Bylaws of the Libertarian Party of Fresno County

Bylaw I - Local Units

The Executive Committee shall charter local units under the following conditions:
A. The local unit charter is not in conflict with either the Party or State Party bylaws;
B. The local unit operates within a territory no larger than one incorporated city, one region where population does not exceed 200,000, or one Native American Reservation within the County;
C. The local unit limits membership to Contributing Members within the territory, or a subset thereof;
D. The local unit grants voting rights only to Members;
E. The local unit members number ten or greater;

Bylaw II - Elected Officers

Section 1. Qualifications and Requirements
Only a person who is a Member and who has expressed a willingness to serve shall be eligible for election or selection to any elected position of the Party. No person shall hold greater than two Party offices (three if the Central Committee has fewer than 250 Members) and no person shall hold greater than one of the following offices: Chairman, Vice Chairman, Secretary and Treasurer. A member of the Judicial Committee may not serve on the Executive Committee. Each Vice Chairman shall reside in his or her respective incorporated city.
No officeholder shall be a registrant of or hold office in any political party other than the Libertarian Party.
No officeholder shall use any office in the Party in supporting a candidate of another political party.

Section 2. Chairman
The Chairman shall preside at all Central Committee meetings and at all meetings of the Executive Committee. He or she shall be the Chief Executive Officer of the Party.
For reference purposes, Roberts Rules of Order, Newly Revised, states that the duties of the Chairman are:
1. To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
2. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda or program, and with existing orders of the day.
3. To recognize members who are entitled to the floor.
4. To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of the proceedings and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
5. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
6. To enforce the rules relating to debate and those relating to order and decorum within the assembly.
7. To expedite business in every way compatible with the rights of members.
8. To decide all questions of order, subject to appeal – unless, when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision.
9. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
10. To authenticate by his or her signature, when necessary, all acts, orders, and proceedings of the assembly.

11. To declare the meeting adjourned when the assembly so votes or – when applicable – at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.

At each meeting, in addition to the necessary papers proper to that meeting's business, the presiding officer should have at hand:

A copy of the bylaws and other rules of the organization;
A copy of its parliamentary authority;
A list of all standing and special committees and their members; and
A memorandum of the complete order of business listing all known matters that are to come up, shown in proper sequence under the correct headings – or with their scheduled times – as applicable.

Section 3. Vice Chairman

There shall be a Vice Chairman elected for each incorporated city within Fresno County with a population of 75,000 or more, and by geographic region excluding said cities if a suitable candidate is available. The Vice Chairmen shall act as assistants to the Chairman, and shall perform the duties of the Chairman in the event the Chairman is, for any reason, unable to perform the duties of his or her office. The Vice Chairmen shall rotate this duty in a manner designated by the Chairman. The Vice Chairman shall be tasked with developing his or her incorporated city for forming an independent duly authorized local unit within that incorporated city and to keep the Executive Committee apprised of government actions within the jurisdiction of the local unit.

Section 4. Secretary

The Secretary shall be the recording officer of the Party. The secretary shall be responsible for maintaining the Party membership list, and for receiving or sending formal notifications as shall be specified in the Constitution, Bylaws and Meeting Rules, and shall be responsible for recording and promptly distributing minutes of Party proceedings. The Secretary shall maintain a current set of Standing Rules. The Secretary shall make available for inspection to any Member a copy of all the minutes and current Standing Rules and shall, upon written request, provide copies of such documents to any Member, at cost. The Secretary may satisfy this requirement by publishing such documents on a website accessible to Members and whose contents are controlled by the Party. For reference purposes, Roberts Rules of Order, Newly Revised, states that the duties of the Secretary are:

1. To keep a record of all the proceedings of the organization – usually called the minutes.
2. To keep on file all committee reports.
3. To keep the organization’s official membership roll (unless another officer or staff member has this duty); and to call the roll where it is required.
4. To make the minutes and records available to members upon request.
5. To notify officers, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
6. To furnish delegates with credentials.
7. To sign all certified copies of acts of the society, unless otherwise specified in the bylaws.
8. To maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
9. To send out to the membership a notice of each meeting, known as the call of the meeting, and to conduct the general correspondence of the organization – that is, correspondence that is not a function proper to other officers or to committees.

10. To prepare, prior to each meeting, an order of business for the use of the presiding officer, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and – if applicable – the times for which they are set.

11. In the absence of the Chairman and Vice Chairman, to call the meeting to order and preside until the immediate election of a chairman pro tem.

Section 6. Treasurer
The Treasurer shall receive, expend, and account for the funds of the Party under the supervision and direction of the Chairman and Executive Committee.
For reference purposes, Roberts Rules of Order, Newly Revised, states that the duties of the Treasurer are as follows:
The treasurer of an organization is the officer entrusted with the custody of its funds. The treasurer, and any other officers who handle funds of the society, should be bonded for a sum sufficient to protect the society from loss. The specific duties of the treasurer will vary depending on the size and complexity of the society; but this officer cannot disburse funds except by authority of the society or as the bylaws prescribe. The treasurer is required to make a full financial report annually or as the bylaws may prescribe, and to make such interim reports as the assembly or the executive board may direct.

Section 7. Standing Committee Chairman
The Chairman of any Standing Committee appointed by the Executive Committee shall be responsible for the duties designated by the Executive Committee.

Bylaw III’ - Executive Committee

Section 1. Meeting Notice
The Executive Committee shall meet at such time and place as may be determined by action of the Committee, by call of the Chairman, or by the written request of one-third or more of the members of the Executive Committee. A notice of the time and place of all meetings shall be given to each member of the Executive Committee in writing no fewer than 4 days prior to said meeting. Copies of such notice shall be filed with the organization’s records and made a part of the minutes of the meeting. Notice may be waived provided that either before or after the meeting every member of the Executive Committee signs a Waiver of Notice. All such Waivers shall be filed with the organization’s records and made a part of the minutes of the meeting.

Section 2. Quorum
A majority of the members of the Executive Committee eligible to vote shall constitute a quorum for any meeting.

Section 3. Transaction of Business by E-mail
The Executive Committee may, without meeting together, transact business by e-mail by voting on questions submitted by the Secretary at the request of at least one-third of the committee or by the Chairman. Voting will be completed any time after 48 hours from the transmission time of the e-mail ballot if the motion has received Yea votes from 2/3 of the members of the Executive committee, or if the motion has received Nay votes from 2/3 of the members of the Executive Committee, or after 120 hours in all other cases. Members may change their vote up to the close of the voting period. If, at the expiration of the applicable period, a quorum of the
Executive Committee has not voted the measure being voted upon shall be deemed to have failed. The Secretary must preserve all such votes until the next meeting of the Executive Committee, at which meeting the Executive Committee shall order the disposition of such votes.

Section 4. One Person, One Vote
Each member of the Executive Committee shall have only one vote, regardless of the number of offices he or she holds, as long as at least one of the offices he or she holds has voting rights.

Section 5. Super-majorities
A two-thirds majority of members of the Executive Committee shall be required to pass the following:
A. Removing an officeholder from office;
B. Disciplining a Contributing Member;
C. Endorsing or rescinding the endorsement of any candidate for public office;
D. Endorsing or opposing any proposed ballot measure, but rescinding such action shall be considered a normal main motion;
E. Creating an annual budget;
F. Incurring a financial liability or contractual obligation lasting more than three months; and
G. Providing the Party mailing list to non-Libertarian groups or individuals.

Section 6. Simple majorities
Unless requiring a greater percentage or different voting rules for approval elsewhere in these Constitution, Bylaws and Rules, a simple majority of the regular members of the Executive Committee shall be required to pass main motions.

Bylaw IV—Judicial Committee

Section 1.
The Judicial Committee shall elect a Chairman 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 Chairman shall be allowed 2 days to set the date of the hearing.

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.

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.

Section 6.
A majority of the members of the Judicial Committee shall constitute a quorum for any meeting.
Bylaw V – Other Committees
The Chairman shall appoint such other committees, standing or special, as the Executive Committee shall from time to time deem necessary to carry on the work of the Party. Committees may include, but are not limited to, Membership, Fundraising, Volunteers, Newsletter, Website, Campaigns, Media, Events, Awards & Recognition, Legislation & Lobbying, Legal, and Voter Registration. Chairmen of such committees are not members of the Executive Committee, except for standing committees as designated by the Bylaws. The Chairman shall be ex officio a member of all committees.

Bylaw VI - State Party Representation
The Executive Committee may appoint Central Committee Members to fill those positions in the State Party Executive Committee that are to be selected by the Party as determined by the Bylaws of the State Party and the Party. Such appointments shall be subject to ratification at the next Central Committee meeting taking place at least 40 days after such appointments. An election notice shall be mailed in accordance with notice requirements for other elections. A meeting may fail to ratify an appointment only by electing a new member to fill the position for which the appointment was made.

Bylaw VII - Central Committee Meetings

Section 1.
At most, two months (three months while the Central Committee has fewer than 200 Members and Associate Members) shall be allowed to elapse between meetings of the Central Committee.

Section 2.
Other than at an Annual Meeting, the portions of meetings at which amendments to the Constitution, Bylaws, or Meeting Rules are to be voted upon require a quorum equal to a majority of Central Committee Members if they number fewer than 20; or 10% of all Central Committee Members in the event they total 20 or greater, but in no event shall such number be fewer than 10 nor greater than 50.

Section 3.
The Executive Committee shall be responsible for setting the time and place of all Central Committee meetings. Such meetings shall be reasonably accessible to Central Committee Members.

Section 4.
A minimum of 2 weeks but no more than 90 days written notice sent via USPS, email, or on a designated website shall be provided to Central Committee Members concerning any meeting other than a meeting with an election of officeholders, State Party Executive Committee representatives or delegates to the State Party convention.

Section 5. At least 30 days but no more than 60 days written notice sent via USPS or email shall be provided to Members concerning any meeting with an election of officeholders, State Party Executive Committee representatives, delegates to the State Party convention, or where 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. The election notice must also be sent to and received by the State Party Secretary at least 30 days
in advance of the election. Such notice shall specify the reason for the meeting and a time and place reasonably accessible to the membership. The results of the election must be reported to the State Party Secretary within 15 days after the election.

Bylaw VIII - Finances and Accounting

Section 1.
The fiscal term of the Party shall coincide with the calendar year, beginning on January 1 and ending on December 31.

Section 2.
The Executive Committee shall cause an efficient system of accounts to be installed and maintained. The accounting records shall be open to any member of the Executive Committee at any reasonable time.

Section 3.
No disbursements of $20 or more shall be made with cash. No disbursements shall be made without supporting documentation.

Section 4.
The Party shall not enter into any contract lasting more than three months, incur any expense in a non-budgeted category, or incur any expense in a budgeted category greater than the amount budgeted by more than 10% without a two-thirds vote of the entire Executive Committee. Anyone who incurs such a financial liability without such approval shall be personally liable.

Section 5.
The Treasurer shall compile a report at least quarterly consisting of a balance sheet and profit and loss statement. The balance sheet and profit and loss statement shall be available to Members of the Party from the Treasurer upon written request. The Treasurer may satisfy this requirement by publishing such documents on a website accessible to Members and whose contents are controlled by the Party.

Bylaw IX – Website and Social Media

Section 1. Content
Whenever possible, there shall be updates on the website and/or social media pages which shall include information on Organization, Membership, Fundraising and Volunteers. Information on Organization shall include the following: current officer contact information, including phone numbers and e-mail addresses; a list of vacant officer positions; a reference to any Party controlled websites; times, dates, and locations of planned meetings and events; names of Contributing Members attending meetings and events, or the number if greater than 20; names and backgrounds of guests attending meeting and events, or the fact that none were in attendance; a Treasurer’s summary, which includes total receipts, spending and cash on hand; and the tracking of any Party established goals. Information on Membership shall include the following: names of Contributing Members recently joining; combined number of Contributing Members compared to last year; a retention lapse ratio calculated by the number of Contributing Members lapsed during the last 12 months who were also members longer than one year divided by the current number of Contributing Members. Information on Fundraising shall include the following: listing of new monthly pledgers, indicating anonymous where requested; monthly pledges added in last month and last
twelve months; pledges for the month versus last year; and the tracking of any fundraising goals.
Information on Volunteers shall include the following: names, dates and accomplishments of last month's volunteers; hours of volunteer time last month and last twelve months, not including travel time, business meetings or volunteer sessions less than 3 hours in duration; hours of volunteer time last month versus last year. Where historical information is not available, comparisons with information from the earliest month available shall be used. Ideally, information shall be displayed in a bar chart graph showing each month over 24 months.

Section 2. Accessibility
At a minimum, the Party shall maintain a Facebook page, which shall be accessible to Contributing Members. To satisfy notice requirements and enable the Party to work closer with the State Party, websites and social media controlled by the Party shall also be accessible to the State Party Secretary.

Bylaw X - 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 Members in attendance 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 two-thirds 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 two-thirds 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 greater number of Party officers using their Party titles. This position shall be effective only upon actual submission of such 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 Bylaw.

Section 5.
Nothing in this Bylaw shall be construed to prohibit publication in Party newsletter, website, or official social media, 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 Bylaw shall be construed to prohibit use of Party resources for the recruitment or
training as candidates of individuals who have not yet received an endorsement, as long as the
Party has taken no position specifically opposing their candidacy.

Bylaw XI - Executive Appeal

Section 1.
Any action taken by a Party officer or the Executive Committee may be appealed to the body of
appeal by the petition of a majority of all the Central Committee Members, if the number of
Central Committee Members is fewer than 20; or by a number equal to at least 10% of all the
Central Committee Members, but in no event shall such number be fewer than 10 nor greater
than 50, if the number of Central Committee Members is equal to 20 or greater. A Central
Committee Member may only sign one such petition in any six-month period. The body of
appeal shall be the Judicial Committee or the Central Committee, if there are no Judicial
Committee members.

Section 2.
The body of appeal will hold a hearing to determine whether or not the action in question was
within the scope of the Constitution, Bylaws, Meeting Rules, and Resolutions of the Party.
Should the body of appeal rule that the action was not proper, then the body of appeal shall
direct such corrective measures as it deems appropriate.

Bylaw XII – Suspensions and Recalls

Section 1. Suspension
An officeholder may be suspended from office by a two-thirds vote of the entire Executive
Committee’s voting members. The office of a suspended officeholder shall be declared vacant
unless the suspended officeholder appeals his or her suspension within 3 days of notification of
suspension. The body of appeal shall be the Judicial Committee or the Central Committee, if
there are no Judicial Committee members or if the officeholder being suspended is a member of
the Judicial Committee.

Section 2. Appeal
Upon appeal by the suspended officer, the body of appeal shall set the date of a hearing, unless
the body of appeal is the Central Committee, in which case the Executive Committee shall set
the date of a hearing no later than 30 days after the appeal request. Following the hearing, the
body shall rule to either uphold the suspension, thereby vacating the office, or restore the officer
to full authority. A failure to rule shall be deemed as restoring the officer to full authority.

Section 3. Recall Petitions
An officeholder shall be subject to a recall election if petitioned by a majority of all the Central
Committee Members, if the number of Central Committee Members is fewer than 20; or by a
number equal to at least 10% of all the Central Committee Members, but in no event shall such
number be fewer than 10 nor greater than 50, if the number of Central Committee Members is
equal to 20 or greater. An officeholder shall not be subject to a recall election more than once
during any 12-month period.
Section 4. Recall Elections
Upon qualification of a recall petition, the Executive Committee shall schedule, notice and conduct a recall election in accordance with these bylaws, unless an Annual Meeting is scheduled within the next 60 days. Should a majority of the Members at a duly held recall election vote to remove an officeholder, or if the individual subject to a recall election is suspended or otherwise vacates the office before the recall election, an election to replace the officeholder for the balance of the term shall occur at the same meeting as the scheduled recall election.

Bylaw XIII - Amendments
These Bylaws may be amended by:
A. A majority vote of the eligible positions on the State Party Executive Committee provided that:
   a. Such action of the State Party Executive Committee is published in the State Party's newspaper, and
   b. A majority of the Central Committee present at a duly noticed meeting fails to reject such an amendment and notify the State Party Secretary of its rejection no later than the end of the calendar month subsequent to the issue date of the State Party's newspaper containing the published notice; or
B. A majority vote at either:
   a. Any Annual Meeting, or
   b. Any meeting of the Central Committee provided that:
      i. The amendment was proposed at the previous meeting by a petition signed by a majority of all the Central Committee Members, if the number of Central Committee Members is fewer than 20; or signed by a number equal to at least 10% of all the Central Committee Members, but in no event shall such number be fewer than 10 nor greater than 50, if the number of Central Committee Members is equal to 20 or greater; and
      ii. Notification of the proposed amendment accompanied the notice for the meeting at which the amendment will be considered.

The following signatures affirm the approval of the Executive Committee of the Libertarian Party of Fresno County, an affiliate of the Libertarian Party of California:

Chairman

Date

Secretary

Date