrain from personal bias, bigotry, racism, and harassment that have no place in meetings, messaging, or operations.
- 3) Remedy any such behavior by immediately ceasing said behavior upon identification, acknowledgement, and verification by peers.
- 4) If such behavior continues, or if any unnoticed behavior or retaliation occurs, the offended party should contact the Chair to discuss.
  - a) The Chair shall immediately contact and discuss with the parties involved the complaint and work to mediate a peaceful resolution.
  - b) If the situation can not be adequately resolved by the Chair, it may be heard by the EC. The EC has the right to remove either or both participants from the organization by  $\frac{3}{4}$  EC vote.
  - c) An appeal of any EC ruling may be made to the Judicial Committee.

## LPMN AFFILIATES

Local activism and engagement within individual communities is the best way to spread Libertarianism and grow the LPMN and its ability to affect politics. Reaching out to promote, recruit, and network in this fashion become most effective when local LPMN members residing in communities join together to form an Affiliate.

The goals of Affiliates should be in alignment and fellowship with those of the LPMN as a whole. Divisions and tasks are best replicated as laid out within this manual, but by no means are mandated as such.

- 1) Per Bylaw 10.1, Affiliates can represent any area of Minnesota that they choose, so long as there have four active members who meet at least four times per year. Any elected leader of any Affiliate must be an LPMN member.
- 2) Affiliates can choose to be a Subsidiary Affiliate to request funding and support for their activities from the LPMN EC (upon 2/3 vote approval); or they can choose to be an Independent Affiliate in which case they fund their own activities.
- 3) Activities do not require approval as long as they do not contrast the Purpose and Principles of the LPMN as identified in Bylaws 1 and 2.
- 4) Registered Affiliates may also run their own party authorized nominees for office in the method as identified in Bylaw 8.5, however the LPMN EC reserves the right to withdraw approval or affiliation by  $\frac{3}{4}$  vote as identified in Bylaw 9.
- 5) The LPMN does request, but does not require, that Affiliates participate in at least one local outreach event per year.
- 6) Affiliate Responsibilities:
  - a) Hold four meet ups per year.
    - i) *note: three members are required for quorum to make it a meeting*
  - b) Hold one Affiliate Convention meeting per year, to elect leadership.
    - i) Chair, Vice Chair, Secretary, (and optional Treasurer)
  - c) Approve Affiliate Bylaws not inconsistent with State Bylaws.
- 7) LPMN Support:
  - a) Provide a list of members and/or other contacts as specified in the designated affiliate region from the state party data base.

- b) Cross promote calendar events, including but not limited to publishing them on the state party website and Facebook page.
- c) Provide marketing materials, on loan and/or as gifts, to participate in local events such as fairs, parades, festivals, and rallies as requested.
- d) Reimburse participation fees in such events up to \$200. Any amounts in excess of \$200 will require pre-approval by LPMN EC vote.
- e) Offer cooperation and support to and from each Division Director and Sub-Division Coordinator as is appropriate and agreed to.

## LPMN EXECUTIVE COMMITTEE

The role of the LPMN EC is to create and execute actions to propel the Purpose of the LPMN. It must function within the State Bylaws approved annually by the membership body of the LPMN at its annual State Convention. The structure and operation of the EC is extensively detailed in Bylaw 5.

In summary, EC meetings shall be called by the Chair, preferably on a regular monthly basis, but not less than quarterly, with at least four days notice. Five Officers are required for quorum. A decision or action by any Officer, Member, or Candidate may be appealed to the entire EC for a ruling. Any such ruling seen as unsatisfactory may be further appealed to the Judicial Committee as detailed in Bylaw 6.

- 1) The State Chair (or simply Chair) presides over meetings. He/she is the Chief Operating Officer of the EC and has the responsibilities and authorities consistent with such function. These include the right to create committees and appoint their leaders. The Chair has the right to participate in and vote in all committees and task forces.

The Chair is also the primary spokesman for the LPMN in the media, in cooperation with Division Directors. The Chair is furthermore tasked to maintain communication with and share relevant information from the LNC as the primary LPMN liaison.

- 2) The Vice Chair shall preside over meetings and assume all duties, responsibilities, and authority in case of the absence, death, removal, or resignation of the Chair. The Vice Chair shall also have the right to participate and vote in all committees and task forces.
- 3) The Secretary shall keep and record the minutes of EC meetings, as well as the State Convention Business Meeting. Results and reports are to be made available to the EC monthly, while also being archived in some fashion (hard copy or e-copy) in cooperation with, and for access by, the LPMN and its EC.
- 4) The Treasurer receives all monies paid to the LPMN and deposits them into the EC designated bank account. In addition the Treasurer is responsible to submit payments from that account to rentals, vendors, and contractors as needed and approved. Anything over \$200 requires EC approval to be paid.

The Treasurer shall present written reports upon request to the EC, preferred monthly but not less than quarterly, while also being archived in some fashion (hard copy or e-copy) in cooperation with, and for access by, the LPMN and its EC. Furthermore;

- a) The Treasurer shall be educated on, and shall prepare and file all financial disclosure documents which may be required by State and/or Federal law in such formats as they prescribe.
  - b) The Treasurer may appoint one or more Deputy Treasurer(s) as they see fit.
  - c) The Treasurer and any Deputies also have the right and responsibility to sign and send PCR receipts (the EP-3 form) if requested by donors, as per the State of Minnesota Political Contribution Refund program specifications.
- 5) The Executive Director is an official member of the EC team however may not vote in EC meetings. This person can be appointed directly by the Chair but may not receive compensation or contract unless approved by a 2/3 EC vote. Goals, responsibilities, and compensation are extensively identified in the current contract.

Although the Executive Director serves at the pleasure of the Chair, they may be removed by a  $\frac{3}{4}$  EC vote. Division functions that are detailed and assigned, done in cooperation with Division Directors if they are present, are the ultimate focus of this position.

- a) The Executive Director may appoint one or more Assistant Executive Director(s) as they see fit.
- b) The Executive Director is eligible to assume additional Division Director and Sub-Division Coordinator positions.
- c) As an unelected appointment who is usually a paid contractor, the Executive Director is not allowed a vote in the Executive Committee.

## DIVISION DIRECTOR GUIDELINES

Division Directors are the working staff of the LPMN EC. It is their responsibility to make sure any Sub-Division Coordinators, Managers, Sub-Contractors, and Volunteers are directed and focused on the work assigned to their Division. It is also their responsibility to identify, acquire and allocate the resources and other needs for their Division. This is done with reports and requests made to the EC. They are the representative voice of their Division to the EC.

- 1) Division Directors may be appointed by the EC with a 2/3 vote. Conversely they can be removed from appointment by the EC with a 3/4 vote. Division Directors ultimately report to the EC, however if only an unelected appointee they are not allowed a vote on the EC. Any Division budget, expense, compensation or contract commitment still requires a 2/3 EC vote to approve.
- 2) Reporting from, and direction to Division Directors may be delegated to the Executive Director if in agreement with the Chair. In such cases the Executive Director then reports on Division activities and requests to the EC.
- 3) In the absence of any Division Directors the work within each Division falls upon the entire Executive Committee to fulfill and assign work in cooperation amongst themselves, contractors, committees, and volunteers to the best and fullest extent possible.
- 4) Division Directors may appoint Sub-Division Coordinators (Managers, Advisors, others) at their own discretion, as may the Executive Director in their absence, if in agreement with the Chair. Tasks and reporting fall to the appointing authority. Coordinators may be removed directly by their Division Director, or the Executive Director in their absence, or by a 3/4 EC vote.
- 5) Division Director best reporting practices should be to regularly prepare a synopsis of their Division to present at EC meetings, in verbal and/or written form. This may include activities, objectives and obstacles both completed and yet to be. Time will be given on the EC meeting agenda to hear from each Division Director. A statement of expenses (with receipts) is required for any reimbursements sought. It is recommended to request pre-approval by EC vote for any costs that will exceed \$200. Other best practices are to:
  - a) Define the goals and the action plan for the Division in cooperation with the EC, the ED, and the Chair to the best extent possible.
  - b) Determine the operational resources required for the Division; including people, materials, and most importantly a budget.
  - c) Staff the Division as necessary with Sub-Division Coordinators, Managers, Advisors, Sub-Contractors, and Volunteers.
  - d) Obtain and provide resources and instructions to your staff.
  - e) Get feedback and reports on the needs and the progress of your staff.
  - f) Compile and report information to the EC on a regular basis.

## DIVISIONS AND THEIR SUB-DIVISIONS

- 1) Political Division
  - a) Candidates
  - b) Policy
  
- 2) Communications Division
  - a) Content (includes website Blogs & Newsletter)
  - b) Social Media
  - c) Marketing
  - d) Public Relations (Press)
  
- 3) Outreach Division
  - a) Affiliates
  - b) Campuses
  - c) Coalitions
  - d) Events
  - e) Volunteers
  
- 4) I.T. Division
  - a) CRM (Customer Relationship Management)
  - b) Email Systems
  - c) Website
  - d) Interfaces
  
- 5) Finance Division
  - a) Fundraising
  - b) Memberships
  - c) Promotions (Issues Campaigns)

## POLITICAL DIVISION

The Political Division is responsible for the political activities of the party. The primary purpose is to recruit and train Libertarian candidates to run for public office. The secondary purpose is to fuel legislative policy and advocacy initiatives of the LPMN.

- 1) The Political Director and his/her team must identify upcoming election opportunities. They must work with the EC, Affiliates, and volunteers to recruit and support candidates. They should maintain a list of elected and appointed offices and keep it updated on our website.

The Political Division supports candidates by helping them with the filing of the proper paperwork, which includes completing any nominating petitions. The Political Division also assists candidates by helping them develop a campaign strategy and a campaign team. They should also keep them focused and energized.

The Political Division is required to support the national Libertarian Party Presidential nominees in addition to any LPMN state wide candidates.

- a) Candidates Coordinator. The Candidates Coordinator will assist the Political Director in searching for and keeping a database of upcoming election opportunities. They will find and communicate with any libertarians who want to run for those offices. They should maintain candidate contact, give general guidance, and assist in supporting any needs. However they are NOT to be considered legal counsel.

Many of these best practices are detailed in the LPMN Candidate Handbook on meeting filing requirements, setting up the campaign framework and team, managing expectations, as well as the vetting interaction with the LPMN. The Candidates Coordinator is also expected to be a leader in driving the completion of any ballot access nominating petitions required.

- b) Policy Advisor (Legislative). The Policy Advisor should monitor local, state, and national legislation. They may suggest and draft Libertarian resolutions and bill proposals on behalf of the LPMN. The Policy Advisor should be willing to create or join issues coalitions, in conjunction with the Coalition Coordinator (of the Outreach Division), to promote legislative efforts that are in line with the party purpose and principles. They should organize and manage lobbying efforts and involve candidates, thus promoting both.

## COMMUNICATIONS DIVISION

The Communications Division is responsible for communicating the policies, positions, and opinions of the Libertarian Party of Minnesota to the overall public at large. This includes timely and accurate content on our website [www.lpmn.org](http://www.lpmn.org), establishing and maintaining our social media presence, managing relationships with traditional media and press, and communicating with our party members.

- 1) This Communications Director and his/her team should create and employ a comprehensive communications strategy that uses all possible methods to any varying degrees that they see fit. They should be generally agreeable to disseminating information and requests from any other Division, unless inconsistent with the LPMN purpose or principles.

The Communications Division should also be creative in suggesting marketing ideas and materials that support the LPMN, its candidates, and their messages.

- a) Content Coordinator (includes website Blogs & Newsletters). This is a large role that can be broken into smaller pieces. This job should also be open to receiving assistance and open to sharing work both ways. The primary role of the Content Coordinator is to create, find, and provide libertarian articles for our website, emails, and Facebook.

Content can be created and requested in a variety of forms such as blog posts, op-eds, and calls to action. Another lesser function is to create, find, and share things like pictures, memes and graphics. These can be part of a bigger content or they can be stand alone content that is helpful for things like Twitter, Instagram, Snapchat, etc.

The Content Coordinator is also asked to make and send occasional physical mail pieces, including production of the LPMN Newsletter on an annual, semi-annual, or quarterly basis as agreed upon based on expense approval. A digital newsletter or email blast may also be done in conjunction with the Email Coordinator (of the I.T. Division).

- b) Social Media Coordinator. They will work hand-in-hand with the Content Coordinator to post and share any and all content that gets created, as well as to create their own that may be unique to various social media platforms. They should spread our Libertarian messaging and marketing across as many platforms as possible, including but not limited to those mentioned above. The Social Media Coordinator is responsible to build and maintain a strong brand and a reliable presence for the LPMN by growing our audience by targeting of new demographics in new ways.

- c) Marketing Coordinator. They will be in general charge of making or getting designs and materials. This includes logos and graphics that may already exist or may not yet. The Marketing Coordinator should find and manage volunteers and sub-contractors for requested LPMN needs such as outreach or candidate efforts. They will also seek out ideas and share suggestions for items, and will execute the fulfillment of those once approved. They may also be a resource for affiliates and other divisions to generate promotional materials they may need.
  
- d) Public Relations Manager (Press). The PR Manager is responsible for writing, submitting, and issuing press releases on behalf of the LPMN and its candidates as requested. They should maintain an updated list of media contacts for use at local, state, and national levels. The PR Manager should also find new outlets and opportunities for exposure, as well as be open to asking others for input and content that can be acted upon.

## OUTREACH DIVISION

The Outreach Division is responsible for the direct contact needed at the grassroots level between the Libertarian Party of Minnesota and the overall public at large. It is also meant to be utilized by the rest of state party as a tool for support, growth, and development.

They should work on the development of affiliates, student organizations, and coalitions. They should also be organizing events and mobilizing volunteers.

- 1) The Outreach Director needs to identify many diverse needs and be able to create a team that can address them. Fewer functions are more important to a political party than outreach. The Outreach Director must be cooperative and communicative with the Executive Committee and the other Divisions, who must reciprocate to be of benefit of all.

The Outreach Division is given tasks that grow the party, communicate with members, and broadcast Libertarian philosophy both directly and indirectly. They should be a resource and a guide for others who want to do the same.

- a) Affiliates Coordinator. They are asked to establish, develop and maintain at least one registered affiliate in each Minnesota US Congressional District (CD). The Affiliates Coordinator should locate and contact leaders and participants, both existing and yet to be. They will advise on formation, growth, and activism on a regular basis. This includes sharing and explaining the Affiliate Start-Up Guidelines and the Affiliate Bylaws template, which is necessary when submitting for LPMN recognition.
- b) Campus Coordinator. They are asked to establish and maintain relationships with pro-libertarian student organizations, such as the College Libertarians, Young Americans for Liberty, and Students For Liberty to name a few. The goal of the Campus Coordinator is to find, support, or sponsor creation of such chapters at as many Minnesota universities and high schools as possible. To involve the LPMN with them and to involve them with the LPMN.
- c) Coalitions Coordinator. They should be the main contact and organizer of efforts, relationships, and events that align with other liberty organizations or possible single issue reforms. Some example groups may be MN Norml, Citizens Council for Health Freedom, Gun Owners Caucus, Outfront MN, Communities United Against Police Brutality, and the Tax Payers League just to name a few of the many. The Coalitions Coordinator should identify appropriate and useful partners in liberty, such as these advocacy groups but also at times other political parties or specific individuals. They should be work in close conjunction with the Policy Advisor (of the Political Division).

- d) Events Coordinator. The Events Coordinator is responsible to identify, get approval for, register, and schedule staffing for such functions as festivals, fairs, parades, rallies, and special events. They should organize and recruit volunteers in conjunction with the Volunteer Coordinator for any events. They need to create, maintain and share events with the calendars for them on our website, Facebook, and Sign Up Genius.

The Events Coordinator is tasked to run our two largest and most important annual events, and/or create a committee to execute them, those being the LPMN State Convention and Minnesota State Fair.

- e) Volunteer Coordinator. They should respond (email and/or phone calls) to all inquiries received into the LPMN from the national LP website, the state LPMN website, sign-up sheets from events, or other sources that come to them. The Volunteer Coordinator will try to identify an area of interest from the inquiry; such as working in a division, running for office, building an affiliate, petitioning, phone calling, door knocking, staffing a booth, writing, graphic design, etc. They should then share that information with any appropriate Division Directors who needs volunteers. They might also need to keep a contact list for short notice needs.

## I.T. DIVISION (Information Technology)

The I.T. Division is responsible for implementing all aspects of technology within the Libertarian Party of Minnesota.

- 1) The I.T. Director is responsible for the maintenance and operability of our Customer Relationship Management software (CRM) database, email systems, website, and any interfaces, as well as overcoming any breakdowns or restrictions that ensue. They are also in charge of any hired sub-contractors required to make these things work.
  - a) CRM Manager. They are to manage the system chosen by the LPMN (currently CiviCRM) to keep it functional and useful. They should be able to input and sort data as needed and requested. The CRM Manager will suggest platforms, plug-ins, updates, or modifications and will facilitate any implementation of them. The goal of data management is a safe and clean aggregate of the most up-to-date information possible. They may also be asked to purchase and then upload, store, and sort as needed (currently to our Google Drive) the registered voters lists from the state of Minnesota.
  - b) Email Coordinator. They will be responsible to send email blasts to targeted groups upon request, but not necessarily to create the content within the emails, outside of modifying submitted content into an appealing format to blast. Targeted groups may be none, or all contacts in our CRM database, or paid members, or expired members, or only those in a specific district or zip code. The Email Coordinator should also be willing to get and share sorted group email lists to affiliates and other divisions when requested, and to help those folks create their own tools from that. The Coordinator will advise on and maintain optimal methods and tools (currently Mandrill Mail Chimp).
  - c) Website Manager. They will be responsible to keep our website up and running at all times ([www.lpmn.org](http://www.lpmn.org)). The Website Manager will manage whatever platform and service the LPMN EC chooses for both the site and the server (currently a WordPress template on a Virtual Private Server). They will make recommendations on improvements. They will make sure updates and security certificates are current.

The Website Manager will put up approved content from other divisions as requested, such as blogs and events. They may need to build event pages, registrations, and financial transaction abilities. They will work with the Chair and the Executive Director on a regular basis to make sure the needs of the LPMN and its Division Directors are met, however the Executive Committee does reserve the right to approve or disapprove any

final website content. The Website Manager also needs to make sure the operation and interaction with our website translates and is functional across various mobile devices.

- d) Interface Advisor. They are primarily responsible to verify that all technology works optimally with all other technology within the LPMN. The Interface Advisor has a secondary responsibility to interact with the other Divisions to make sure they have the technology functions they need, either in conjunction with state party resources or independent of them. For example, some affiliates may create their own website and may need help linking to the state site, or need on site registrations or sales tools. They will identify research, suggest, and implement any approved new tools. Another example could be an app that records door knocking mapping responses, or a plug in where a postal link on a rejected mail updates directly into our CRM database. They should be willing to create processes and collaborate on IT infrastructure projects for any and all systems.

## FINANCE DIVISION

The Finance Division is responsible for fundraising to generate the revenue required to operate the Libertarian Party of Minnesota. The primary means of accomplishing this are solicitation of contributions from membership in addition to befriending large donors for the same. A secondary means of fundraising is to include promotions, often called 'issue campaigns' or 'money bombs', as well as the procuring and 'selling' of merchandise at events.

1) The Finance Director facilitates fundraising endeavors. They should also maintain regular membership contact and create targeted promotions. These functions are typically under an incentive based paid contract with the Executive Director, per Executive Committee direction and approval.

a) Fundraising Coordinator. They are tasked to raise money to operate the LPMN and build its bank account for future growth and support needs. There are very few limitations on how much to raise or how to do so in the vein of a non-profit political group. Two legal exceptions are that no funds can be accepted from a corporation, and no funds can be 'earmarked' which means you ask for money on the specific telegraphed intent of giving it to another person of party.

Within the LPMN there can be no fundraiser messages that conflict with the published purpose or principles of the LPMN. Any costs for any fundraising efforts must be approved by a 2/3 EC vote.

Good fundraisers are those with experience who are rewarded with compensation in some ratio from the proceeds of the revenue raised, a commission. A paid contractor is suggested. Any contract must be approved by the LPMN Executive Committee with a 2/3 majority vote to be valid. Currently this is the primary role and purpose of paying to have an Executive Director, as is in the approved contract.

b) Membership Manager. They should be the primary constant contact to all members of the LPMN. Members are defined in Bylaw 4 with annual dues set by the EC, currently \$30. The Membership Manager should initiate contact and have repetitive communication with LPMN membership. This can take the form of coordinated messages with other Divisions. The Membership Manager should cooperate with, and assist others Officers, Directors and Coordinators at will.

It is their general responsibility to maintain relations and grow the size of membership. They should strategize these efforts to solicit contributions from members from time to time by various methods such as phone, email, or direct mail. The Membership Manager should work in close partnership with the Communications Director to be coordinated, efficient

and timely. Currently this function is the secondary role and purpose of the Executive Director, as is in the approved contract.

- c) Promotions Coordinator. A lot of our promotions get referred to as 'money bombs' or 'issues campaigns'. The Coordinator should plan, arrange, and execute specific promotional activities to raise funds. They can invent 'money bombs' for causes, secure donated items for auctions, create raffles or donor dinners, or other events. They should work with the Communications Director and the Outreach Director to create coordinated, efficient, and timely efforts.

# APPENDIX A: LPMN BYLAWS

## **Libertarian Party of Minnesota**

*ByLaws as of April 14, 2018 (date of last revisions)*

### **1. Purpose**

The purpose of the Libertarian Party of Minnesota shall be to function primarily as a political party to elect people to political office in order to achieve the values in the Statement of Principles. Its secondary purpose is educational work for the same goal.

### **2. Statement of Principles**

We, the members of the Libertarian Party of Minnesota, hold that all individuals have the right to exercise sole dominion over their own lives, and oppose the initiation of force or fraud as a means of achieving political or social goals. We are dedicated to the right of all individuals to live in whatever manner they choose, as long as they do not forcibly interfere with the right of others to live as they choose. Governments throughout history, including our own, have operated on the principle that the state has the right to control the lives of individuals and confiscate the fruits of their labor. All other political parties in this country grant government these powers. We, however, hold that governments, when instituted, have only one legitimate function: to protect the rights of the individual.

We challenge the concept that governments have the right to become involved in any activity not directly related to the protection of individual rights. Governments should exist only to ensure the right to free speech and action, the right to own property, and the right to engage in voluntary contractual arrangements with other individuals. No individual should be forced by the State, or another person, to relinquish any portion of his or her life or property for the benefit of another person.

**2.1. Conditional Existence:** In recognition of the importance of the foregoing Statement of Principles the duration of the Libertarian Party of Minnesota shall be conditional upon its adherence to the Statement of Principles.

**2.2. Change Approval:** The Statement of Principles shall not be changed without the approval of more than 80% of the membership and 80% of the Executive Committee and if challenged, 80% of the Judicial Committee.

**2.3. Platform:** The Statement of Principles shall head the Libertarian Party of Minnesota platform and all planks in the platform must be consistent with it.

**2.4 Changes to Bylaws 2.1, 2.2, 2.3, and 2.4** require an 80% vote of the registered delegates to the convention. Changes to all other Bylaws require two-thirds of the vote of the registered delegates present and voting at the convention.

### **3. Affiliation with the National Libertarian Party**

The Libertarian Party of Minnesota shall remain affiliated with the National Libertarian Party and shall endorse their candidates as long as it and they remain consistent with the Statement of Principles.

**3.1.** In years when the National Libertarian Party holds its convention, the state convention shall provide for the election of delegates and alternates to represent Minnesota at the national convention up to the number of positions allowed. Such national delegates and alternates shall be current members of the Libertarian Party of Minnesota, shall be nominated from the floor at convention, and shall be elected by majority vote of the state delegates.

1. Each state delegate may cast a single vote for each candidate for national delegate, up to the number of positions allowed. Voting shall be by secret ballot. None of the above (NOTA) shall automatically be an option on all ballots. If NOTA is selected on a ballot, votes for other candidates on the same ballot shall be void. If total votes for NOTA exceed those of other candidates, candidates with lesser vote totals shall be deemed not elected even if obtaining a majority.

2. Alternates shall be allowed for up to half the number of national delegate positions available. Candidates with the most votes shall become delegates and candidates with lesser vote totals

shall be deemed alternates. In the event a delegate should resign, alternates shall be called upon in the order of vote totals received.

**3.2.** If the Chair or Vice Chair do not become delegates, the elected national delegates shall immediately vote to select a delegation chair.

**3.3.** In the event that national delegate or alternate positions remain vacant or if an elected delegate or alternate should resign, the Executive Committee may appoint delegates or alternates to fill the vacant position(s) by a majority vote. Such delegates or alternates shall be current members of the Libertarian Party of Minnesota. Any candidate for national delegate who sought support at the convention and failed to achieve it is ineligible to be appointed by the Executive Committee for that year.

#### **4. Membership**

Membership in the Libertarian Party of Minnesota shall be open to all who subscribe to and sign a membership application pledging to oppose the initiation of force or fraud (coercion) as a means of achieving political or social goals, and pay such dues as decided by the Executive Committee. Regular Members pay annual dues, or monthly dues totaling to the annual amount. Lifetime Members pay a one-time larger fee within any one year period, the payment schedule and amount to be determined by the Executive Committee.

**4.1.** Suspension or Termination of Membership: The Executive Committee may suspend or terminate the membership of any member who by action or advocacy, contradicts the Statement of Principles. The member may appeal his termination or suspension to the Judicial Committee.

**4.2.** A member holding leadership position(s) whose membership has expired shall automatically lapse from those position(s), provided that reasonable notice is given, and whereupon after prompt renewal their position(s) shall be retained as if no lapse had occurred.

#### **5. Officers and Executive Committee**

The Executive Committee shall be comprised of the following executives:

##### **5.1. Officers:**

1. The Chair; who shall preside at the meetings.
2. The Vice Chair; who shall preside in the absence of the Chair.
3. The Secretary; who shall keep record of the proceedings of the meetings. At each meeting the Secretary shall present the minutes of the previous meeting for approval.
4. The Treasurer; who shall receive all monies paid to the Libertarian Party of Minnesota and shall deposit same in such bank as shall have been designated by the Executive Committee, and who may appoint a designee(s) to perform these functions with the approval of the Executive Committee. The Treasurer shall present a written report whenever at least two executives so request; in addition, the Treasurer shall present a written report to the Executive Committee on at least a quarterly basis. Expenditure of funds shall be made only in accordance of the decisions of the Executive Committee.

**5.2.** At-Large Executives: Up to eight voting members At Large are authorized to be elected in convention to the Executive Committee.

**5.3.** Acting Executives: Each registered affiliate, as defined elsewhere in these bylaws, shall be eligible to represent their affiliate on the Executive Committee in a manner chosen by the affiliate. The affiliate's Acting Executive may participate in Executive Committee votes if they are present in person, or through remote interactive teleconferencing in a manner approved by the Executive Committee.

The rules of the Executive Committee are:

**5.4.** The Executive Committee may set its policy for voting by proxy on specific issues and for appointing alternates. A minimum of five executives are required for a quorum. A quorum must require either the Chair or Vice Chair to be present.

**5.5.** The Meeting Dates and Agenda shall be decided by the Executive Committee. Executive Committee meetings shall be run according to Robert's Rules of Order. Meetings shall be open to Party members.

1. Regular meetings shall be decided at the previous meeting or occur on a regular periodic basis.

2. Special meetings may be needed from time to time to handle urgent matters. Special meetings may be called by the Chair or Vice Chair, and shall be announced and matters acted upon shall be limited to those announced at least four days in advance of the meeting. If two or more executives object to the holding of a special meeting, the meeting shall not be held and matters shall be deferred to the next regular meeting.

**5.6.** Vacancy and Succession on the Executive Committee shall be decided by the Executive Committee.

**5.7.** Term of Office: Executives shall be elected for a term of 1 year.

**5.8.** Nomination and Election: Executives shall be nominated from the floor at convention and shall be elected by majority vote of the delegates. The election of the Executive Committee shall be held every year. Voting shall be by secret ballot. All candidates wishing to have their name placed in nomination, shall file notice of their intent by the time established by the Convention Committee. Candidates for Executive Committee shall be current members of the Libertarian Party of Minnesota, and shall not hold a leadership position in another party's name. All candidates for Executive Committee shall be required to have been a member of the Libertarian Party of Minnesota at least 45 days prior to the convention. None of the above (NOTA) shall automatically be an option on all ballots.

**5.9.** When two or more candidates are on the ballot for Chair, Vice Chair, Secretary, or Treasurer and if after two ballots none of the candidates has achieved the required votes for election, the candidate with the fewest votes shall be removed from the ballot. The candidates eliminated shall be offered one minute to address the convention prior to the next ballot. In case of a tie, candidates with the fewest votes shall draw straws to determine who is eliminated. This procedure will continue for all subsequent ballots. The option of NOTA shall remain on all ballots.

**5.10.** Each delegate may cast up to eight votes for At-Large Executives on the first ballot, but no more than one vote for any one candidate. Any candidate achieving a majority on any ballot shall be elected. On subsequent ballots each delegate may cast as many votes as there are offices to fill, but no more than one vote for any one candidate.

**5.11.** If any Executive Committee Office has gone unfilled anytime after 10 ballots, any delegate may make a motion to end the balloting. If a majority of the delegates voting, vote to end balloting, balloting shall cease.

**5.12.** After balloting has ended, if the offices of the Chair, Vice Chair, Secretary and/or Treasurer are unfilled, the outgoing Executive Committee shall meet within ten days following the end of the convention and fill those offices that are vacant. If after balloting has ended, there are fewer than four At-Large Executives, the outgoing Executive Committee shall meet within ten days following the end of the convention and fill the number of offices required to bring the number of At-Large Executives to four.

**5.13.** Offices and functions may be combined. **5.14.** The Executive Committee shall not go into debt in the name of the Libertarian Party of Minnesota.

**5.15.** The Executive Committee and its duly appointed subcommittees shall administrate the functions of the Libertarian Party of Minnesota to achieve its purpose.

**5.16.** The Executive Committee may, without notice, remove any of its executives who miss two consecutive regularly scheduled meetings without notifying the Chair or Secretary. Failure to exercise this provision shall not limit the right of the Committee to exercise it in the future.

## **6. Judicial Committee**

The Judicial Committee shall be comprised of up to five members, as follows:

**6.1.** Term of Office: Judicial Committee members shall be elected for a term of 2 years.

**6.2.** Nomination and Election: Judicial Committee members shall be nominated from the floor at convention and shall be elected by majority vote of the delegates. The election of 2 members shall be held in the odd numbered years, and 3 members shall be held in even numbered years. No more than 2 Executive Committee members may be members of the Judicial Committee. The members of the Judicial Committee shall select the Chair of the Judicial Committee. The newly elected members shall take office immediately upon the close of the convention. A member may serve successive terms. Judicial Committee members must be Party members for at least one year preceding their election. Voting shall be by secret ballot. None of the above (NOTA) shall automatically be an option on all ballots.

**6.3.** In the event of a vacancy, the Judicial Committee shall appoint a new member to serve the remainder of the vacant position's term.

**6.4.** The jurisdiction of the Judicial Committee is limited to the following matters:

1. Any challenge brought by a Party member to an Executive Committee decision alleged to be inconsistent with the Statement of Principles or the Bylaws.
2. Any challenge brought by a Party member to the validity of an Executive Committee resolution.
3. Any challenge brought by an Officer or Executive to their removal from their position.
4. Any challenge brought by a Party member to a decision not to seat them as a delegate at a state convention.
5. Any challenge brought by a Party member to the removal of an affiliate.
6. Any challenge brought by a Party member to the Executive Committee's withdrawal of a candidate's nomination.
7. Any challenge brought by a Party member to an Executive Committee's decision to suspend or terminate their membership.
8. Challenges brought within an affiliate on matters equivalent to the above.

The rules of the Judicial Committee are:

**6.5.** The Judicial Committee shall act on a challenge submitted in writing to any member of the Judicial Committee within 30 days of submission. The Judicial Committee may decline to hear a challenge by a three-fourths (3/4) vote at which a quorum is present. A minimum of three Judicial Committee members are required for a quorum.

**6.6.** The Judicial Committee may establish written Rules to govern its consideration of matters within the scope of its jurisdiction. The Rules, and any proposed changes to the Rules (including complete revocation), shall be submitted to the Executive Committee for approval, which shall be deemed given unless denied by a two-thirds (2/3) vote of the Executive Committee. A copy of the current Rules shall be maintained by the Secretary in the Party's files and shall be available to any Party member. For actions which may not be governed by the Rules, Robert's Rules of Order shall govern.

**6.7.** If the person submitting a challenge or who is being challenged is also a member of the Judicial Committee, that person's membership on the Judicial Committee shall be automatically suspended in regard to that challenge.

**6.8.** Party members shall adhere to decisions rendered by the Judicial Committee.

## **7. Convention Rules**

The Party shall hold an annual convention each year between February 1 and July 31, performing such business as required herein.

**7.1.** The specific date, location and agenda of Libertarian Party of Minnesota conventions shall be set by the Executive Committee or a convention committee designated by the Executive Committee. The Executive Committee may designate platform, bylaws, and issues committees to prepare and prioritize items for convention consideration.

**7.2.** All members of the Libertarian Party of Minnesota shall be eligible to register to be delegates to the state convention. Unless renewing their membership, no one joining the party less than 45 days before the convention may be a delegate until the next convention.

**7.3.** The convention shall be run by Robert's Rules of Order. The officers of the Party shall be the officers of each convention.

**7.4.** Additions, modifications, and deletions to the Platform shall require a two-thirds (2/3) vote of all registered delegates present and voting at the convention.

**7.5.** Changes to the Bylaws take effect at the close of convention business.

## **8. Nomination and Endorsement of Candidates**

Candidates for federal, state, or local office may be nominated or endorsed under the methods and conditions described herein.

**8.1.** Nominations: A candidate nominated by the Libertarian Party of Minnesota for public office shall be a member of the Libertarian Party of Minnesota, shall support its platform, shall not hold a leadership position in another party's name, and shall be its official candidate for that office in that election. A candidate who is nominated shall have expressed a willingness to accept the

nomination and shall be eligible to serve in that office. Nominated candidates may also use the term "endorsed".

**8.2.** Endorsements: A candidate who is not a member of the Libertarian Party of Minnesota may be endorsed by it if it has not nominated a candidate for that office in that election. A candidate who is endorsed shall be eligible to serve in that office.

**8.3.** Candidates may be nominated or endorsed at the annual convention under the following conditions:

1. Nomination or endorsement of candidates for federal or state offices which appear on the ballot statewide may be made only in the year of the corresponding general election.

2. All candidates seeking nomination or endorsement, shall file notice of their intent by the time established by the Convention Committee.

3. Candidates shall provide a notice of intent and written information on their qualifications, background, campaign positions, and any other information they deem relevant. The candidate shall provide a minimum of 25 copies of this information to be made available to the convention delegates. Candidates seeking nomination may be required to provide proof that they are members and a signed and dated written statement that they will support the platform.

4. Candidates or their designee shall have ten minutes to address the convention before balloting takes place. No vote to nominate or endorse shall be binding unless all members of the Executive Committee have been provided with basic information on the candidate, which may include campaign literature, a campaign website, or a summary of their positions and principles, at least seven days prior to the convention.

5. Delegates shall have ten minutes, or such longer time as the Chairman determines, to ask questions of the candidates prior to the first ballot.

6. An intermission period shall occur after the candidate(s) or designee(s) address to the convention and before the first ballot.

7. A paper ballot shall be prepared for the offices for which candidates have provided a notice of intent.

8. None of the above (NOTA) shall automatically be an option on all ballots for public office. The convention may decline to nominate or endorse any candidate for public office, even if there are persons seeking nomination or endorsement for that office. Any candidate who sought endorsement at the convention and failed to achieve it, is ineligible to be nominated or endorsed by the Executive Committee, for that office in the current election cycle.

9. All nomination or endorsement votes shall be by secret ballot. To secure nomination or endorsement a candidate must receive the votes of two-thirds (2/3) of the delegates voting for that office.

10. When two or more candidates are on the ballot for an office and if after two ballots none of the candidates have achieved the required votes for nomination or endorsement, the candidate with the fewest votes shall be removed from the ballot. The candidates eliminated shall be offered one minute to address the convention prior to the next ballot. In case of a tie, candidates with the fewest votes shall draw straws to determine who is eliminated. This procedure shall continue for all subsequent ballots. The option of NOTA shall remain on all ballots.

11. If no candidate (or NOTA) has achieved the required votes for nomination or endorsement anytime after 10 ballots, any delegate may make a motion to end the balloting. If a majority of the delegates vote to end balloting, balloting shall cease.

**8.4.** The Executive Committee may nominate or endorse candidates under the following conditions:

1. For any office having its general election in the current year, if the annual convention did not nominate or endorse a candidate for that office.

2. For any special election.

3. When the party's nominated or endorsed candidate dies or withdraws from the race.

4. When a candidate's nomination or endorsement is removed by the Executive Committee as provided elsewhere in these bylaws.

5. When all members of the Executive Committee have been provided with basic information on the candidate, which may include campaign literature, a campaign website, or a summary of their positions and principles, at least seven days prior to any vote.

6. Executive Committee nomination or endorsement requires a two-thirds (2/3) majority of those present and voting.

**8.5.** Candidates may be nominated by an affiliate under the following conditions:

1. For any office having its general election in the current year, if the annual convention or Executive Committee did not nominate a candidate for that office.
2. For any special election.
3. When the affiliate holds registered status as provided elsewhere in these Bylaws.
4. A nomination shall require at least four members present and a two-thirds (2/3) majority of those present and voting. Upon nomination by the affiliate and minutes describing the circumstances of such nomination being presented to the Party, the candidate shall automatically be considered as nominated by the Libertarian Party of Minnesota.
5. A candidate whose district transcends an affiliate's geographic region shall not be considered nominated until all affiliates within that district concur with the nomination.
6. The Executive Committee shall retain the power to withdraw an affiliate nomination, as provided elsewhere in these Bylaws.

**8.6.** Nomination or endorsement of candidates shall not be refused solely because a candidate accepts money from the Minnesota Political Contribution Refund (PCR) program, the State Elections Campaign Fund, or matching funds.

**8.7.** Candidates nominated for Minnesota House, Minnesota Senate, US Congress, or US Senate shall pledge that, if elected, they shall not caucus with either the Democratic Party or Republican Party or otherwise align with these parties on a permanent basis. Candidates may caucus with other Libertarians or with representatives of other parties if they so choose. Candidates may vote in concert with representatives of any party on an issue-by-issue basis.

## **9. Withdrawal of Nomination or Endorsement**

**9.1.** A candidate's nomination or endorsement may be withdrawn by the Executive Committee. Withdrawal of nomination or endorsement requires a three-quarters (3/4) vote of those present and voting at a meeting. That candidate's nomination or endorsement shall then be declared null and void unless the candidate appeals the withdrawal to the Judicial Committee within seven days of receipt of notification of withdrawal. The resolution of withdrawal must state the specific reasons for withdrawal and must be signed by each member of the Executive Committee agreeing thereto.

## **10. Affiliates**

Regional parties consistent with the Statement of Principles and goals of the Libertarian Party of Minnesota may be affiliated with the Libertarian Party of Minnesota at the discretion of the Executive Committee.

**10.1.** Affiliates may obtain and maintain registered status under the following conditions:

1. To become registered, the affiliate shall represent a regional area of Minnesota, shall enact their own bylaws not inconsistent with the Statement of Principles, and shall express their intent to be affiliated with the Libertarian Party of Minnesota. The Executive Committee shall agree to accept the affiliate by a majority vote.
2. To remain registered, the affiliate shall consist of at least four active members, shall hold at least four meetings or events per year, and shall send a representative to the annual convention or participate in at least four Executive Committee meetings per year. Affiliates which fail to do so shall lapse to unregistered status and thus lose their vote on the Executive Committee.
3. Those holding leadership positions in a registered affiliate shall be members of the Libertarian Party of Minnesota. Members of the Libertarian Party of Minnesota who reside within an affiliate's district shall also be members of their regional affiliate and thus be eligible to seek that affiliate's leadership positions and vote at its conventions. Registered affiliates shall hold an annual convention between February 1 and July 31 for the purpose of electing such leadership and conducting affiliate business. An affiliate convention shall not coincide with the state convention.

**10.2.** Affiliates may be of the following types:

1. Subsidiary: The affiliate may obtain its funding from the state party.
2. Independent: The affiliate shall obtain its own funding and maintain a Treasurer position.

### **11. Contact Data Usage Guidelines**

“Contact data” is defined to be personal information of state party members, persons contacted via public outreach activities, and persons inquiring with the Libertarian Party of Minnesota.

Contact data shall not be sold or shared with any person or organization, except as follows:

**11.1.** Contact data may be shared with the Executive Committee.

**11.2.** Relevant contact data may be shared with the leadership of registered affiliate organizations.

**11.3.** Relevant contact data may be shared with nominated candidates after separate approval by the Executive Committee.

**11.4.** Contact data shall not be shared with non-Libertarian candidates, even if they are endorsed.

**11.5.** General members may use relevant contact data for purposes benefiting the state party, affiliate organizations, or nominated candidates under supervision of at least one member of the Executive Committee, the Executive Director, chair of the Website Committee, or chair of the Communication Committee.

### **12. Campaign Laws**

**12.1.** The Party will accept money from the State Elections Campaign Fund (a.k.a. Minnesota Income Tax form \$5 Check-off).

### **13. Policies, Procedures, and Rules**

A committee established by the Executive Committee or by convention may adopt, revise, and revoke policies, procedures, and rules for conducting its meetings and business as it shall determine from time to time, so long as these do not conflict with these Bylaws.

# APPENDIX B: AFFILIATE START-UP GUIDELINES

Libertarian Party of Minnesota

## Affiliate Startup Guide

ver. 5 rev. 1-27-14

### ***Why build a Libertarian affiliate in your area? What are the first steps to getting started?***

#### **1. Goals of an affiliate.**

- a. Create a Libertarian presence in your area! Leaders of the state party cannot know what's happening in each city or county, so in areas without affiliates, Libertarian activism has been minimal. An affiliate can become a center-of-gravity in an area, allowing it to:
  - i. Take stances on local issues to generate news.
  - ii. Create a focal point to "activate" libertarians in the area (i.e. hold local meetups & social events).
  - iii. Encourage grassroots Libertarian groups at a city or county level (i.e. BPOUs).
  - iv. Serve as a contact point for local Libertarian candidates who seek LPMN nomination.
  - v. Identify and encourage more Libertarian candidates.
  - vi. Organize volunteer efforts in support of Libertarian candidates.
  - vii. Conduct outreach at public events in the area (i.e. county fairs).
  - viii. Build relationships with local journalists.
- b. Hold a regional caucus if the LPMN achieves major-party status.
- c. Assist with occasional statewide efforts (i.e. petitioning for statewide candidates).
- d. Encourage supporters to become LPMN members.

#### **2. Find other activists to help.**

- a. To start, find at least two other committed activists. These will be your partners who you can share the tasks with of getting started. This is important because you cannot run an affiliate alone.
- b. Discuss your skill sets and those of your partners. Use the background and interests of each person to your best advantage. If those in your group don't have all the skills you'd prefer, focus on the areas where someone possesses them, and leave the others until later as you search for additional activists.

Key skills can include:

  - i. Organizational skills.
  - ii. Writing skills.
  - iii. Online savvy.
  - iv. PR (public relations) experience.
  - v. Local political awareness (i.e. "guru" in local politics).

#### **3. Consider your regional territory.**

- a. Your affiliate's territory will be based on your Congressional District (CD) and regional considerations:
  - i. CD1-West (southwest Minnesota).
  - ii. CD1-East (southeast Minnesota).
  - iii. CD2 (southern metro & Mississippi River valley).
  - iv. CD3 (western metro suburbs)
  - v. CD4 (St Paul & inner-ring suburbs).
  - vi. CD5 (Minneapolis & inner-ring suburbs).
  - vii. CD6-West (St Cloud & central Minnesota).
  - viii. CD6-East (northern & eastern metro suburbs).
  - ix. CD7-South (west-central Minnesota).
  - x. CD7-North (northwest Minnesota).
  - xi. CD8 (northeast Minnesota).

- b. Why an affiliate based on your CD?
    - i. The CD determines the political boundaries of many candidates' districts. Thus, the districts of any candidates your affiliate nominates should be entirely within your affiliate's territory.
    - ii. Upon achieving "major party status", the LPMN will be required by state law to caucus. Congressional District appears to be the most "coarse" level upon which caucusing may occur, helping the state party to ensure that at least one caucus occurs in each CD.
  - c. Maps of Minnesota's CDs:
    - i. Statewide --  
(map) [http://en.wikipedia.org/wiki/File:MN\\_congressional\\_districts.pdf](http://en.wikipedia.org/wiki/File:MN_congressional_districts.pdf)  
(links) [http://en.wikipedia.org/wiki/Minnesota\\_Congressional\\_Districts](http://en.wikipedia.org/wiki/Minnesota_Congressional_Districts)
    - ii. Links to each individual CD with important cities --  
[http://en.wikipedia.org/wiki/Minnesota\\_Congressional\\_Districts#Gallery\\_of\\_members\\_of\\_the\\_U.S.\\_House\\_of\\_Representatives](http://en.wikipedia.org/wiki/Minnesota_Congressional_Districts#Gallery_of_members_of_the_U.S._House_of_Representatives)
  - d. Check if there are other affiliates in your area. Registered affiliates are listed on the "Party Leadership" webpage: <https://www.lpmn.org/about-us/party-leadership/>.
  - e. Consider BPOUs (Basic Political Organizing Units). Grassroots activism is best conducted locally, and as such, each affiliate is encouraged to organize local BPOUs within its region.
    - i. A BPOU can be a city or county organization, but can also be a state House District (HD) or state Senate District (SD).
    - ii. Define the jurisdictions of any BPOUs. They may be major cities, counties, HDs, or SDs, where you have a group of activists wishing to take action.
    - iii. Decide how you want BPOUs to be managed. They may be informal groups, or they may have a voting seat in your leadership. Your organizational method is your own decision. Keep in mind that you can change and adapt your structure as your affiliate develops.
4. **Enact Bylaws.**
- a. Review the "Affiliate Bylaws Template" document. It's a starting point for your own Bylaws, and you will need to edit the "red text" portions.
  - b. Decide on your leadership structure. Some positions are optional, but you should choose a:
    - i. Chair.
    - ii. Vice Chair.
    - iii. Secretary.
    - iv. Executive Committee. Four "at-large" executive positions are recommended. You may also have additional executives representing BPOUs within your region, if you choose (see item 3 above).
    - v. All officers & executives should become LPMN members.
  - c. A Treasurer position is optional, and it will depend on your affiliate's financial type (see item 6 below).
  - d. Carefully consider and deliberate your Bylaws, as they will be your "operating manual" for decision-making, selection of officers, etc. Your Bylaws are your affiliate's Constitution!
5. **Decide on your financial type.** It may be 1 of 2 options:
- a. **Subsidiary Affiliate:**
    - i. A Subsidiary Affiliate is the simplest type. You will not need a Treasurer. Your affiliate will essentially operate as a remote branch of the state party.
    - ii. Expenditures would be submitted to the LPMN Executive Committee for approval, and paid directly by the LPMN Treasurer.
    - iii. Membership signups and other revenue (i.e. from sales of materials) would be submitted directly to the LPMN Treasurer.

- iv. Advantages are that your members would pay state membership dues only (no affiliate dues), and simplicity of financial operations (no need for a local bank account or your own Treasurer).
  - v. Disadvantages include lack of local control of funds. Funding requests must be submitted to the LPMN prior to Executive Committee meetings, which normally occur monthly. Postal time-lag may also become a factor when event registration must be mailed out by the state party. For short-notice events, you may need to personally "front" funds before an upcoming ExecComm meeting, at the risk of the expenditure not receiving approval, to avoid a postal time-lag.
- b. Independent Affiliate:**
- i. An Independent Affiliate would handle its own finances. As such, the activists in your group must commit financial resources. If your group cannot raise at least \$300 in the first year, this is not your best option to start with.
  - ii. Your affiliate may raise additional revenue through donations and fundraisers as you may decide.
  - iii. You must have a Treasurer to manage your affiliate's finances.
  - iv. You will need to apply for an Employer Identification Number (EIN) with the IRS. An EIN is simply an identification number for businesses, like a Social Security number for individuals. It is a necessary document to open a bank account. It's free to obtain an EIN, and the IRS encourages online applications. More information may be found at [www.irs.gov](http://www.irs.gov) by searching for "EIN".
  - v. You will need to open a bank account under your affiliate's name, selecting one or more designated officers to sign for the account. Pick a financial institution, then select and open a business checking account which meets your needs.
  - vi. An advantage is that your group maintains control of all revenue and expenditures.
  - vii. A disadvantage is the additional work that will be needed for separate finances.
- 6. Seek "registered status" with the LPMN state party.**
- a. Criteria:
    - i. At least four active members are needed for an affiliate to obtain registered status.
    - ii. Minimum activity levels are required to maintain registered status. See LPMN Bylaws section 10 for more information: <https://www.lpmn.org/about-us/bylaws/#affiliate>
  - b. Advantages:
    - i. Your affiliate will obtain a vote on the state LPMN Executive Committee.
    - ii. This vote will "tie-in" your organization to what's happening in the state party.
    - iii. Your affiliate can nominate Libertarian candidates for office, and they will automatically be considered official Libertarian candidates by the state party. Even if a race is nonpartisan (i.e. city council), you may nominate them and promote them as a Libertarian candidate. Registered affiliates are encouraged to nominate Libertarian candidates, per Bylaws section 8.5: <https://www.lpmn.org/about-us/bylaws/#endorsement>
  - c. Decide who will represent your affiliate's seat on the LPMN Executive Committee. It could be the Chair, Vice Chair, or another person designated with that specific task (i.e. a Liaison Officer). The choice is up to the affiliate. If the representative cannot appear in-person at meetings, they can connect via Skype.
- 7. Establish a presence.**
- a. **Establish an email account.** The State Party can provide your affiliate with a general email account. Decide who will have access to the account.
  - b. **Create a Facebook page.** This is the easiest way to build your organization's online identity, helping to promote your group. A presence on Facebook is essential, as it's a format used today by most people, especially young activists.
    - i. To get started, go to Help and type "create a page". For further assistance, contact the LPMN's Social Media coordinator.

- ii. Decide who will be administrator(s) of your page.
- iii. It is recommended to create a "page" rather than a "group". When an administrator posts to a "page", it will automatically appear under your affiliate's name on the News Feeds of those who sign up as fans. A "page" is the best way to communicate with your activists, give newcomers an indication of what's happening in your area, and display photos taken at various events.
- c. Note: We request that you give the LPMN Social Media Coordinator administrative access to your affiliate's Facebook page. The state party doesn't intend to utilize this access, except to have the ability to transfer responsibility to a new person should the affiliate's Facebook administrator suddenly depart.
- d. **Consider a logo.** A customized logo will "brand" your affiliate as an independent identity, especially on Facebook. It will help raise awareness with the public that a well-established local Libertarian organization is active in your area. If you wish, the LPMN's Graphic Designer can take a sketch and create a finished logo for you. It should be generally based on the state party's logo:  
[https://sphotos-b.xx.fbcdn.net/hphotos-frc1/843004\\_462792183770587\\_1592472035\\_o.jpg](https://sphotos-b.xx.fbcdn.net/hphotos-frc1/843004_462792183770587_1592472035_o.jpg)  
 As an example, here is the former Southeast Affiliate's logo:  
[https://sphotos-a.xx.fbcdn.net/hphotos-ash3/61574\\_152415561456934\\_5401694\\_n.jpg](https://sphotos-a.xx.fbcdn.net/hphotos-ash3/61574_152415561456934_5401694_n.jpg)
- e. **Consider a webpage.** For very active affiliates, the LPMN will offer web space as a subdomain of [www.lpmn.org](http://www.lpmn.org). However, we ask that you first begin with a Facebook page, which may be sufficient as the public face of your organization and the easiest to maintain.

## 8. Get Active!

- a. Schedule social events. These are one of the best ways for newcomers to meet other Libertarians in a relaxed setting. A restaurant, pub, or coffee shop works well. They're also essential for your activists to get to know each other and build rapport.
- b. Have regular meetings to conduct business. Decide on the frequency of meetings. Monthly is suggested. You may also choose to meet biweekly, bimonthly, or quarterly.
- c. Obtain materials, such as:
  - i. A banner for use at outreach events.
  - ii. Literature.
  - iii. A canopy for outdoor events.
  - iv. Operation Politically Homeless (OPH) is one of the most effective public outreach tools Libertarians have used. It includes a large poster-sized chart ([http://store.theadvocates.org/product\\_p/dp.htm](http://store.theadvocates.org/product_p/dp.htm)) and small paper quiz forms ([http://store.theadvocates.org/category\\_s/68.htm](http://store.theadvocates.org/category_s/68.htm)). Passersby take the quiz to discover where they are on the four-quadrant political chart, with space to provide their contact information. The purpose of the quiz is to identify libertarian-leaning folks in your area who could become your newest activists! After an event is underway and each person is identified by a sticker ([http://www.lpmn.org/files/images/vans\\_2010\\_quiz.jpg](http://www.lpmn.org/files/images/vans_2010_quiz.jpg)), the results themselves can draw a curious crowd. For more questions on OPH materials, contact <http://www.theadvocates.org/>.
- d. Investigate local events where public outreach could be done.
  - i. County fairs, gun shows, and gay prides are excellent venues. There may be others as well, such as coin shows, art shows, music concerts, and parades.
  - ii. Be sure to have literature appropriate for the crowd you expect (i.e. gun shows tend to be conservative-leaning events, prides tend to be liberal-leaning events).
  - iii. ALWAYS bring a camera to take photos of your outreach, and post them to your

affiliate's Facebook page. It shows that you're active and helps inspire newcomers to get involved!

- iv. Beware of attendance requirements. Most events require booths to be staffed continuously from open until close; lack of volunteers during a period or early take-down often result in a forfeited security deposit and denial of future attendance!
- e. Find out who your local media contacts are. Contact them and let them know you are active; it will give them a local "go-to" resource if they want a "libertarian perspective" on your area's happenings. You may want to visit their office and meet with them personally to introduce yourself. (Perhaps the fact that you've started a Libertarian Affiliate will be a newsworthy item in itself!)
- f. Find people willing to run as Libertarian candidates, or ask someone from your group to run. Running candidates is one of the best ways to generate publicity and to educate the public on libertarian principles. Having candidates will also give you continuous material to post about to your facebook page.
- g. Don't be afraid to try new things. Find out what works and what doesn't, and communicate your successes and not-so-successes with the LPMN and other affiliates. Let's learn from each other!

# APPENDIX C: AFFILIATE BYLAWS TEMPLATE

## **Bylaws of the [Affiliate Name] Affiliate of the Libertarian Party of Minnesota**

(Adopted in convention **December 31, 2014**)

The **[Affiliate Name]** (hereafter sometimes referred to as the "Affiliate") shall hereby become an affiliate of the Libertarian Party of Minnesota (hereafter referred to as "LPMN" or the "State Party"). We align ourselves closely to the Purpose and Statement of Principles of the LPMN, but reserve adherence to our own Bylaws as set forth here.

All positions, committees, and items mentioned herein shall refer to this Affiliate and these own Bylaws, unless specifically noted otherwise.

### **1. Purpose**

The purpose of **[Affiliate Name]** shall be the election of Libertarian candidates to local, state, and federal offices within our region. Its secondary purpose shall be the education of the public on the ideals and benefits of liberty.

### **2. Statement of Principles**

We, the members of the **[Affiliate Name]**, oppose the initiation of force or fraud as a means of achieving political or social goals. We defend each person's right to engage in any activity that is peaceful and honest, and we welcome the diversity that freedom brings. Our principles allow individuals to be free to follow their own dreams in their own ways, without interference from government or any authoritarian power, although each individual must take responsibility for their own actions. No one's wishes, interests, or needs shall be a valid claim upon the life, earnings, or property of another. We believe that governments, when instituted, shall have only one legitimate function: to protect the rights of the individual.

**2.1.** Conditional Existence: In recognition of the importance of these Statement of Principles, the duration of the **[Affiliate Name]** shall be conditional upon its adherence to our Statement of Principles.

**2.2.** Change Approval: The Statement of Principles shall not be changed without the approval of more than 80 percent of the Executive Committee and 80 percent of its membership.

**2.3.** Platform: Our platform shall be the platform of the Libertarian Party of Minnesota.

**2.4.** Changes to Bylaws 2.1, 2.2, 2.3, and 2.4 require an 80% vote of the registered delegates to the Affiliate convention and 80% of the State Party Executive Committee. Changes to all other Bylaws require two-thirds of the vote of the delegates present and voting at the Affiliate convention.

### **3. Party Affiliation**

The Affiliate shall remain affiliated with the LPMN and shall support their candidates as long as it and they remain consistent with the Statement of Principles.

### **4. Membership**

Membership in the Affiliate shall be open to all current members of the State Party who reside within its regional territory.

**4.1.** Suspension or Termination of Membership: The Executive Committee may recommend to the State Party to suspend or terminate the membership of any member who by action or advocacy, contradicts our Statement of Principles.

**5. Officers and Executive Committee**

The Executive Committee shall be comprised of the following executives: Chair, Vice Chair, Secretary, [Treasurer, Public Relations Director, Communications Director,] and up to four Executives At-Large. It may also include Executives representing sub-affiliates in a process approved by the Executive Committee.

**5.1.** Officers: The duties of the officers shall be as outlined in the following matrix or delegated as necessary:

Chair	Vice Chair	Secretary	Treasurer
<ul style="list-style-type: none"> <li>* Sets agenda and presides over Executive Committee meetings</li> <li>* Candidate recruitment</li> <li>* Delegate to other area political groups</li> <li>* Administrator of Social Media page</li> <li>* Delegate to the LPMN Executive Committee</li> </ul>	<ul style="list-style-type: none"> <li>* Chair in absentia</li> <li>* Administrator of Social Media page</li> <li>* Delegate to the LPMN Executive Committee</li> </ul>	<ul style="list-style-type: none"> <li>* Takes minutes at Executive Committee meetings</li> <li>* Conducts party elections</li> <li>* Handles general correspondence</li> </ul>	<ul style="list-style-type: none"> <li>* Controls party bank accounts, though funds may only be expended by majority vote of the Executive Committee</li> <li>* Collects donations</li> </ul>
Communications Director	Public Relations Director		
<ul style="list-style-type: none"> <li>* Administrator of Social Media page</li> <li>* Spokesperson to media</li> <li>* Determines event calendar</li> </ul>	<ul style="list-style-type: none"> <li>* Outreach and fundraising coordinator</li> <li>* Spokesperson to media</li> <li>* Delegate to local governmental meetings</li> </ul>		

**5.2.** Executives At-Large: Up to four voting Executives At-Large may be elected to the Executive Committee.

**5.3.** Executives Representing Sub-Affiliates: One member may be eligible for Executive Committee membership from each Basic Party Operating Unit (BPOU) representing a city organization, county organization, state house district, or state senate district within the territory, as may be chosen by the BPOU. A process for BPOU selection shall be approved by the Executive Committee.

## **6. Rules of the Executive Committee**

The rules of the Executive Committee are as follows:

**6.1.** The Executive Committee may revise its quorum requirement and set its policy for voting by proxy on specific issues and for appointing alternates. A minimum of three executives are required for a quorum, except as indicated in Bylaw 9.2. A quorum must require either the Chair or Vice Chair to be present.

**6.2.** Executive Committee meetings shall be run according to Robert's Rules of Order. Meetings shall be open to State Party members who reside within the Affiliate's regional territory.

**6.3.** Vacancy and Succession on the Executive Committee shall be decided by the Executive Committee.

**6.4.** Term of Office: Executive Committee members shall be elected for a term of **1 year**.

**6.5.** Election: All Officers and Executives shall be nominated and elected by majority vote of the standing Executive Committee and current regional members present and voting. Voting shall be by secret ballot. All candidates wishing to have their name placed in nomination, shall file notice of their intent by the time established by the Executive Committee. Candidates for Executive Committee shall be current members of the State Party, shall not hold a leadership position in another party's name, and shall have been a member for at least 60 days prior to nomination. (However, for the inauguration of the Affiliate, all Officers and Executives elected shall be members of the State Party within 5 days after their election.)

**6.6.** When more than two candidates are on the ballot for any office, and if after two ballots none of the candidates has achieved the required votes for election, the candidate with the fewest votes will be removed from the ballot. If a third ballot results in a tie, candidates will be allowed up to five minutes for a final presentation before a fourth ballot. If this ballot produces a tie, a fifth and final ballot will be taken without the votes of the standing Executive Committee members, to produce a final victor. Though mathematically unlikely, should the fifth ballot result in a tie, the candidate who can recite more of the U.S. Constitution and Minnesota Constitution shall be declared the winner.

**6.7.** After balloting has ended, if the offices of the Chair, Vice Chair, or Secretary[, or Treasurer] are unfilled, the outgoing Executive Committee shall meet within ten days following the end of the meeting and fill those offices that are vacant. If after balloting has ended, there are fewer than two Executives At-Large, the outgoing Executive Committee shall meet within ten days following the end of the meeting and fill the offices required to bring the number of Executives At-Large up to four.

**6.8.** Offices and functions may be combined.

**6.9.** The Executive Committee shall not go into debt in the name of the Affiliate.

**6.10.** The Executive Committee may remove any of its executives who miss two consecutive regularly scheduled meetings without notifying the Chair, Vice Chair, or Secretary. Failure to exercise this provision shall not limit the right of the Committee to exercise it in the future.

## **7. Judicial Committee**

The Affiliate defers all matters requiring a judicial ruling to the State Party's Judicial Committee. The Judicial Committee shall decide any challenge to the Executive Committee's ruling relative to consistency with the Statement of Principles. Any member of the Affiliate shall have the right to so challenge. It would also decide on any candidate's appeal of the Executive Committee's withdrawal of endorsement for public office. The Judicial Committee maintains the right to decline to judge the challenge thus leaving the Executive Committee's ruling as final.

**7.1.** Members of the Affiliate shall have the power to impeach officers and executives of the Executive Committee challenged for violation or action inconsistent with the Statement of Principles. Such impeachment shall require at least 80 percent Executive Committee approval.

## **8. Convention Rules**

The Affiliate shall designate one meeting per year as a convention, to occur between February 1 and July 31, for the purpose of electing officers, executives, enacting Bylaws changes, and other purposes as may be deemed. The convention shall not coincide with the State Party convention.

**8.1.** The specific date, location, and agenda of the convention shall be set by the Executive Committee.

**8.2.** Current regional members of the State Party shall be eligible to register to be delegates to the affiliate convention. Unless renewing their membership, no one joining the party less than 60 days before the convention may be a delegate until the next convention.

**8.3.** The convention shall be run by Robert's Rules of Order. The officers of the Affiliate shall be the officers of the convention.

**8.4.** Additions, modifications, and deletions to the Bylaws shall require a majority vote of all delegates present and voting at the convention.

**8.5.** Changes to the Bylaws shall take effect at the close of convention business.

## **9. Nomination of Candidates**

Candidates for local, state, or federal office may be nominated under the methods and conditions described herein.

**9.1.** Nominations: A candidate nominated by the Affiliate for public office shall be its official candidate for that office in that election. The nominee shall be a member of the State Party, shall support its platform, and shall not hold a leadership position in another party's name. A candidate who is nominated shall have expressed a willingness to accept the nomination and shall be eligible to serve in that office. Nominated candidates may also use the term "endorsed".

**9.2.** Candidates may be nominated by the Affiliate under the following conditions: For any office having its general election in the current year, if the State Party convention or State Party Executive Committee did not nominate a candidate for that office, and for any special election. Nomination by Executive Committee shall require at least four executives present and a two-thirds (2/3) majority of those present and voting. No vote to nominate shall be binding unless all members of the Executive Committee have been provided with basic information on the candidate, which may include campaign literature, a campaign website, or a summary of their positions and principles, at least seven days prior to any vote.

**9.3.** A candidate's nomination may be withdrawn by the Affiliate. Withdrawal of a nomination requires a three-quarters (3/4) vote of those present and voting at a meeting. That candidate's nomination shall then be declared null and void unless the candidate appeals the withdrawal to the Judicial Committee within seven days of receipt of notification of withdrawal. The resolution of withdrawal must state the specific reasons for withdrawal and must be signed by each member of the Affiliate agreeing thereto.

# APPENDIX D: EXECUTIVE DIRECTOR CONTRACT SAMPLE

## **Contract: Executive Director** **Libertarian Party of Minnesota**

### **Summary**

A paid Executive Director provides the day-to-day operational leadership and maintenance of the party, freeing up volunteers, (including state and local party officials) to work at sustainable levels on political outreach and party growth activities. An absence of organizational management hurts local grassroots efforts, candidate recruitment, effectiveness of board members, and successful development of party sub-organizations. Relying solely on volunteers results in them being over-worked, frustrated, burnt-out, not completing tasks, and eventually quitting.

### **Goals for the Executive Director**

- 1) Grow LPMN membership
- 2) Grow LPMN funds raised
- 3) Increase awareness of the LPMN brand
- 4) Increase the number of LPMN candidates

### **Responsibilities of the Executive Director**

- 1) Membership recruitment and maintenance
- 2) Fundraising and responsible financial practices
- 3) Management, recruitment, and training of interns, volunteers, and paid contractors
- 4) Internal and external party communication
- 5) Candidate recruitment and support as needed
- 6) To support other missions and projects of the LPMN Executive Committee as they deem necessary (such as, but not limited to, ballot access petition drive assignments and outreach events coordination)

### **Executive Director Compensation Package and Terms**

Pay: \$500 per month base pay to be paid in half each half month, unless otherwise agreed to; also to be prorated for any partial months worked upon start or end of contract. In addition, commission compensation will be added by an amount equal to 30% of all gross revenues raised into the LPMN with the following exceptions:

- *Due to the indirect effort receipts and restrictive nature of allowable uses of the \$5 income tax check-off funds, revenue from the \$5 income tax check-off shall be excluded from any calculations.*
- *Due to the financial challenges (to not lose money) at a specific annual event known as the LPMN State Convention, commission shall be 30% of the Net result in lieu of the Gross, at this event only.*

Commission amount is to be calculated by the State Chair or the Treasurer and paid quarterly, also to be prorated for any partial quarters worked. In the event of disagreement, the Executive Director shall retain the option of redress to the Executive Committee, or thereafter the Judicial Committee.

Additionally the Executive Director may be compensated for direct expenses as requested and if so approved by the Executive Committee monthly, including mileage at the federal rate; *however mileage to and from the LPMN office is not eligible for reimbursement*. The total amount of reimbursement each month is not to exceed \$200 without prior approval from the State Chair, Vice Chair, or Executive Committee.

Status: Independent contractor; at-will termination of position without cause. As fundraising is a key responsibility of the Executive Director, lack of available state party funds to pay the Executive Director for any amounts due in the event of termination of position will result in forgiveness of any amounts due to the Executive Director.

Required reporting and communication: Directly to the LPMN State Chair. Monthly report to Executive Committee.

Information access requirements provided by the State Party to the Executive Director: confidential unlimited access to all databases, financial details, and reports of the State Party.

Start date: January 1, 2019

Duration: annual, with all terms changeable at anytime by acts of the EC or LPMN State Chair

### **Signatures**

**Jane Doe, Executive Director**

**John Doe, LPMN State Chair**

### **Addendum:** **Confidentiality and Non-disclosure Agreement** **Libertarian Party of Minnesota**

By using the CiviCRM database and exported lists and associated tools, I hereby agree to the following:

1. I will be exposed to proprietary and confidential information from the Party. I understand this information is valuable to the Party; therefore, I agree not to give this information to any persons by any means, for or not for compensation, without express written consent from the LPMN State Chair or other approved LPMN Party Officer or Executive Committee. I understand that any names, phone numbers, emails, addresses, cities, counties, precincts, or any other proprietary information that I am exposed to remain the exclusive property of the LPMN. I shall not transmit this information by any means to any other party.
2. My username and password are unique to my account and are designed to protect the LPMN and my account from unauthorized access. Accordingly, I agree that my username and password are to be guarded and not shared with, transmitted, or otherwise disseminated to any person, for any reason; with the sole exception being to provide access back to the LPMN itself upon need.
3. Any other matters or dealings between the LPMN and me shall not be discussed with third parties or disseminated in any matter or by any means, without express written consent from the LPMN State Chair or other approved LPMN Party Officer or Executive Committee.
4. I agree that violating the terms of this agreement will result in the immediate termination of my access to any LPMN accounts, databases, tools, or lists; including but not limited to CiviCRM, website, email, mail, FB, Twitter, and any other items, or actions as deemed necessary may occur as result.

### **Signatures**

**Jane Doe, Executive Director**

**John Doe, LPMN State Chair**

# APPENDIX E: NON-DISCLOSURE AGREEMENT SAMPLE

## Libertarian Party of Minnesota:

### Confidentiality and Non-disclosure Agreement

I agree to the following:

1. I will be exposed to proprietary and confidential information from the Party. I understand this information is valuable to the Party; therefore, I agree not to give this information to any persons by any means, for or not for compensation, without express written consent from the LPMN State Chair or other approved LPMN Party Officer or Executive Committee. I understand that any names, phone numbers, emails, addresses, cities, counties, precincts, or any other proprietary information that I am exposed to remain the exclusive property of the LPMN. I shall not transmit this information by any means to any other party.

2. If using party assets, including but not limited to CiviCRM, Facebook, Twitter, lpmn.org, Mailchimp, Square, Authorize.net, and any financial accounts access, I understand my username and password are unique to the account as my account and are designed to protect the LPMN and my account from unauthorized access. Accordingly, I agree that my username and password are to be guarded and not shared with, transmitted, or otherwise disseminated to any person, for any reason; with the sole exception being to provide access back to the LPMN itself upon need.

3. Any other matters or dealings of sensitive or confidential nature between the LPMN and me shall not be discussed with third parties or disseminated in any matter or by any means, without express written consent from the LPMN State Chair or other approved LPMN Party Officer or Executive Committee.

4. I agree that violating the terms of this agreement will result in the immediate termination of my access to any and all LPMN accounts, databases, tools, or lists; including but not limited to CiviCRM, website, email, mail, FB, Twitter, and any other items, or actions as deemed necessary.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Name (Signed) \_\_\_\_\_

# APPENDIX F: PCR INSTRUCTION SHEET



## Libertarian Party of Minnesota Political Contribution Refund Program

Under Minnesota law, once a year Minnesota residents can donate \$50 per individual/\$100 per married couple to a political organization and receive a full refund through MN states Political Contribution Refund (PCR) program. To help the Libertarian Party of Minnesota, follow these simple instructions:

Step 1	Step 2
 <p>Make a contribution via cash, check, or card; in person, in the mail, or online at the Donate tab on <a href="http://lpmn.org">lpmn.org</a>. Check the PCR box. Reimbursement for your donation under the PCR program is limited to \$50 per individual or \$100 for a married couple.</p> <p>Libertarian Party of Minnesota 1710 Douglas Dr N #225U Golden Valley, MN 55422</p>	 <p>After donating, we will mail a PCR receipt to you to include with the 2017 "Form PCR", available on <a href="http://lpmn.org">lpmn.org</a> under the PCR tab. Print and complete it.</p>
Step 3	Step 4
 <p>Enclose that EP-3 receipt with your completed Form PCR application in an envelope (do not staple) and mail it (at anytime) to the Minnesota Dept of Revenue.</p> <p>Minnesota Department of Revenue Political Contribution Refund St. Paul, MN 55146-1800</p>	 <p>The State of Minnesota will send you a check (or direct deposit to your account if you choose) fully refunding your contribution in approximately four to six weeks.</p>

Paid for by the Libertarian Party of Minnesota. Not authorized by any candidate or candidate's committee.

## APPENDIX G: OUTREACH EVENT PROCESS LIST

### Outreach Event Process flow from A-Z!

#### **Step 1:** Decide if the event is worthwhile?

See past data on outreach events (number of signups, revenue).

If a new event, what is the attendance?

How much does it cost?

Set goals for # of contacts/revenue raised.

#### **Step 2:** Submit for EC approval

#### **Step 3:** Recruit volunteers to staff event booth (Volunteer Coordinator)

People needed:

- Setup and takedown responsibility (Outreach director or volunteer coordinator)
- Lead volunteer (experienced volunteer or EC member)
- General volunteers

#### **Step 4:** Recruit a follow up team.

Follow up team includes data entry team and phone call team.

These could be a combined and/or recurring standardized role.

- Data should be entered within one week.
- Phone calls should be made within two weeks.

#### **Step 5: The actual event!**

#### **Step 6:** Execute the data entry follow up.

#### **Step 7:** Make the phone call follow ups to sign ups.

#### **Step 8 (optional):** Hold post-event meet-up

- Make it a fun social event, to thank the workers and welcome newcomers, giving them an overview of the party and how to become further involved.

## APPENDIX H: OUTREACH EVENT MATERIALS LIST

### Checklist of items to bring to LPMN outreach events:

- Retractable banner, such as “Liberty Evolution”
- Vinyl, horizontal LPMN banner
- Candidate and/or general party yard signs w/metal stakes
- World’s smallest political quiz
- Easel to hold quiz
- Folding tables
- Cash box
- At least 1 large clipboard
- Poly pocket folder with:
  - -Rack card or Take a look sheets
  - -Sign up sheets
  - -PCR forms
  - -PCR explanation sheets
- Paper display holder
- Literature holder
- Donation jar
- Membership form (often on small clipboard)
- Pens
- Various size clipboards
- Quiz sheets
- Masking tape
- Zip ties
- Business cards with holder
- LPMN and LP bumper stickers if allowed
- Tablecloths
- Pricing tags (separate for each item)

### Merchandise

- Questions Authority tees
- Legalize It tees and tank tops
- Books
- Pocket constitutions

### For Outdoor events only

- Pop up tent-Steel stakes should be included
- And/or rocks, sandbags, paving stones to hold down if windy
- Sail flag

## APPENDIX I: NEW VOLUNTEERS BEST PRACTICES SHEET

### Volunteering at Libertarian Party Outreach Events



#### Tips and Helpful Information

**Have fun!** Helping us at an outreach booth is one of the most rewarding volunteer experiences. You'll meet a lot of people, have good conversations, and truly progress Libertarian ideals in Minnesota.

- Someone should be at the booth at all times, please stagger breaks
- Limited or no cell phone use, please focus on patrons of the fair and the booth during your time
- You'll be standing most or all of your shift so wear comfortable shoes
- Be polite and accepting of anyone who visits the booth
- Make sure everyone who stops at the booth is greeted
- Answer questions you can, refer them to another volunteer or to our website [www.LPMN.org](http://www.LPMN.org) which contains many issue stance explanations and videos.
- Restock printed materials often
- Don't "un-libertarian" someone. No purity testing needed. If they agree with us 80-90% of the time focus on that. Don't drive a wedge and accentuate minor differences.
- Beware of "time-wasters". These are people who want to tell you everything they think. Most of them are anti-libertarian but some are also rabidly libertarian. If you run into someone like this, move on to someone else in a kind-fashion. You'll probably know within a minute.
- Ensure all contributions are put into the cash box

#### Main goals

- 1) Getting informational signups. Help us gather names and contact info on the clipboards. We are there to find new Libertarians not connected with us!
- 2) Leave a positive impression with visitors.

#### How it works

Our method follows the very handy rule: "KISS" keep-it-simple-stupid. Outreach events like this we are just trying to make "light contact" with visitors. Our approach is based on using key issues based on the demographics to break the ice and attract people to our booth. Let's face it, politics initially turns a lot of people off. But when we show concrete ways on how Libertarians solutions can make their lives better, then people will engage with you.

We give out buttons to anyone who signs up for more information. Our yard signs and buttons are the conversation starter. Mention the issues on the buttons (3) and the \*short\* answer on where Libertarians stand on. Next, tell them that if they sign up they can get a free button. Once they sign up, chat with them if they'd like, answer any questions. Always thank them for stopping!

# APPENDIX J: EVENTS BLANK SIGN-UP SHEET



 Name  
[Grid]  
Street Address  
[Grid]  
City [Grid] State [Grid] ZIP Code [Grid]  
Email  
[Grid]  
Phone [Grid] [Grid] [Grid] I Am Interested In:  
Running For Office  Volunteering

 Name  
[Grid]  
Street Address  
[Grid]  
City [Grid] State [Grid] ZIP Code [Grid]  
Email  
[Grid]  
Phone [Grid] [Grid] [Grid] I Am Interested In:  
Running For Office  Volunteering

 Name  
[Grid]  
Street Address  
[Grid]  
City [Grid] State [Grid] ZIP Code [Grid]  
Email  
[Grid]  
Phone [Grid] [Grid] [Grid] I Am Interested In:  
Running For Office  Volunteering

 Name  
[Grid]  
Street Address  
[Grid]  
City [Grid] State [Grid] ZIP Code [Grid]  
Email  
[Grid]  
Phone [Grid] [Grid] [Grid] I Am Interested In:  
Running For Office  Volunteering

## APPENDIX K: SAMPLE QUIZ RACK CARD



WHERE DO YOU STAND POLITICALLY? To find out, take the world-famous

### World's Smallest Political Quiz!

For each statement, circle **A** for Agree, **M** for Maybe, or **D** for Disagree.

- How do you stand on **PERSONAL** issues? 20 10 0
- ▶ Government should not censor speech, press, media or Internet. A M D
  - ▶ Military service should be voluntary. There should be no draft. A M D
  - ▶ There should be no laws regarding sex between consenting adults. A M D
  - ▶ Repeal laws prohibiting adult possession and use of drugs. A M D
  - ▶ There should be no National ID card. A M D

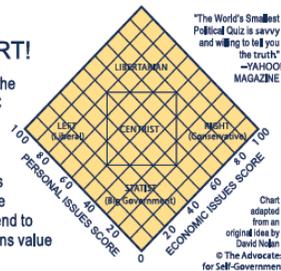
SCORING: 20 for every A, 10 for every M, and 0 for every D: \_\_\_\_\_

- How do you stand on **ECONOMIC** issues? 20 10 0
- ▶ End "corporate welfare." No government handouts to business. A M D
  - ▶ End government barriers to international free trade. A M D
  - ▶ Let people control their own retirement: privatize Social Security. A M D
  - ▶ Replace government welfare with private charity. A M D
  - ▶ Cut taxes and government spending by 50% or more. A M D

SCORING: 20 for every A, 10 for every M, and 0 for every D: \_\_\_\_\_

#### ▶ NOW FIND YOUR PLACE ON THE CHART!

Mark your **PERSONAL** score on the lower-left scale; your **ECONOMIC** score on the lower-right. Then follow the grid lines until they meet at your political position. The Chart shows the political group that agrees with you most. Liberals tend to value personal freedom. Conservatives tend to value economic freedom. Libertarians value both. Statists are against both.



OKAY TO REPRINT QUIZ WITHOUT MODIFICATIONS WITH CREDIT TO THE ADVOCATES

Find out more about the Libertarian Party at

# LPMN.ORG