

Preamble:

This policy manual reflects the decisions made by the Executive Committee of the Libertarian Party of Maine by majority vote as to how party activities are to be carried out.

It is intended as a way of ensuring decisions are remembered and followed, to make clear to members how the Libertarian Party of Maine is being run, and to pass down the work of the Executive Committee to future Executive Committees, ensuring smooth transitions between Committees.

I. Executive Committee Meetings

A. Pre-Meeting procedures

1. Calling the meeting.

a) Executive committee setting the At Executive Committee meetings, the Executive Committee must set a date and time for the next meeting.

(1) A municipality or county must be specified as well.

(2) A specific venue may be designated at such a time, delegated to a committee.

(3) If no venue is specified or committee given the task, authority to choose a venue is left to the Chairman.

b) If a committee fails to set a venue in time for the required 14 day notice, the Chair may set a venue.

c) Unless the committee approves further e, the venue should not cost any more than thirty (30) dollars.

2. Agendas

a) The Chair is to provide the Executive Committee members a proposed agenda for the committee by 14 days prior to the meeting, or 7 days after the meeting has been called for, whichever is later.

b) If the Chair fails to provide a proposed agenda, the Vice-Chair may provide one.

c) This proposed agenda should also be made available to members, either online or by request.

3. Position Papers

- a) Executive Committee members may comment on agenda items (or items that they would like to be added to the agenda) via position papers distributed to the other committee members.
- b) These position papers must be distributed no later than 3 days prior to the meeting.
- c) These position papers must also be made available to party members prior to the meeting.

4. Reports

- a) The Secretary's report shall be presented in writing to the committee no later than 3 days prior to the meeting.
- b) The Secretary's report shall include...
 - (1) ... the minutes of the last Executive Committee meeting,
 - (2) ... any reports presented to the prior Executive Committee.
 - (3) ... the minutes of any convention or annual meeting that has been held since the last Executive Committee meeting, and...
 - (4) any press releases issued since the last Executive Committee meeting
- c) The Treasurer shall present a written report to the committee no later than 3 days prior to the meeting.
- d) Any committees that are to provide a written report to the Executive Committee must do so no later than 3 days prior to the meeting.

5. Meeting Packet.

- a) The Meeting Packet consists of...
 - (1) ... the proposed agenda,
 - (2) ... the Secretary's report,
 - (3) ... the Treasurer's report,
 - (4) ... the position papers,
 - (5) ... any other written reports to be brought before the committee at the meeting.
- b) This packet must be available to the party members at the meeting.

II. Policy Manual

- A. The secretary is to maintain the policy manual, which contains the decisions of the Executive Committee on the manner in which the party is operated.
- B. The policy manual is for ongoing practices, not one time events, budgets or expenditures.
- C. The policy manual is for defining spheres of responsibility of officers, committees, and any staff the Executive Committee chooses to hire.

III. Committees.

A. Platform committee

- 1. The platform committee shall be formed by the Executive Committee no later than the June 30th prior to a convention.
- 2. Whereas the bylaws of the party say that we “may” adopt a platform, the platform committee is free to recommend that no platform be adopted, unless otherwise instructed by the Executive Committee.
- 3. The platform committee is to be discharged after a biennial convention.

B. Bylaws committee

- 1. The bylaws committee shall be formed by the Executive Committee no later than the June 30th prior to a convention.
- 2. The bylaws committee is charged with the task of making recommendations for new bylaws to be submitted to a convention or annual meeting for approval by the party members.
- 3. If the committee decides that there is an urgent need for a change in the bylaws, the bylaws committee shall inform the Executive Committee of this need and recommend one of the two options.
 - a) If the bylaw change(s) can be passed as a policy ruling, or rule of the Executive Committee without violating the current bylaws, the Executive Committee may do so, until the bylaw is approved at the next convention or annual meeting.
 - b) The Executive Committee may choose to call a special convention for this purpose of having the membership approve the bylaw change(s)
- 4. The bylaws committee is to be discharged after a biennial convention.

C. Membership committee

1. The Executive Committee shall maintain a standing membership committee.
2. The membership committee has the responsibility of maintaining membership records, and reconciling those records with information on membership from the national party.
3. The membership committee has the responsibility of contacting potential new members from inquiries, and contacting lapsed members.
4. The membership committee shall refer inquiries or members who show an interest in being potential candidates and/or volunteers to the activities committee.
5. The membership committee shall work in conjunction with the treasurer with fundraising by maintaining in the membership records valid e-mail and postal addresses, phone numbers and donation histories.

D. Activities Committee

1. The Executive Committee shall maintain a standing activities committee.
2. The activities committee shall maintain a list of active volunteers in coordination with the membership committee.
3. The activities committee, is given the job of creating and running outreach activities.
4. The activities committee may create working groups dedicated to individual events or projects.
 - a) The Executive Committee reserves the right to create separate committees for the purpose of running specific events or projects.
5. The activities committee is charged with the promotion of and assisting in the formation of county affiliates of the party.
6. The activities committee is charged with the job of identifying and recruiting potential candidates for office.
7. The activities committee is charged with the task of informing members of volunteering opportunities, and assisting other committees and the Executive Committee in finding volunteers for needed tasks.
 - a) To this end, the activities committee may refer members to the Executive Committee for committee assignments

IV. Appointed positions

A. Political Director

1. The Vice-Chair may appoint a political director, subject to Executive Committee approval, who shall be a member of the activities committee
2. The political director will be charged with the responsibility of managing activities on the committee that are related to political campaigns, such as recruitment, training, and acting as a liaison between campaign organization.

B. Fundraising Coordinator

1. The Treasurer may appoint a fundraising coordinator to be responsible for fundraising activities, subject to Executive Committee approval.
2. The fundraising coordinator shall also be a member of the Activities committee.
3. The fundraising coordinator shall operate under the Treasurer's direction on fundraising matters.

C. Communications coordinator

1. The Secretary may appoint a communications coordinator, subject to the approval of the Executive Committee.
2. The communications coordinator shall also be a member of the membership committee.
3. The communications coordinator shall operate under the Secretary's direction on press and internet matters.

D. Sergeant-at-Arms

1. The Chair may appoint a sergeant-at-arms, subject to approval of the executive committee.
2. The sergeant-at-arms at arms shall be a member of both the Membership and Activities committees.
3. The sergeant-at-arms is responsible for the arrangements for a meeting room for Executive Committee meetings.
4. At Executive Committee meetings the sergeant-at-arms acts as a greeter to visiting members and guests, and calls the meeting to order. and ensuring that the meeting room is in order after the meeting.
5. The sergeant-at-arms acts under the direction of the Chair and Vice-Chair as liason between the membership and activities committees and assists them in overseeing party activities.