

Libertarian Party of California



**Operating Procedures Manual
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Libertarian Party of California

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POLICY MANUAL OVERVIEW AND INTRODUCTION

An organization is subject to public law and such other rules it adopts to govern its operation.

The rules governing the Libertarian Party of California Executive Committee are as follows and supersede each other in the order listed:

- Bylaws: Prescribe how the organization shall function. They may not be suspended, except for clauses that provide for their own suspension or clauses clearly in the nature of rules of order.
- Special Rules of Order: Relate to rules for orderly transaction of business that differ from those contained in the adopted parliamentary authority.

Special Rules of Order are rules for orderly transaction of business (i.e., relating to parliamentary procedure) that differ from those contained in the adopted parliamentary authority. They are superseded only by the Bylaws and any applicable procedural rule prescribed by federal, state or local law, unless the rules in such documents specifically provide for their own suspension.

A special rule of order may be adopted, amended, rescinded or suspended. Adoption, amendment, or rescission requires either (a) a two-thirds vote with previous notice or (b) a vote of a majority of the entire membership of the Libertarian Party of California Central Committee.

- Rules of Order: Relate to orderly transaction of business. These are usually contained in the adopted parliamentary authority, which in this case is the latest edition of *Robert's Rules of Order, Newly Revised* (RONR).
- Standing Rules: Shall be limited to matters of policy and shall define the operating procedures of the Executive Committee.

Standing Rules relate to details of administration. They are superseded only by the parliamentary authority, Special Rules of Order, Bylaws and any applicable procedural rule prescribed by federal, state or local law, unless the rules in such documents specifically provide for their own suspension.

A standing rule may be adopted, amended, rescinded or suspended. Adoption requires a majority vote. Amendment or rescission requires either (a) a majority vote with previous notice or (b) without notice a two-thirds vote, or (c) a majority of the entire membership of the Libertarian of California Central Committee.

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- This Policy Manual is a compilation of the rules governing the Libertarian Party of California not already reflected in its bylaws or rules of order.

TERMS AND DEFINITIONS

The following terms may be used throughout this document:

- “LPCA” is the Libertarian Party of California; also referred to as the *Party*
- “Central Committee Member” is a person who is eligible to vote on Party business consistent with the Bylaws and Convention Rules
- “Executive Committee” is Officers, Area Coordinators, and At Large members elected by the Central Committee at the annual Conventions, as prescribed in the Party’s Bylaws

GENERAL LPCA PROVISIONS

LPCA Statement of Principles

The Libertarian Party of California endorses the Statement of Principles and Platform of the National Libertarian Party.

LPCA Vision

The vision of the LPCA shall be to create a freer California by: advancing the cause of liberty by electing a majority of libertarians in public office, successfully advocating for liberty through initiatives, referendums, legislative efforts, and changing the hearts and minds of the people of California.

Private Property

Anyone acting on behalf of the LPCA will leave privately owned property at the request of the owner or owner's agent.

Privacy/ Party Records

The LPCA respects the privacy of its members. Access to records shall be withheld in all circumstances, except in the context of a litigation or law enforcement inquiry in which a court orders the records disclosed.

Notwithstanding the foregoing, upon execution of a nondisclosure agreement approved by the Executive Committee, the following state Central Committee members may access the data stored in the LPCA’s customer relationship management and voter registration databases (the “Membership Data”) on the following terms:

1. Members of the State Executive Committee, the Membership Committee, and the Credentials Committee may have unrestricted access to the Membership Data.

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2. Members of County Executive Committees, when acting in their capacity as holders of such office, may access the Membership Data relating to their specific county organizations.

SPECIAL RULES OF ORDER

Executive Committee Provisions

Indemnity

The LPCA indemnifies officers and Executive Committee members past and present from any and all liabilities imposed by any governmental agency incurred in the reasonable exercise of their official duties.

Open Meetings

All Committees which exist at the pleasure of the Executive Committee shall establish, maintain, and exercise an open door policy inclusive to members of the Executive Committee of the LPCA. Further, no such Committee shall be exempt from this policy without prior approval of two-thirds of the entire Executive Committee.

Virtual Meetings

In the event of technical difficulties or any other disruptive or indecorous behavior that may take place during an official virtual meeting of any committee, the chair of such committee shall have the right to mute or remove the offending member in their discretion. After the action takes place, a majority of the remaining committee members must immediately affirm the action taken by the chair in order for the action to stand.

Meeting Schedule

- 1) The Executive Committee shall hold at least one in-person regular meeting each year, not within six weeks of a convention. Any in-person regular meeting shall be called and the date and location announced at least one month in advance.
- 2) A first regular meeting of the new Executive Committee shall be scheduled immediately following each state convention, at the location of the convention.
- 3) The Executive Committee shall hold regular meetings by electronic means on the second Tuesday of each month at 6:30 p.m. Pacific Time, except in months when there is an in-person meeting or convention.
- 4) Nothing in this section shall preclude holding additional regular meetings (for the conduct of business in general) electronically, or special meetings (limited to a specific topic or topics named when they are called) either in-person or electronically, subject to the notice requirements provided in the Bylaws.

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Donor List

Limits on use: The LPCA donor list shall be kept confidential to the state organization unless three out of four LPCA Executive Committee officers agree to share the donor list with candidates, or initiative and referendum committees, upon their request.

Document Maintenance

Secretary

Maintaining and Distributing Resolutions:

- 1) The Secretary is instructed to research the records of the LPCA and prepare a list containing the complete text of all policy statements, resolutions and committee appointments made by the Executive Committee that are currently relevant and in effect. The date of each item shall be included.
- 2) It shall be considered part of the Secretary's job to maintain the compiled resolutions report and keep it up to date.
- 3) The Secretary shall provide copies of the report and of the minutes of the previous Executive Committee meeting for distribution to all new members of the Executive Committee at the first meeting held each year following Convention.
- 4) This motion shall be included in the report.

General Executive Committee

Payments to officers and employees of the Libertarian Party (other than payroll) shall be approved in writing by the Treasurer, except for payments to the Treasurer, which shall require approval by the Chair. This written approval (sign-off or signature on the invoice/expense report) shall act in concert with the present review by the Treasurer to assure the highest level of review for such expense reimbursements.

No member of the LPCA Executive Committee is permitted to authorize any expenses greater than the amount budgeted or be reimbursed for any expenses greater than the amount budgeted.

Conflict of Interest

Each member of the Executive Committee, LPCA employee or contractor shall disclose to the Executive Committee situations in which their personal, economic, or other interests, or duties to others, might conflict with the interests of the Party in the discharge of their duties. Any such disclosure shall be made at the earliest opportune moment, prior to the discharge of such duties and clearly set forth the details of the conflict of interest, in a written disclosure statement provided to the

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Secretary. Mere membership in a Libertarian Party caucus, or prior employment by, or prior work for, a political candidate or campaign, does not alone rise to the level of an actual or potential conflict of interest for the purposes of this provision. No member of the Executive Committee, LPCA employee or contractor shall: (a) transact business with the Party unless the transaction is fair and equitable to the Party; or (b) use information gained in the discharge of Party duties to the disadvantage of the Party. The Secretary shall maintain a register of all declared potential conflicts of interest by the aforementioned persons. This register will be presented and distributed to all Executive Committee members at each Executive Committee meeting.

Executive Session

The Libertarian Party of California (LPCA)'s Executive Committee may enter into Executive Session only in compliance with this Special Rule of Order:

- The motion to enter into Executive Session must list all reasons for doing so; only items listed in the reasons for entering Executive Session shall be considered during Executive Session
- The motion to go into Executive Session shall require a two-thirds vote of the members of the Executive Committee present and voting
- No action can be taken while in Executive Session
- During Executive Session discussion of action which may be taken in Open Session can occur

Any LPCA Executive Committee member who is unwilling to commit to maintaining the confidentiality regarding any particular Executive Session is obligated to excuse themselves from the entire Executive Session, and to request that the Secretary note their absence from the Executive Session in the minutes of the meeting.

A participant in an Executive Session may publicly disclose information discussed during the Executive session if the same information is publicly available from other sources, not as the result of a participant's misconduct, and the participant does not reveal that it was discussed in Executive Session, or if the LPCA Executive Committee, and all participants in the Executive Session, first consent to its release.

All other aspects of Executive Session, not specifically addressed above, will be in conformance with the newest edition of Robert's Rules of Order, Newly Revised.

STANDING RULES

The rules appearing hereafter in this Manual shall constitute “Standing Rules,” within the definition of that term as set forth on page 1 hereof, and shall be subject to modification in accordance with such definition, except to the extent the treatment of a particular rule as a Standing Rule would conflict with a Special Rule of Order, the parliamentary authority or the Bylaws.

General Provisions

Candidate Endorsements

Any member of the Libertarian Party of California’s Central Committee may appear on the Party’s website, on a separate sub-page titled “Who’s Running” as a candidate for office which will include only names and links to candidate websites. Inclusion on this page will not be construed as an endorsement by the LPCA.

The Executive Committee shall only endorse one candidate for each elected office.

Committee and Officer Reports

Officers, area coordinators, standing committees, and the LNC representative shall provide written reports of their activities at least quarterly, for distribution to the Executive Committee and County Chairs. This rule shall not require the creation of additional reports that would consist entirely of material contained in reports already required to be provided on a more frequent basis.

Such reports shall be attached to the minutes of the next regular meeting of the Executive Committee, but providing a report does not automatically imply the existence of an agenda item for that meeting. If a report addresses a topic that calls for discussion or a decision by the Executive Committee during a meeting, a separate explicit request for allocation of time on the agenda for that particular topic should be made prior to the meeting if possible, or otherwise proposed as an amendment to the agenda during the meeting.

Prior to the annual convention, all relevant reports shall be submitted to the Secretary at least two weeks in advance of the convention for publication to the Executive Committee and all Central committee members.

Use of LPCA Email Aliases

All LPCA email aliases shall only be used for the purpose of communication regarding business of immediate concern to the LPCA at either the state, county or national levels. Use of any ca.lp.org domain inconsistent with the above rule may be

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addressed by, among other possible sanctions, suspension of the offending member's ability to use that alias or domain.

Executive Committee Provisions

Office

Main Office:

The Sacramento Office, located at 428 J Street, Suite 400, Sacramento, CA 95814 shall be retained as the LPCA main mailing address.

Officers of the Executive Committee and their Responsibilities

Secretary

Reports Reminder:

The Secretary shall send out, no later than 5 days before the reports are scheduled to be submitted, a reminder via email to the Executive Committee and other Special or Standing Committees required to submit reports before certain meetings indicated per the Bylaws or this Operating Procedures Manual.

Treasurer

Financial Information:

The Treasurer is directed to provide any member of the Executive Committee, upon request, detailed financial transaction reports (to include income and expenses without personally identifying information) via email or other electronic means.

Standing Committees

Duties and Responsibilities of Standing Committees

Affiliate Support Committee (ASC)

The Affiliate Support Committee shall consist of the three Area Coordinators and up to four members elected by the Executive Committee within the first three months after the Annual Convention. The Affiliate Support Committee members shall elect the Committee Chair. The Affiliate Support Committee serves at the pleasure of the Executive Committee.

Responsibilities Include:

- 1) Providing affiliate growth strategy and support.

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- 2) Providing assistance drafting and amending affiliate bylaws.
- 3) Teaching affiliate Executive Committees *Robert's Rules of Order, Newly Revised* (RONR).
- 4) Providing assistance with resources, including but not limited to promotional flyer/pamphlet templates, website templates and/or website design.
- 5) Providing assistance with basic marketing and public relations instruction.

Updating and promoting the Affiliate Support Handbook (ASH) as necessary.

Awards Committee

The Awards Committee shall consist of up to five members elected by the Executive Committee within the first six months after the Annual Convention. The Awards Committee members shall elect the Committee Chair. The Awards Committee serves at the pleasure of the Executive Committee.

Responsibilities Include:

- 1) Establishing the award(s) and the names of the award(s) to be given at the Convention presentation.
- 2) Setting and managing the nomination process.
- 3) Selecting the award winner(s) by Committee vote.
- 4) Securing the award(s).
- 5) Presenting the award(s) at the Convention.

Budget Committee

The Budget Committee shall consist of the Treasurer and up to four members elected by the Executive Committee within the first three months after the Annual Convention. The Budget Committee members shall elect the Committee Chair. The Budget Committee serves at the pleasure of the Executive Committee. The operations of the LPCA shall be governed by a budget adopted by the Budget Committee and approved by the Executive Committee. The Executive Committee may amend the budget by deletion at any time with a majority vote. Any other changes by the Executive Committee will require a two-thirds vote. The Treasurer shall present the Budget Report and the adopted budget at the Annual Convention.

Responsibilities Include:

- 1) To consider and construct a budget of income and expenditures for a period of January 1 through December 31 and distribute the budget to the Executive Committee by its final meeting of the fiscal year for ratification.

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Candidate Recruitment Committee

The Candidate Recruitment Committee shall consist of the three Area Coordinators and four members elected by the Executive Committee within the first three months after the Annual Convention. The Candidate Recruitment Committee members shall elect the Committee Chair. The Candidate Recruitment Committee serves at the pleasure of the Executive Committee.

Responsibilities Include:

- 1) Identifying and encouraging Libertarians to run for statewide office, to help publicize the Party and libertarian ideas and to give all Californians the opportunity to "Vote Libertarian."
- 2) Working with the county organizations to identify and encourage Libertarians to run for partisan district offices, to help publicize the Party and libertarian ideas and to give voters in those districts the opportunity to "Vote Libertarian."
- 3) Working with the county organizations to identify and encourage Libertarians to run for winnable local offices.
- 4) Maintaining a list of announced and prospective candidates along with other relevant information and making that available to other committees on a timely basis, specifically including but not limited to the Executive Committee for consideration of making endorsements and the Candidate Support Committee for consideration of providing financial support.
- 5) Develop material to help prospective candidates understand the benefits to the Party of running for office and the procedural requirements for being a candidate.

Candidate Support Committees

Per Bylaw 16 the LPCA shall establish at least one campaign fund from which funds shall be allocated to candidates of the Libertarian Party or LPCA.

FPPC Candidate Support Committee (CSC)

The FPPC Candidate Support Committee shall consist of the Chair, a Treasurer appointed by the Chair and up to five members elected by the Executive Committee within the first three months after the Annual Convention. The Chair shall be the Chair of the FPPC Candidate Support Committee. The FPPC Candidate Support Committee serves at the pleasure of the Executive Committee.

The Libertarian Party of California FPPC Candidate Support Committee (LPCA FPPC CSC) shall be formed to raise money to support qualified Libertarian candidates in

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California and/or support campaign publicity not specifically promoting an individual candidacy.

The Treasurer of this Committee shall not be an officer of the LPCA, shall serve a term contemporaneous with the term of the Treasurer of the LPCA, and shall be the Assistant Treasurer of the LPCA FPPC Committee.

Responsibilities Include:

- 6) Determining which non-federal candidates to support
- 7) Reviewing the unrestricted account records for accuracy and assisting the LPCA's Treasurer with timely filing of Fair Political Practice Commission (FPPC) reports.

FEC Candidate Support Committee

The Libertarian Party of California FEC Candidate Support Committee (LPCA FEC CSC) shall be formed to raise money to support qualified Libertarian federal candidates in California and/or support campaign publicity not specifically promoting an individual candidacy.

The members of this Committee shall be the same members as the LPCA FPPC CSC.

Responsibilities Include:

- 1) Determining which federal candidates to support
- 2) Reviewing the account records for accuracy and assisting the LPCA's Treasurer with timely filing of Federal Elections Commission (FEC) reports.

Communications and Media Committee (CMC)

The Communications and Media Committee shall consist of up to seven members elected by the Executive Committee within the first three months after the Annual Convention. The Communications and Media Committee members shall elect the Committee Chair. The Communications and Media Committee serves at the pleasure of the Executive Committee.

Responsibilities Include:

- 1) Working as the LPCA's public relations and internal communications department.
- 2) Writing and disseminating press releases, and highlighting the Party's activities and public positions in a constructive and inclusive manner through social media engagement, thoughtful political analysis, and at least quarterly newsletters.

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Convention Committee

The Chair of the Convention Committee shall be elected by the Executive Committee within the first three months after the Annual Convention. The Committee Chair shall appoint as many members as deemed necessary. The Committee Chair shall have the authority to dismiss any members at their discretion. The Convention Committee Chair serves at the pleasure of the Executive Committee.

Responsibilities Include:

- 1) Planning all aspects of the LPCA Annual Convention.
- 2) Providing a written Convention report to the Executive Committee within 90 days of the close of Convention.

Credentials Committee

The Credentials Committee shall consist of the Secretary and up to six members elected by the Executive Committee within the first six months after the Annual Convention. The Credentials Committee members shall elect the Committee Chair, who shall not be the Secretary. The Credentials Committee serves at the pleasure of the Executive Committee.

Responsibilities Include:

- 1) Assisting the Secretary at the Annual Convention by retaining a list of all delegates in attendance, and providing periodic credentials reports to the Secretary during the Convention to be reported to the Chair and the delegates.

Financial Standards Committee (FSC)

The Financial Standards Committee (FSC) is a bylaws-mandated committee of the Libertarian Party of California. While the Executive Committee appoints the committee, the FSC serves the membership of LP California and exercises independent financial oversight pursuant to the bylaws.

The Executive Committee shall select three central committee members to serve on the FSC within the first sixty (60) days after the Annual Convention. No current officers of LP California may serve on the FSC. The FSC members shall elect the Committee Chair. Within 30 days of its selection, the FSC shall obtain full access to the financial records and processes of LP California, including those under the authority of the current Executive Committee, and shall continue its review on a rolling basis. The FSC shall report its findings at each subsequent Executive Committee session and at the next state convention. A written report for the Annual Convention shall be submitted to the LP California Secretary no later than two days prior to the commencement of the convention and included in the year-

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end report. Additional financial reviews may be performed upon request by the Executive Committee or the Operations Committee.

The FSC shall have access to all financial records and systems reasonably necessary to perform the required financial reviews.

Responsibilities Include:

- 1) Review of all reports produced by an outside CPA, as permitted by the LPCA's budget, and incorporation of that review into their annual report to the Convention.
- 2) Review of the receipts and expenditures for authorization and proper coding according to the LPCA budget.
- 3) Verification of the existence and valuation of the assets and liabilities of the LPCA.
- 4) Review and evaluation of the system of internal controls and making recommendations as needed.
- 5) Review of the reports generated and providing an opinion as to their accuracy and adequacy.
- 6) Review and confirm compliance with reporting to all government financial reporting agencies.

Historical Preservation Committee (HPC)

The Historical Preservation Committee shall consist of up to five members elected by the Executive Committee within the first three months after the Annual Convention. The Historical Preservation Committee members shall elect the Committee Chair. The Historical Preservation Committee serves at the pleasure of the Executive Committee.

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Responsibilities Include:

- 1) Directing the preservation and publication of Party historical documents and reporting its activities and decisions to the Executive Committee at each Executive Committee meeting it is asked to attend.

Legislative Committee

The Legislative Committee shall consist of up to seven members elected by the Executive Committee within the first three months after the Annual Convention. The Legislative Committee members shall elect the Committee Chair. The Legislative Committee serves at the pleasure of the Executive Committee.

Responsibilities Include:

- 1) Educating about, and advocating for, LPCA positions on California state legislation, in communications with Party affiliates, Party members, legislators, and the general public.

Membership Committee

The LPC Membership Committee shall consist of seven central committee members and shall be elected by the Executive Committee within 60 days of the annual convention. The Membership Committee shall select the Committee Chair. The Party's Chair shall serve as an ex officio, non-voting member of the committee.

Responsibilities Include:

- 1) Develop and implement programs and materials for membership recruitment and upgrade (i.e., prospecting for new members, increasing membership dues by encouraging upgraded membership levels from existing members, getting national-only members to join as state members, and getting state-only members to join as national members), including membership promotion literature, membership application forms, direct mail letters, advertisements, and in-person contact such as fair booths.
- 2) Develop and implement programs and material for membership retention, including new member packets, renewal letters, renewal forms, and membership premiums. The committee should actively contact recently lapsed members to encourage them to renew.
- 3) Encourage membership recruitment by the Party's County Central Committees.
- 4) Track, share information and analyze membership progress and the results of membership programs.
- 5) Work with other committees and the newsletter editor to coordinate activities which involve solicitation of new memberships or dues.

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- 6) The Membership Committee has the authority to recommend membership categories and pricing of dues for the Libertarian Party of California Executive Committee.

Operations Committee

The Operations Committee shall justify any vote or action taken in writing within 24 hours of the respective vote or action taken.

Website and Information Technology Committee (WitCom)

The Website and Information Technology Committee shall consist of up to seven members elected by the Executive Committee within the first three months after the Annual Convention. Website and Information Technology Committee members shall elect the Committee Chair. The Website and Information Technology Committee serves at the pleasure of the Executive Committee.

Responsibilities Include:

- 1) Maintaining and making modifications to the LPCA's website and information technology (IT) infrastructure.
- 2) Maintaining and working with contractors, volunteers and other personnel with the goal of maintaining and modifying the website and IT infrastructure.

Standing Committee General Rules

Standing Committee members shall serve from the moment of election until the election of the succeeding Committee. Standing Committee members shall assist the succeeding Committee members in the transition and onboarding process before or during their first meeting.

Standing Committees shall have all working information, documents, and applicable passwords relevant to their work on a cloud-based service provided by the Party Chair, accessible to at least one other Party Officer. Any current working documents and passwords shall be transferred to the Party Chair.

Conventions

Audit / Profits

When a Convention contract includes remuneration as a percentage of the profit, the Executive Committee reserves the right to audit the books of the Convention to verify those profits.

Contracts

Treasurer

The treasurer is to receive a copy of all contracts.

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The contract between the LPCA and the party engaged to organize the LPCA's Annual Convention shall be made available to the Chair of the Convention Committee, and to the other Convention Committee members upon request.

Reimbursement

All fees and expenses submitted by contractors for reimbursement must be receipt or document supported, whichever is appropriate.

Budget Allowances

Monthly budget allowances are to be construed as limiting the average monthly expense in a year, not as limiting the expenses in a month with a particularly heavy workload.

Contract Renewal

Contracts shall be for no longer than one year; negotiation of new contracts or renewal of existing contracts will be explored annually.

Debt to Party

The LPCA shall withhold further monies from the hands of any person owing funds to the LPCA.

Contractors

Conflict of Interest

Any contractor who is a member of the Executive Committee may not vote on any appropriation affecting that contractor.

Contract Folder

All contracts binding upon the LPCA shall be made accessible to the Executive Committee in a designated folder available online.

Membership

Refunds

Membership dues, for any tier, are non-refundable, except to the extent required to comply with the LPCA Bylaws.

Lapsed Members

Lapsed members shall be retained in the database.

Monthly Pledge Members

Immediately begin membership renewal for credit card pledgers of \$10 or more.

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Membership Dues Sharing

Inactive Counties

Dues revenue allocated to counties shall be paid to active counties on a semi-annual basis.

The Treasurer will have the discretion to consider checks which have not cleared the bank within no less than three months and no more than six months to be considered void and the money returned to the general fund.

An inactive region, upon becoming active, shall be given a lump sum equal to its current monthly dues allocation multiplied by the number of months it has been inactive, not to exceed 12 months.

In the event the Executive Committee declares a county organization to be inactive pursuant to Bylaw 10, Section 6, the outgoing officers of that county may transfer its remaining funds to the State Party. These funds shall be held in trust by the State Party for a period of one year or until a Chair Pro Tem (appointed per Bylaw 10, Section 4) successfully reorganizes the county, whichever occurs first. If the county is not reorganized within two years, the funds shall be transferred to the State Party General Fund (the restricted account).

Active Counties

All contributions not called “dues” shall go to the organization which originated the solicitation or to any project designated by the sender.

Membership Database

All those receiving a copy of the LPCA database should agree to sign a contract citing the specific use granted to the person or organization by the LPCA, as further set forth in the foregoing “Privacy / Party Records” rule.
