



Bylaws of the Libertarian Party of Contra Costa County

(As Adopted in February of 2022)

Article I: Name

These articles shall govern the organization known as the “Libertarian Party of Contra Costa County,” hereinafter referred to as the “LPCCC,” or “Party.”

Article II: Purpose

The Party shall promote and maintain strong libertarian principles and messaging, and seek the election of public officials consistent with those principles and messaging.

Article III: Membership

Section I: County Central Committee. The County Central Committee, hereinafter referred to as “Central Committee,” shall consist of those individuals who choose to affiliate with the Libertarian Party of Contra Costa County, and are not members of any other Central Committee, and qualify as a member of the Central Committee under the Bylaws of the Libertarian Party of California by:

- A. Residing in California, and
- B. Being a registrant of the Libertarian Party if registered, and either
 1. Becoming a holder of California public office that is subject to election other than County Central Committee, or
 2. Making application, and paying such dues as prescribed by the Libertarian Party of California Executive Committee.

Article IV: Executive Committee

Section I: Executive Committee. The Executive Committee is charged with the duty of conducting all Party business consistent with these Bylaws, as well as any standing rules and resolutions which may be adopted.

Section II: Composition. The Executive Committee of the Party shall be composed of the following members of the Central Committee:

- A. The four Officers of the Party elected by the membership at the Annual Meeting.

- B. The three At-Large Representatives of the Party elected by the membership at the Annual Meeting.
- C. No Executive Committee positions shall be combined, although certain duties may be when absolutely necessary.

Section III: At-Large Regional Representatives. There shall be three At-Large Representatives. Each At-Large Representative shall inform the Executive Committee of any issues of relevance throughout Contra Costa County including, but not limited to: activism opportunities, candidate support opportunities, local elections, events in which the Party's participation could prove beneficial, and expanding membership. The At-Large Representatives shall participate in all Executive Committee discussions and debates, and vote on all matters. The At-Large Representatives may perform other duties per the direction and discretion of the Executive Committee.

Article V: Endorsements

Section I. Endorsements. 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 subject to a two-thirds vote of the Executive Committee. "Public Ballot" includes any general, special, primary, or other election conducted by any level of government.

Article VI: Officers

Section I: Officers. The Officers of the Party shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer.

Section II: Eligibility. Only a person who is a member of the Central Committee, and who has expressed a willingness to serve, shall be eligible for election or appointment to any Officer or Executive Committee position in the Party.

Section III: Elections. Officers and Executive Committee members shall be elected by the Central Committee. Nominations shall be from the floor during the Annual Meeting. Proposed nominees must accept their nomination prior to the close of nominations.

Section IV: Term of Office. Officers and Executive Committee members who are elected at the Annual Meeting shall serve from the adjournment of that Annual Meeting, until the adjournment of the following Annual Meeting.

Section V: Chair. The Chair shall be the Chief Executive Officer of the Party. The Chair shall preside at all meetings of the Party, and the Executive Committee. The Chair may appoint committees of the Party, and may submit candidates to committees of the Libertarian Party of California.

Section VI: Vice-Chair. The Vice-Chair shall perform the duties of the Chair (1) to the extent delegated by the Chair; and (2) to the extent that the Chair is, for any reason, unable to perform the duties of the office.

Section VII: Secretary. The Secretary shall keep, or cause to be kept, a book of minutes of all meetings of the Party and the Executive Committee. The Secretary shall keep, or cause to be kept, a membership record containing the name and address of each voting member of the Party, and the date upon which such voting member joined the Party. The Secretary shall give, or cause to be given, notice of all meetings of the Party. The Secretary shall keep, or cause to be kept, all other books, records and papers of the Party, and shall have such other powers and perform such other duties as may be prescribed by the Executive Committee or these Bylaws. The Secretary may appoint an assistant to perform their functions when they are unable to do so. Such an assistant must already be a member of the Executive Committee, or someone the Executive Committee has approved.

Section VIII: Treasurer. The Treasurer shall receive, expend, and account for the funds of the Party under the supervision and direction of the Chair and the Executive Committee. The Treasurer shall make an annual financial report to the Executive Committee, and shall perform all duties required of the office by applicable federal and state law. The Treasurer is responsible for oversight of all financial functions, including but not limited to: receipts, disbursements, and internal and external reporting. The Treasurer shall only issue disbursements that are approved by at least two-thirds of the Executive Committee, and can be substantiated by appropriate documentation. The Treasurer shall timely file such federal and California income tax returns as may be required under applicable law.

Section IX: Vacancies. Vacancies occur upon an Officer, or Executive Committee member's, resignation, death, removal from office, or in the event an office remains unfilled after the Annual Meeting adjourns.

Section X: Removal. A Party Officer or Executive Committee member may be removed from office by a vote of no less than two-thirds of the Executive Committee, minus the officeholder being considered for removal. No vote shall be cast by the officeholder being considered for removal.

Section XI: Appointment of Interim Officers. In the event of a vacancy of an officer position, the Executive Committee may appoint a member to that office with a two-thirds majority vote.

Article VII: Meetings

Section I: Annual Meeting. The Party shall hold an Annual Meeting to elect its Officers, Executive Committee members, and conduct other business as shall properly come before it. Notification shall be sent to all Central Committee members at least thirty days, but not more than sixty days, prior to said meeting. Such notice shall specify the reason for the meeting, as well as a time and place reasonably accessible to the membership.

- A. The Annual Meeting shall always be held in the month preceding the Libertarian Party of California Annual Convention.
- B. "None of the Above" shall always be included as an option for election of all Party offices.

Section II: Business Meetings. The Party shall hold a Business Meeting at least once every three months, or once a quarter, for the purposes of conducting Party business. A written or verbal notice of the time and place of these meetings shall be given to Central Committee members not less than seven days prior to said meeting.

Section III: Executive Committee Meetings. The Executive Committee shall meet at such time, place and through whatever means may be determined by action of the Executive 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 these meetings shall be given to each member of the Executive Committee, as well as Central Committee members, not less than two days prior to said meeting. All meetings of the Executive Committee shall be open for observation to all Central Committee members.

Section IV: Transaction of Business Outside of Meetings. The Executive Committee may transact business outside of meetings via email, or any other agreed upon electronic medium. All votes shall be counted and recorded by the Secretary as roll call votes. Voting will end after 48 hours have passed from the Secretary's announcement of the issue to be voted upon, and votes from two-thirds of the Executive Committee members have been received, or in 120 hours from such announcement, whichever occurs first. Up until the vote is finalized, a member may change their vote. If, at the expiration of the applicable period, a quorum of the Executive Committee has not voted, the motion being voted upon shall be considered failed. The Secretary shall keep a record of the motions and votes, and make them available in the same fashion as they would minutes from any Executive Committee meeting.

Section V: Quorum. A majority of the Executive Committee shall constitute a quorum for any aforementioned meeting or transaction of business.

Article VIII: Omissive Authority

The most current Bylaws of the Libertarian Party of California shall govern the Party in all cases to which they are applicable, that these Bylaws otherwise omit, insofar as they are not in direct conflict with these Bylaws.

Article IX: Parliamentary Authority

The rules contained in the most current edition of *Robert's Rules of Order, Newly Revised* shall govern the Party in all cases to which they are applicable, insofar as they are not in direct conflict with these Bylaws, and any special rules of the order the Party may adopt.

Article X: Amendment of the Bylaws

These Bylaws may be amended by a two-thirds vote of all of the present members at any Business Meeting of the Party. Prior to an amendment being put up to a vote, the amendment must be announced, and presented in writing, at a previous Business Meeting.