

Constitution

of the Libertarian Party of San Mateo County

Adopted October 15, 1997 and amended November 19, 1997, December 17, 1997, and July 17, 2003

Article I — Name

The name of this organization shall be the "Libertarian Party of San Mateo County," hereinafter referred to as the "Party."

Article II — Purpose

The primary purpose of the Party is to proclaim and implement the Statement of Principles of the national Libertarian Party by engaging in political and information activities within the county of San Mateo in the State of California.

Article III — Central Committee

The county central committee (hereinafter referred to as "central committee") shall consist of those individuals who qualify as a member of central committees under the bylaws of the Libertarian Party of California (hereinafter referred to as LPC), who live in San Mateo County or choose to affiliate with the San Mateo County region in accordance with the Bylaws of the LPC, and who are not members of any other county central committee.

Article IV — Officers

- **Section 1. Description**

The officers of the Party shall be a Chair, a Vice-Chair, a Secretary, a Treasurer, and the chair of each Operations Committee. All of these officers shall be elected at the Annual Meeting of the central committee and shall take office immediately upon the close of such meeting and serve thereafter until the final adjournment of the next Annual Meeting.

- **Section 2. Vacancies**

Vacancies may be filled by a vote of the central committee at any meeting, provided that notice appeared in the newsletter announcing the meeting.

The Executive Committee may provisionally appoint new officers if vacancies or suspensions occur, to serve until the next meeting of the central committee.

Article V — Executive Committee

The Executive Committee shall be responsible for the control and management of all of the affairs, properties, and funds of the Party consistent with this Constitution, its Bylaws, and any Resolutions which may be adopted at central committee meetings.

The Executive Committee of the Party shall be composed of the following:

- a. The elected officers of the Party.
- b. The chair of each Working Committee who is approved at a meeting of the central committee.
- c. The Party's representatives (if any) to the Executive Committee of the Libertarian Party of California.

Each Executive Committee member shall take office immediately upon his or her selection and serve thereafter until the selection of his or her replacement or until his or her position is vacated.

Article VI — Judicial Committee

The Judicial committee shall be composed of 3 central committee members elected at the Annual Meeting. The Judicial Committee shall take office immediately upon the close of the Annual Meeting and serve thereafter until the election of new Committee members. The Judicial Committee shall be the final body of appeal within the Party in all matters regarding interpretation of the Constitution, Bylaws, Rules, or Resolutions of the Party, subject to the provision that a decision of the Committee may be overturned by a three-fourths vote of any central committee meeting.

Article VII — Meetings

- **Section 1. Annual Meeting**

The central committee shall hold a meeting each year at a time and place set according to the Bylaws, to hold Party elections, nominate candidates, and conduct such other business as may come before it. This meeting shall be called the Annual Meeting of the central committee.

- **Section 2. Regular Meetings**

The Executive Committee shall call other meetings of the central committee as required to conduct the business of the Party.

- **Section 3. Meeting Rules**

The conduct of central committee meetings shall be governed by such Rules as may be adopted or amended at any central committee meeting.

Article VIII — Bylaws

The Bylaws are subordinate to this Constitution.

Article IX — Amendments

This Constitution may be amended by a two-thirds vote at any meeting of the central committee provided that the amendment was proposed at the previous meeting, and notification of the

proposed amendment accompanied the notice for the meeting at which the amendment will be considered.

Article X — Conflicting Authority

- **Section 1.**

In the event of any conflict between the Constitution, Bylaws, and Meeting Rules and the State Party Bylaws, the State Party Bylaws shall govern the Party and its affairs.

- **Section 2.**

In the event of any conflict between the Constitution, Bylaws, and Meeting Rules and the California Election Code, the Federal Election Code, or any other law or regulation, these Bylaws shall govern the Party and its affairs.

- **Section 3.**

In the event that any authority should declare any portion of the Constitution, Bylaws, and Meeting Rules void or invalid, the remainder shall remain in full force and effect.

Bylaws

of the Libertarian Party of San Mateo County

Adopted October 15, 1997 and amended November 19, 1997, December 17, 1997, and December 16, 1998

Article I — Purpose

The purpose of the Party is to conduct the following activities consistent with the Statement of Principles:

1. Disseminating Libertarian political philosophy by entering into political information activities.
2. Nominating and supporting candidates for political office.
3. Supporting state and national Libertarian Party candidates.

Article II — Elected Officers

Section 1. Qualifications

Only a person who is a member of the central committee and who has expressed a willingness to serve shall be eligible for election to any elected position of the Party.

Section 2. Suspension

An officer may be suspended from office by a two-thirds vote of the Executive Committee. The office of a suspended officer shall be declared vacant unless the suspended officer appeals his or her suspension to the Judicial Committee within 3 days of notification of suspension.

Section 3. Appeal

Upon appeal by the suspended officer, the Judicial Committee shall set the date of a hearing. Following the hearing, the Judicial Committee shall rule either to uphold the suspension, thereby vacating the office, or to restore the officer to full authority. A failure to rule shall be deemed as restoring the officer to full authority.

Section 4. Chair

The Chair shall preside at all central committee meetings and at all meetings of the Executive Committee. If absent from such a meeting, the Vice-Chair will chair, and if both Vice-Chair and Chair are absent they shall assure that an officer is designated to chair the meeting in his or her absence. The Chair shall endeavor to assure that all officers positions are filled. The Chair shall be responsible to assure that an agenda is created prior to each central committee and Executive Committee meeting, and that such agenda is made known in advance to those who will attend the meeting. The Chair will utilize the agenda to preside over the meeting.

Section 5. Vice-Chair

The Vice-Chair shall act as assistant to the Chair, and shall perform the duties of the Chair in the event the Chair is, for any reason, unable to.

Section 6. Secretary

The Secretary shall be the recording officer of the Party. The Secretary shall record the result of votes by the central committee and the Executive Committee.

Section 7. Treasurer

The Treasurer shall receive, expend, and account for the funds of the Party under the supervision and direction of the Executive Committee. The Treasurer shall prepare the annual budget. The Treasurer shall make monthly Treasurer's reports to the Executive Committee detailing the revenues and expenditures of the party. The Treasurer shall keep financial records, including documentation of expenses and revenues, for reference by any member of the central committee.

Section 8. Membership Chair

The Membership Chair shall be responsible for activities to maintain and increase Party and central committee membership.

Section 9. Public Relations Chair

The Public Relations Chair shall be responsible for the dissemination of information about the Party to the media and to the public.

Section 10. Newsletter Chair

The Newsletter Chair shall be responsible for publication of a newsletter for dissemination of information about the Party to the members. The newsletter shall be published monthly. The newsletter shall carry the agendas of upcoming meetings (when provided by the Chair), the results of votes by the central committee and the Executive Committee, and any reports by Executive Committee members deemed appropriate by the Executive Committee.

Section 11. Campaigns Chair

The Campaigns Chair shall be responsible for coordinating candidate recruitment, training and support. The Campaigns Chair shall endeavor to recruit and train candidates for all elected positions within San Mateo County.

Section 12. Fundraising Chair

The Fundraising Chair shall be responsible for coordinating fundraising activities for the Party. The Fundraising Chair shall also assist in recruiting and training people who will raise funds for the campaigns of candidates of the Party.

Section 13. Activities Chair

The Activities Chair shall be responsible for coordinating activities intended to involve, motivate and inspire members.

Section 14. Database Chair

The Database Chair shall be responsible for maintaining the database of members, prospects, and newsletter subscribers. He shall make records available to the Newsletter Chair or his designee and to any designee of the Executive Committee.

Article III — Executive Committee

Section 1. Meeting Notification

The Executive Committee shall meet at such time and place as may be determined by action of the Committee, by call of the Chair, or by the written request of one-third or more of the members of the Executive Committee. A written or verbal notice of the time and place of all meetings shall be given to each member of the Executive Committee no fewer than 3 days prior to said meeting. A majority of the members of the Executive Committee shall constitute a quorum for any meeting.

Section 2. Transaction of Business between Meetings

The Executive Committee may, without meeting together, transact business by email, fax, or telephone. Any proposal so moved shall be submitted to all Executive Committee members by email, fax, or telephone. The votes of a majority of the entire Executive Committee shall be required to carry a measure (except that a higher vote may be required by other provisions of the Constitution or Bylaws). Members without email may relay their votes via another member. The Secretary must preserve and report all such votes in the same manner as those taken at scheduled meetings.

Section 3. Number of Votes

Each member of the Executive Committee shall have only one vote, regardless of the number of offices he or she holds.

Section 4. Quorum

A quorum shall be a majority of the members of the Executive Committee.

Section 5. Measures Requiring Two-Thirds Vote

- A. A removal from office, censure, or suspension of a Party officer, Executive Committee member, or central committee member shall require a two-thirds majority of members of the Executive Committee.
- B. Endorsing or rescinding the endorsement of any candidate for public office.
- C. Annual budget, financial liability or contractual obligation.
- D. Provide the Party mailing list to non-Libertarian groups or individuals.

Article IV — Judicial Committee

Section 1.

The Judicial Committee shall elect a chair who shall receive all appeals and petitions, and schedule hearings so as to obtain a quorum of the Committee. When a hearing is requested, the chair shall be allowed 2 days to set the date of the hearing. If the chair is absent, the chair will appoint an acting chair.

Section 2.

The Judicial committee must provide at least 2 days notice to each of the interested parties to a hearing.

Section 3.

Hearings must be held within 14 days from the time the request is received by the Judicial Committee, unless otherwise specified by those requesting a hearing.

Section 4.

Each party to a hearing shall have the right to represent his or her interests in the manner of his or her own choosing.

Section 5.

The Judicial Committee must provide a ruling within 2 days of the conclusion of a hearing, unless otherwise specified by those requesting a hearing.

Section 6.

A majority of the members of the Judicial committee shall constitute a quorum for any meeting.

Article V — Committees

Section 1. Operations Committees

There shall be the following Operations Committees:

1. Membership
2. Public Relations
3. Newsletter
4. Campaigns
5. Fundraising
6. Activities

Section 2. Working Committees

The Executive Committee shall establish such Working Committees as it deems appropriate and shall appoint a chair for each committee. Working Committees shall exist at the pleasure of the Executive Committee.

Article VI — State Party Representation

The Executive Committee may appoint central committee members to fill those positions in the Libertarian Party of California which are to be selected by the Regional Organization. Such appointments shall be subject to ratification at the next central committee meeting. A meeting may fail to ratify an appointment only by electing a new member to fill the position for which the appointment was made.

Article VII — Central Committee Meetings

Section 1.

At most 3 months shall be allowed to elapse between meetings of the central committee.

Section 2.

A quorum for a central committee meeting shall be made of those who chose to attend upon notification of the meeting. Meetings at which amendments to the Constitution, Bylaws, or Meeting rules are to be voted on require a majority of the Executive Committee to be present.

Section 3.

The Executive committee shall be responsible for setting the time and place of all meetings. A minimum of 1 week's notice shall be provided to the central committee membership concerning any meeting.

Section 4.

The Annual Meeting of the Central Committee shall be held in January each year.

Article VIII — Finances and Accounting

Section 1.

The fiscal term of the Party shall be the interval between Annual Meetings.

Section 2.

The Executive Committee shall cause an efficient system of accounts to be installed and maintained. Periodically, and not less than annually, the Executive Committee shall appoint an auditor from among the central committee members (not including the Treasurer) to review the reports and records of the Treasurer and report to the Executive Committee.

Section 3.

All disbursements shall be made solely by check. No disbursements shall be made without supporting documentation.

Section 4.

The Executive Committee shall cause an annual budget to be projected at its final meeting for the fiscal year for ratification the following year.

Section 5.

The Treasurer may authorize expenditures for any item incorporated in the proposed budget until the Executive Committee has ratified the budget for the current year.

Section 6.

Should the budget need to be revised during the year, it shall be revised by the same process that the annual budget is established.

Section 7.

The Party shall not enter into any contract, incur any expense in a non-budgeted category, or incur any expense in a budgeted category for a budgeted item greater than the amount budgeted by more than 10% without a two-thirds vote of the entire Executive Committee. Anyone who incurs such financial liability without such approval shall be personally liable.

Article IX — Endorsements

Section 1.

Except as provided in Sections 2 and 3 below, the Party shall make endorsements, make recommendations, or otherwise take positions with respect to elections, nominations, measures, or other matters appearing on a public ballot only by a two-thirds vote of the central committee at a meeting the notice for which included a statement that such action would be considered. "Public ballot" includes any general, special, primary or other election conducted by any level of government.

Section 2.

If, within 60 days of an election, (1) a new matter is added to the ballot, (2) a new candidate or other option is added to a matter already on the ballot, or (3) a candidate or option upon which the central committee has previously taken a position is removed from the ballot, the Executive Committee may, by a three-fourths vote, take a position on behalf of the Party with respect to the matter affected by the change.

Section 3.

If a measure, other than a statewide measure, is placed on the ballot within 45 days of the deadline for submission of ballot arguments, the Executive Committee may, by a three-fourths vote, take a position on that measure on behalf of the Party in order to allow an argument to be submitted by the Party or by one or more Party officers using their Party titles. this position shall be effective only upon actual submission of such an argument to the appropriate election official prior to the deadline.

Section 4.

No Party officer shall use his office or allow Party funds or other Party resources to be used to support or oppose any candidate or other option in any matter appearing on a public ballot, except in accordance with a position taken by the Party as provided in Sections 1, 2, or 3 of this Article.

Section 5.

Nothing in this Article shall be construed to prohibit publication in the Party newsletter of factual material relating to matters appearing on a public ballot, or of signed opinion articles stating the personal opinions of their authors, as long as such opinions are clearly identified as not being official positions of the Party.

Section 6.

Nothing in this Article shall be construed to prohibit use of Party resources for the recruitment or training as candidates or Party members who have not yet received an endorsement, as long as no position specifically opposing their candidacy has been taken by the Party.

Article X — Campaign Financing

Section 1.

The Executive Committee may choose to establish a Libertarian Party campaign fund from which funds may be allocated to local, county, state-wide or national candidates of the Libertarian Party. Such allocations among the various candidates will be determined at the discretion of the Executive Committee by majority vote. The campaign fund may also be used to support Libertarian Party campaign publicity not specifically promoting an individual candidacy.

Article XI — Executive Appeal

Section 1.

Any action taken by a Party Officer or the Executive Committee may be appealed to the Judicial Committee by the petition of 4 central committee members. A central committee member may only sign one such petition in any 3 month period.

Section 2.

The Judicial Committee will hold a hearing to determine whether or not the action in question was within the scope of the Constitution and Bylaws of the Party. Should the committee rule that the action was not proper, then the Judicial Committee shall direct such corrective measures as it deems appropriate.

Article XII — Amendments

These Bylaws may be amended by a majority vote at any meeting of the central committee provided that the amendment was proposed at the previous meeting, notification of the proposed

amendment accompanied the notice for the meeting at which the amendment will be considered and a majority of the Executive Committee is present.

Article XIII — Parliamentary Authority

Robert's Rules of Order as newly revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution or Bylaws of the Party.