

Policy and Operations Manual of the State Organizing Committee

Updated April 8, 2017



Index

Operations Manual Overview	3
Executive Board	5
Division Director Guidelines	8
Communications Division	10
Field Operations Division	12
Finance Division	14
IT Division	15
Political Division	16
Appendix A: Executive Board Procedural Instructions	18
Appendix B: Communications Director Procedural Instructions	23
Appendix C: Field Ops Director Procedural Instructions	28
Appendix D: Finance Director Procedural	34
Appendix E: IT Director Procedural Instructions	35
Appendix F: Political Director Procedural Instructions	37
Appendix G: Libertarian Party of Illinois Policy Instructions	44

OPERATIONS MANUAL

for the
State Organizing Committee
of the
Libertarian Party of Illinois

i. Mission

The State Organizing Committee (SOC) shall exist to complement to activities of the Libertarian Party of Illinois State Central Committee (SCC) and to accomplish the Party's mission.

ii. Executive Board

The Executive Committee of the SCC will also serve as the Executive Committee of the SOC. Additionally, the SOC will have a Board of Directors and a Board of Directors Manual will be maintained by the SOC. Amendments to the Board of Directors Manual shall be made with the advice and consent of the Executive Committee.

iii. Officers

The officers of the Executive Board are defined in the bylaws of the SCC. Except the Chair, each officer, and each Division Director, and other such Directors approved by the SOC, will have one vote each on all matters before the SOC. The Chair may only vote in the case of a tie.

iv. Reporting requirements / Relation to State Central Committee

In all matters, the SOC operates with the advice and consent of the SCC. All actions of the SOC must be periodically reported to the SCC.

v. Content and Amendment

The Policy and Operations Manual is intended to guide the actions of the Libertarian Party of Illinois leadership by establishing rules for the structure and conduct of party leadership. This manual is required by the bylaws of the party. As opposed to Bylaws, which can only be changed at AB meetings by 2/3 vote, Policies can be added or changed at any AB or SOC meeting by a simple majority. Actions or appropriations which are counter to Policy Manual guidelines must be approved with a 2/3 vote. Corrections to the Policy Manual can be made at any AB or SOC meeting by majority vote or general consensus.

vi. SOC Directors of the Libertarian Party of Illinois are as follows:

Communications

Communications Director
Deputy Communications Dir
Marketing Director
Public Relations Director
Social Media Network Director
Newsletter Director

Field Operations

Field Operations Director
Deputy Field Ops Director
Campus Outreach Director
Activism Director
Volunteer Director
Membership Director
Chapter Development Director

Finance

Finance Director
Deputy Finance Director
Fundraising Dir (contractor)
Finance Outreach Director
Promotional Director
Convention Director

IT

IT Director
Deputy IT Director
Website Director
Coding Director
Operations Director
Platform Director

Political

Political Director
Deputy Political Director
Recruitment Director
Campaigns Director
Legislative Director
Ballot Access Director

Executive Board

The role of the Executive Board is to oversee the operations of both the State Operating Committee (comprised of the Division Directors and their Directors, Chapter Chairs, and the Executive Board) and State Central Committee (comprised of elected regional committeemen and the Executive Board).

The Executive Board shall have general supervision of the affairs of the Central Committee between its meetings and shall have the authority to undertake any and all necessary actions to accomplish the goals and purposes of the Central Committee and the mission of the Party and the State Operating Committee.

Except budgeted items, expenditures of \$1000 or more by any Division, Committee, or task force shall require the advice and consent of the Executive Committee.

The Executive Board shall be comprised of the following: State Chair, Vice Chair, Secretary, and Treasurer. Each of these positions shall be elected according to law and state bylaws, to four year terms. An Executive Director and other officers deemed necessary by the State Central Committee may also appointed to the Executive Committee for one year terms. Such appointments can be made at a quadrennial organizational meeting of the State Central Committee, and will expire at the one year anniversary of the appointment. At least 2/3s of the Executive Committee must be comprised of members of the State Central Committee. The State Chair, Vice Chair, Secretary, and Treasurer must be members of the State Central Committee.

State Chair The State Chair shall be the Chief Executive Officer of the Central Committee, and have all powers and authorities as provided by law and State Party Bylaws. The State Chair shall have authority to make officer, committee, and temporary task force appointments except as otherwise provided by law or in State Party Bylaws.

The State Chair shall preside over all meetings and other proceedings of the Central Committee, and shall determine points of parliamentary procedure or law as necessary. The State Chair shall be a member ex-officio with the right to vote of all standing committees, committees, and temporary task forces except as otherwise provided in The State Bylaws.

The State Chair shall maintain a working relationship with the LNC, as well as serve as the primary spokesperson for the party in the media in conjunction with the Communications Division. The State Chair will ensure the duties of the Executive Board, SOC, and Central Committee are completed on time in accordance with law and the State Party Bylaws.

The specific duties and procedures of the Chair shall be maintained and updated by the Chair (or delegated to the Secretary). Such document to be a necessary supplement to this Board of Directors Manual can be found in Appendix A Section 1.

Vice Chair The Vice Chair shall be elected from within the membership of the Central Committee and continue to serve as a member of the Central Committee. The Vice Chair shall preside at meetings of the Central Committee in the absence of the State Chair.

The Vice Chair shall perform all duties of the State Chair in the event of the State Chair's permanent absence, death, removal, resignation, inability to act, or other vacancy of the office until a new State Chair is elected and qualified. The Vice Chair shall oversee proceedings to elect a new State Chair in such a case.

The Vice Chair shall be a member ex-officio with the right to vote of all standing committees, committees, and temporary task forces. The Vice Chair may have additional powers or duties as assigned by the State Chair.

The specific duties and procedures of the Vice Chair shall be maintained and updated by the Chair (or delegated to the Secretary). Such document to be considered a necessary supplement to this Board of Directors Manual can be found in Appendix A.

Treasurer The Treasurer shall retain the funds of the Central Committee, report to the Central Committee with regard to receipts and expenditures, present an annual budget and fund-raising plan, serve as Chair of the Budget Committee, and except as otherwise provided by these Bylaws, prepare and file all financial disclosure documents which may be required by State or Federal law.

With the advice and consent of the State Chair, the Treasurer may appoint one or more deputy treasurers for the purpose of preparing or executing financial disclosure documents. The Treasurer may have additional powers as assigned by the State Chair.

The specific duties and procedures of the Treasurer shall be maintained and updated by the Chair (or delegated to the Secretary). Such document to be considered a necessary supplement to this Board of Directors Manual can be found in Appendix A Section 2.

Secretary The Secretary shall call for agenda items, keep minutes of meetings of the Central Committee and SOC, and distribute the minutes to Central Committee/SOC members. With the advice and consent of the State Chair, the Secretary may appoint one or more deputy secretaries. The Secretary may have additional powers as assigned by the State Chair.

The specific duties and procedures of the Secretary shall be maintained and updated by the Chair (or delegated to the Secretary). Such document to be considered a necessary supplement to this Board of Directors Manual can be found in Appendix A Section 3.

Executive Director The State Central Committee may hire or appoint an Executive Director to be the Chief Operating Officer of the Central Committee, with authority to manage the daily operations of the Central Committee upon the advice and consent of the State Central Committee.

Other Officers Other Officers appointed by the State Chair shall have only those powers and privileges assigned by the State Chair.

Vacancies, Appointments, and Elections

In the event the position of Secretary, Treasurer, or Vice Chair becomes vacant, the State Chair shall appoint an acting secretary, treasurer, or vice Chair until the Central Committee elects a successor to complete the term.

In the event that the State Chair position becomes vacant due to permanent absence, death, removal, resignation, inability to act, the Vice Chair will assume the role of State Chair until an election can be held. In such case, the Secretary shall within fourteen (14) days after the vacancy arises, call a meeting of the Central Committee to be held within sixty (60) days, but not less than seven (7) days, after the vacancy arises for the purpose of electing a new State Chair to fill the unexpired term arising from the vacancy. Refer to State Party Bylaws for more complete information.

Division Directors' Guidelines

The Board of Directors is the working staff of the SOC. The Board is made up of Divisions, each with a Division Director, specified Directors and volunteers. Division Directors are the division managers. It is their responsibility to make sure their Directors and staff are working to achieve the mission of the SCC, the SOC and the division. The Division Directors will also be responsible for acquiring resources for their staff and allocating it if necessary. The Division Director will also be the voice of the division on the SOC. The following is a list of recommended practices to assist the Division Directors.

Determine resource requirements of the division.

- Consult each director for their action plan and needs
- Keep in mind the basic needs as well as special or event specific needs

Compile a yearly budget.

- Look at last year's expenditures
- Consider each director's action plans
- Work with Treasurer or Budget Committee (if any)

Staff their divisions.

- Fill all vacancies
- Find volunteers to help directors
- Work with Volunteer director for training

Provide resources to all directors and volunteers.

- Coordinate purchases with the Treasurer
- Arrange for allocation to appropriate place and person
- Try to stay true to the budget

Get reports from directors.

- Monthly reports of progress towards each director's goals
- Keep track of expenditures of each director

Report to the SOC.

- Compile all directors' reports
- Report goals set and achieved for each director
- Report expenditures and budget progress

Maintain best practices and procedures.

- What are each director's goals?
- What are methods and milestones of each director?
- How do division and director goals apply to party mission?
- Maintain reporting standards
- This is a dynamic list to be modified by changing needs and circumstances

Reporting Guidelines for Division Directors

Each month during the SOC meeting, there is time allotted for reports to indicate to all members what we are doing. Those reports include the reports from four Executive Officers and each of the Division Directors. Each Division Director's report should include a synopsis of the reports of each director, committee or other volunteer within her/his division. It should also include a statement of expenses that shows division spending vs budget information on a monthly and annual basis. The following is a listing of the recommended items to be included in the division report.

Division Report

Top Division Goals

Progress toward those goals and revisions to goals

Top Objectives for next month

Each Director's Goals and Achievements

Communications Division

The duties of the Communications Division (CD), overseen by the Communications Division Director (CD Dir) with assistance by the Deputy CD Dir are:

Communications Division Director – The Communications Director will propose a yearly budget for operation of the Communications Division. The Communications Division Director should maintain a comprehensive communication strategy, including but not limited to the use of mailers, e-mail communication, press releases, and social media, to support the State Organizing Committee (SOC) and promote party initiatives and events. The Communications Division Director will also coordinate all Communications Division activities to make sure they adhere to the needs and mission of the SOC, as well as serve as a liaison with Chapters that wish to enlist the services of the Communication Division. The SOC has control and ownership of all content and materials developed by the Communications Division.

1) **Deputy Communications Division Director** – The Communications Deputy Director will assist the Communications Division Director, and step in to take over in the event the Communications Division Director is unable to fulfill the duties of the Communications Division.

2) **Newsletter Director** – The Newsletter Director will maintain a regular E-Newsletter called LP Illinois News which includes Party news items, themed messages and initiatives in coordination with the rest of CD and SOC. Production of the Newsletter is overseen by the Newsletter Director, who may build a team or employ volunteers to collect and write material. The Newsletter Director also sends Illinois' Affiliate News to the National LP 4-6 times per year for publication in their hard-copy newspaper/letter. Newsletters will be published online using a service such as Benchmark Email or Mailchimp. Maintaining a subscription with the service will be the responsibility of the Communications Division.

3) **Public Relations Director** - A Public Relations director will write Press Releases as needed to fulfill the missions of the state party, its division directors, and its affiliates and their members. The Public Relations Director should also identify press opportunities and report them to the SOC or its Directors to get content for release. Maintaining accounts with online services for press release and keeping detailed instructions for their use are the responsibility of the Public Relations Director. The list of media contacts used for press releases should also be updated at least twice per year.

4) **Social Media Director** - Growth and maintenance of the state party's social media presence is the responsibility of the Social Media Director. Party news and information, such as Newsletter and Press Release content should also make it out as social media. The Social Media Director will also cooperate with other Social Media groups within the Libertarian Party and coordinate postings and blogs as appropriate to achieve the mission of the SOC and its Directors. The Social

Media Director should build a team to keep up with several different media accounts, including but not limited to Facebook, Twitter, and Instagram.

5) **Marketing Director** – The Marketing Director will coordinate all marketing communication to promote the Party and its activities to the general public and like-minded organizations. The Marketing Director will ensure the party mission is maintained through all of our outreach material, website, and all communications within, and outside the Party. The Marketing Director will coordinate with the Field Operations Division, or directly to local officers to assist local chapters and authorized committees in marketing/branding of their respective chapter.

Duties and procedures of the Communications Directors should be maintained and updated by the Communications Division Director, and can be found within Appendix B of this manual.

Field Operations

The Field Operations Division is responsible for all party outreach, activities, special events, and membership tracking and support. To achieve its mission, the following positions are to be maintained, subject to the approval of the State Organizing Committee (SOC). This manual, whenever it is updated, will be submitted to the SOC for inclusion in the Board of Directors Manual.

The Field Operations Division is also designed to be utilized by the rest of the state party. Directors can only work on tasks and projects brought to their attention by other directors, the Executive Board, the State Organizing Committee, or individual chapters around the state. It is a resource that is available to all party members, for the growth and development of all aspects of activism within the state party.

Field Operations Division Director – The Division Director will be appointed by the SOC. The Division Director will be a voting member of the SOC as per Article IV Section 3 (c) of the party bylaws.

The Field Operations Division Director (FODD) will be a member of all committees created within the Field Operations Division. The FODD will fill in for any vacant positions within the division. The FODD will prepare a budget for the division annually, report to the SOC on the activities of the division, and report to the division any actions of the party or the SOC which impact the division. He/she will coordinate with other division directors to ensure that the mission of the party is effectively achieved.

This Department will maintain all such positions deemed necessary by the SOC and maintain definitions of each to be provided to the SOC.

1) **Deputy Field Operations Division Director** – The Deputy Division Director of the Political Division will assist the FOD to achieve the mission of the division. He/she will be a member of all committees created within the division and will act as FOD in the event the FOD is unavailable.

The Deputy Director would also work as a liaison to outside groups for the Libertarian Party of Illinois to work with, helping to build inroads with other groups on likeminded situations and also with regards to setting up events.

2) **Membership Director** – The Membership Director is the first point of contact for new members to the party and a main contact for all members of the party. The Membership Director will maintain and update member lists, and provide member lists as required by the bylaws and the policy manual, to support approved activities of the SOC, the Executive Board and local chapters. Limited membership lists should also be provided upon request to endorsed or nominated candidates.

3) **Chapter Development Director** – The Chapter Development Director will help establish and grow chapters in all areas of the state. The goal is to have an active chapter in every county. He/she will contact individuals who indicate an interest in starting or participating in local party activities, provide assistance and resources to establish a chapter, and guide local chapter members in gaining affiliate status as detailed in the bylaws and the policy manual.

4) **Activism Director** – The Activism Director will research, organize and communicate to the SOC and the party membership, activities which further the mission of the party throughout the state. He/she will develop, maintain and share a calendar of public and special interest events which will be made available for party members, local chapters and endorsed and nominated candidates. Such events should include, but not be limited to, parades, fairs, parties, rallies and special events.

5) **Volunteer Director** – The Volunteer Director will be responsible for personally contacting volunteers around the state of Illinois and helping them find ways to integrate into the state party in whatever capacity they feel they want to commit to.

The two major priorities of the Volunteer Director will be helping to staff chapter events around the state, and working to fill roles in the state party.

6) **Campus Outreach Director** – The Campus Outreach Director will extend the party mission, as listed in the bylaws and the policy manual, to college campuses and high schools throughout the state. The director will also assist in recruiting interns for state and county level party projects, helping local chapters get involved in campus activities, and will work to build inroads between the party and school officials.

Duties and procedures of the Field Operations Directors should be maintained and updated by the Field Operations Division Director, and can be found within Appendix C of this manual.

Finance Division

The Finance Division (FD) will be in charge of fundraising, generating revenue and solicitation of donations for the Libertarian Party of Illinois. A Finance Division Director, shall direct all efforts and ensure that the Division supports the mission of the Libertarian Party of Illinois.

1) **Fundraising Manager** (contractor). With the consent of the SOC, the FDD may be empowered to hire a professional Fundraising Manager. No Fundraising Manager shall be hired without a contract. The Fundraising Manager must be able to take his/her compensation from the proceeds of the revenue received. If authorized by the SOC, an initial payment or a minimum compensation may be provided for. The SOC and the FDD reserve the right to fire any professional fundraisers working for the party at any time for any reason, and all contracts must include this provision.

2) **Finance Division Director** – The Division Director will be appointed by the SOC. The Division Director will be a voting member of the SOC as per Article IV Section 3 (c) of the party bylaws.

The Finance Division Director (FDD) will be a member of all committees created within the Finance Division. The FDD will fill in for any vacant positions within the division. The FDD will prepare a budget for the division annually, report to the SOC on the activities of the division, and report to the division any actions of the party or the SOC which impact the division. He/she will coordinate with other division directors to ensure that the mission of the party is effectively achieved.

3) **Deputy Division Director** – The Deputy Division Director of the Political Division will assist the FDD to achieve the mission of the division. He/she will be a member of all committees created within the division and will act as FDD in the event the FDD is unavailable.

The FDD and the Deputy may assign directors as follows:

4) **Finance Outreach Director** – Responsible for Postal Mail, E-mail, Telephone, and Texting efforts to solicit direct donations. This includes coordination and preparation of fundraising letters via postal mail, or E-mail, phone, or text fundraising events or initiatives.

5) **Promotional Director** – the Promotional Director shall arrange to purchase or acquire items for sale, auction, raffle or other event for the purposes of fundraising.

6) **Convention Fundraiser** – Work with the Convention Committee to arrange contributions to fund the convention and help in fundraising activities at the convention. Efforts will include soliciting items for auction at the convention, coordinating other fundraising efforts with the Convention Committee and working with the Treasurer to account for all revenues associated with the Convention.

Duties and procedures of the Finance Directors should be maintained and updated by the Finance Division Director, and can be found within Appendix D of this manual.

IT Division

The IT Division will be in charge of maintaining the website, mail lists and access restrictions, as well as programming code to support those functions for the Libertarian Party of Illinois. An IT Division Director, shall direct all efforts and ensure that the Division supports the mission of the Libertarian Party of Illinois.

This Department shall have these positions in order to fulfill the needs of SOC IT Division: Deputy Division Director, Website Director, Database Director, and Groups Management.

IT Division Director

1) Deputy Division Director

2) Website Director

- (a) Maintain and update Website to support the SOC and provide information to the public.
- (b) Solicit Website content from Officers, Members, and appropriate outside sources.
- (c) Get approval for content and be responsive to the SOC. SOC/Exec Board has ultimate control of content of the website.

3) Operations Director

- (a) Manage access to Executive Board Website
- (b) Manage membership in email lists and forwards.

4) Platform Director

- (a) Maintain all databases.
- (b) Keep current all hosting platforms and other subscriptions, servers or necessary infrastructure.
- (c) Manage purchase, update and access to the Online Registered Voter database.

5) Coding Director

- (a) Write code, and/or coordinate coding efforts to support website and other necessary code based infrastructure.
- (b) Keep and update coding standards and methods, including collaboration standards and methods.

Duties and procedures of the IT Directors should be maintained and updated by the IT Division Director, and can be found within Appendix E of this manual.

Political Division

The Political Division is responsible for all political activities of the party. To achieve its mission, the following positions are to be maintained, subject to the approval of the State Organizing Committee (SOC). This manual, whenever it is updated, will be submitted to the SOC for inclusion in the Board of Directors Manual.

Political Division Director – The Division Director will be appointed by the SOC. The Division Director will be a voting member of the SOC.

The Political Division Director (PDD) will be a member of all committees created within the Political Division. The PDD will fill in for any vacant positions within the division. The PDD will prepare a budget for the division annually, report to the SOC on the activities of the division, and report to the division any actions of the party or the SOC which impact the division. He/she will coordinate with other division directors to ensure that the mission of the party is effectively achieved.

This Department will maintain all such positions deemed necessary by the SOC and maintain definitions of each to be provided to the SOC. The PDD will keep records of all past and current elections and candidates.

1) **Deputy Division Director** – The Deputy Division Director of the Political Division will assist the PDD to achieve the mission of the division. He/she will be a member of all committees created within the division and will act as PDD in the event the PDD is unavailable.

2) **Recruitment** – The Recruitment Director will be the first point of contact for all LP Illinois members wishing to run for public office. He/she will actively seek candidates for offices at all levels, including national, statewide, county and municipal offices, throughout the state. He/she will provide guidance through the nomination process, including but not limited to applying to the party, petitioning, and maintaining records of candidates who have applied.

3) **Campaigns** – The Campaigns Director will, at his/her discretion, help endorsed and nominated LP Illinois candidates with starting and/or organizing their campaigns, and coordinate access to party resources. He/she will conduct workshops for interested candidates and their staff to prepare them for effective campaigns. The Campaigns Director will offer advice concerning State Board of Elections and/or Federal Election Commission requirements and rules, but will not provide legal advice. He/she will instruct all candidates and their staff to hire legal representation if necessary.

4) **Legislative** – The Legislative Director will monitor state and national legislation. He/she will assist in organizing Party activity to encourage legislative action that moves Illinois and our country closer to libertarian principles. He/she will be responsible for organizing lobbying on

behalf of Libertarian issues. The Legislative Director will plan and coordinate Public Policy issues and responses to help Candidates running for Office. He/she will participate in no activity that will financially or legally encumber the Party, SOC, or any affiliated chapter. To assist organizing Legislative duties, he/she should keep an up-to-date database of all pending Legislation, and lobbying activity.

5) **Ballot Access Director** – The Ballot Access Director will coordinate all necessary petitioning efforts for Libertarian candidates for statewide office. The Ballot Access Director will be responsible to obtain any necessary financing approval from the SOC, and coordinate all financing of the petitioning effort. He/she will assist local chapters and candidates to identify ballot access requirements in their respective local areas.

Duties and procedures of the Political Directors should be maintained and updated by the Political Division Director, and can be found within Appendix F of this manual.

Appendix A: Executive Board Procedural Instructions

Updated 01-15-2017

Section 1: State Chair Duties and Procedures

1. Chair SOC Meetings and any other meetings of the SOC or Executive Committee.
2. Communicate dates and times of all meetings to all parties affected.
3. Write welcome letter to new members. Give to Membership Director.
4. Write annual convention letter for program. Give to Convention Committee.
5. Prepare welcome speech for convention and for convention introductions, etc.
6. Coordinate the activities of all SOC Directors and Divisions.
7. Perform the functions of unfilled SOC positions.
8. Raise funds

Routine Activities

1. 3-7 times per week. Check the Executive Board Website for public comments – Respond.
2. Monthly check which chapters are on the call. Call all chapters who missed 2 or more meetings.
3. Monthly or more call all Division Directors for updates and concerns.

Convention Duties

1. Host and Emcee the Annual State Convention
2. Create Agenda for Annual Business meeting
3. Preside over AB (final duty on even years unless re-elected)
4. Introductions or assign introductions
5. Appoint next year Convention Committee members, chair and vice chair

Duties as a National Affiliate

1. Become a member of State Chair's List
2. Participate in LSLA activities as needed or desired.
3. Work with other states in Region formation and administration.

4. Relay information from Region representative to the SOC.
5. Relay information about the National Convention to the SOC.
6. Recruit Delegates (to be chosen at the state convention) to the National Convention.
7. Serve as, or select, Delegation Chair to National Convention.

Section 2: Treasurer Duties and Procedures

1. Receive, record, and disburse all party funds.
2. Prepare a budget for the calendar year, to be approved by the SOC, and transmitted to the next treasurer at the term's conclusion.
3. Get Executive Board approval for any non-budgeted item exceeding \$50.
4. Distribute written monthly financial reports to the SOC.
5. Manage preparation of required FEC reports and other governmental financial reports for the Party as required. Distribute FEC report confirmations and access links to the SOC.
6. Present a detailed annual income statement at the state convention.
7. Be personally liable for misuse of Party funds or failure to perform his duties.

Monthly Treasurers Report

The treasurer's report should be completed in a timely matter following the end of each month typically by the 15th. The treasurer's report will consist of at least two parts:

- 1) A report containing at least an Income Statement and Balance Sheet. A budget comparison and or month vs month performance comparison can be added, as well as a dues membership report.
- 2) A separate appendix report with all documents to support each and every transaction that occurred during the month. (This includes bank and PayPal statements, receipt / invoice for all expenses, copies of checks deposited and written, copy of deposit slip for cash, and other documents that may serve to be a paper trail.)
- 3) If time permits, include an index page.

The Treasurers Report will be emailed to the SOC email group

The Treasurers Appendix will be emailed to the Executive Board email group.

Each report should be accompanied by a cover page, as well as an abstract page in the treasurer's report that is an index, notes about the report and summary of key financial information.

Getting the appendix information

It is easy to get a PDF statement from our Chase checking account. Also all checks written, deposited and cash deposit slips can be obtained right from the Chase website so there is no need to make your own copies. Make your deposits and then get this from the site later.

PayPal is a little different: My Account -> Overview -> (right above transaction listings on top left) View all of my transactions. From that screen select the dates, 1st of the month and last day of the month -> Show. Once the screen loads which sometimes takes a while as PayPal is very slow then under More -> PDF all activity (this gives you a PDF report of the selected activity which is the same as a monthly statement.

For Benchmark Email under the profile username (Matthew) billing statements is an option, get a copy of the months invoice.

Managing Party Funds

It's the Treasurers responsibility to manage all funds, make payments on expenses and invoices ensure all bills are paid and all monies are collected and deposited. The debit card is to be used as much as possible for expenses. Chase bill payment or QuickPay are alternatives when needed. LP Illinois does not have free checks. There is a fee to have them printed, but the Treasurer can try to have that fee waived when possible. This is why it's best to use the debit card or bill pay/quick pay for expenditures.

FEC

Donations should be deposited within 10 days to the LP Illinois checking account; this is an FEC requirement. All cash, checks, funds in PayPal to be transferred or deposited to our Chase Checking account within 10 days of receipt. It is best to do so within 10 days. Remember that trying to comply and intentional incompliance are two different things; however, the FEC holds the Treasurer liable before the Political Party. Do your best and use your discretion. The most important FEC guideline to follow is accepting over \$10,000 in donations from one individual or accepting donations from a corporation. When we receive donations from a corporation put them under than name of the owner of the business, the business is not allowed to write off the donation as a business expense.

Earmarked Funds

The treasurer will keep track of funds that are earmarked. If funds are earmarked when approval is needed to fund a project exceeding \$50, the treasurer can note during discussion the dollar amount of funds earmarked for the project. This will make approval easier. Earmarked funds will use the FIFO accounting method, meaning that amongst a series of expenses during a period of time any funds earmarked for expenditure X will be used first for expenditure X before other funds. Example we have \$150 earmarked for a newsletter mailing, the mailing costs the party \$650. Earmarked funds for the mailing are now \$0. If the mailing only cost us \$100, then earmarked funds would be \$50. Earmarked funds should be tracked and included in the monthly Treasurer's report.

Transfer of Power / Passwords

In order to have an orderly transition for new officers, it is necessary to establish a procedure to make certain all accounts and methods are clearly transferred.

1. **JP Morgan / Chase Bank.** Our main bank account is a Business Checking account with Chase Bank. Only approved officers may be granted access to the account as a signer, as a matter of Chase's policy. Their

policy is the same for all Unincorporated Associations or Organizations. To make a new officer a signer on the account, the following procedure must be used.

A. Only the Secretary may authorize access. The Secretary does NOT have access to the account, but is the Party's recognized official.

B. Authorization must be presented with the Secretary's signature on Party letterhead, and/or be presented with a copy of meeting minutes showing the election of the official to be authorized.

Example letter shown below. If the Secretary is unavailable to write the letter, then a copy of the meeting minutes, also on letterhead, that lists the treasurer may be submitted.

August 4, 2016

Dear Chase Representative or Banker,

Please recognize the following person as an officer of the Libertarian Party of Illinois, authorized under the bylaws and rules of said organization to transact business on behalf of the party.

Name: Brian Dunn

Title: Treasurer

As an authorized officer, he/she needs to have full access to the Business Classic account, number 793995176. This will include having a user name and password for online access, a debit card, and being recognized as an approved signer for checks and other official documents.

Please also remove signatory authorization for the following person(s) from the account:

John Smith

Thank you for your assistance in this matter.

2. **PayPal** Our PayPal account can only be changed by providing proof of identification. The following letter should be supplied via Fax or mail along with the mentioned proof of ID.

August 10, 2016

Dear PayPal Representative or Banker,

Please recognize the following person as the officer of the Libertarian Party of Illinois, authorized under the bylaws and rules of said organization to be the party's contact on our PayPal account.

Name: Brian Dunn

Title: Treasurer

Address: 8309 Tripp, Skokie, IL 60076

Please update the contact name and address on the account with the Business name "Libertarian Party of Illinois", with the merchant id number E2MNVN2UUYJEY. The login email will remain the same, treasurer@lpillinois.org.

As required by PayPal, a bank statement, a photo ID and a proof of Social Security Number will be included.

Section 3: Secretary Duties and Procedures

In preparation for, during, and following SOC and State Central Committee meetings, the Secretary shall:

1. call for Agenda items 5 days before each meeting.
2. Post Agenda 48 hours before each meeting.
3. Keep minutes of each meeting, including a list of attendees and results of all motions and votes.
4. Receive chapter reports by email and add them to the meeting minutes.
5. Prepare and distribute SOC and State Central Committee meeting minutes in a timely manner. (Within one week.)
6. COORDINATE WITH CHAIR. Update SOC Policy Manual and post as necessary.
7. COORDINATE WITH CHAIR. Update SOC member list and post as necessary.
8. Receive, log and post chapter credential changes and notify Membership Director.

The Secretary has the following duties in preparation for, during, and following the Party's state convention (can be delegated):

1. Post Convention place and time announcement at least 60 days prior to the event.
2. COORDINATE WITH CHAIR. Create Agenda for Annual Business meeting.
3. Organize credentialing criteria and procedures, provide for credentialing at convention.
4. Receive, log and post chapter credentials, including bylaws within 30 days of convention.
5. Keep track of, and report, credentialing results to members at the Annual Business meeting.
6. Keep minutes of the Annual Business meeting.
7. Post minutes of annual business meeting within 30 days.
8. COORDINATE WITH CHAIR. If amendments to State Bylaws are made, update Bylaws and post.

Appendix B: Communications Director Procedural Instructions

Updated 01-12-2017

Section 1: Communications Policy for the Libertarian Party of Illinois

- a. Official party communications, such as the newsletter and fundraising letters, must be approved by 2 or more SOC members, including at least 1 LP Illinois officer. (SOC 12/14)
- b. A monthly or bimonthly compilation of LP Illinois news articles will be mailed to people who request it. (SOC 7/07)
- c. The shortened form of "Libertarian Party of Illinois" is "LP Illinois." "LPI" should not be used for official communications as it could be easily mistaken for the Libertarian Party of Iowa or Indiana. (SOC 1/09)
- d. SOC Meeting Minutes can be freely distributed to any LP Illinois group or LP Illinois member. (SOC 1/09)
- e. Access to all SOC document storage and all SOC communications shall be provided to all elected officers, all division directors, all approved directors and all affiliate SOC representatives and alternates. (SOC 12/14)
- f. The LP Illinois should respond to membership inquiries with an Illinois-specific mailing. (SOC 11/97)
- g. An outreach brochure for both new members and inquiries, as well as a welcome packet will be maintained and distributed. (SOC 5/99)
- h. The Webmaster is to allocate space for affiliate redirects. (SOC 7/03)
- i. The LP Illinois will disassociate itself from all internet discussion lists. (SOC 3/04)
- j. State Chair or designee will contact the chapters to determine status if they have not had a representative at an SOC meeting for 2 consecutive months.

Section 2: Newsletter Director Duties and Procedures

Send a Newsletter Using Benchmark:

- Log into Benchmark
- Click on Create Email and select Regular Email Campaign
- Use Drag & Drop Editor by clicking on Select
- Title the newsletter/email with the type of publication, the date, and the main contents. For example: "1/10/17 – Newsletter – Becoming a Precinct Committeeman"
- Copy a Headline into the Subject line
- Make sure you have the correct email addresses, normally chair@lpillinois.org
- Make sure the Email Name begins with the date.
- Click Save & Next
- Select LPI National Members and LPI Membership lists by checking the boxes. Click Save & Next
- In the center bar click on Past Emails
- Click on the most recent Newsletter in the list.
- In the warning box, click Continue
- Select All of the displayed content in the body and press Delete.
- Copy and Paste your content into the body of the now empty email.
- Clean up as necessary and click Save & Next
- Review the plain text version of the newsletter and ensure the copy is the same as the newsletter material.
- Under When would you like to send? select Send Immediately, unless the newsletter should be scheduled to send at another time.

Benchmark Membership List Updates

The Benchmark membership list needs to be updated monthly. Taking more time means that newsletters will not be received by new members.

- Go to the membership list in the executive forum.
- Run a report with all parameters blank (this will give you a total membership list)
- Export the list to CSV, there is a link at the top to do this.
- Once you have the list open the document in excel.
- Filter the list by join date by selecting just the period of time you want to get new members from.
- Click on Data in the top menu.
- Click on Filter. This cause Dropdown Arrows to appear in the top row.
- Click on the join date Dropdown Arrow.
- Click on Select All to clear all of the dates.
- Click on the (+) plus sign for the current year then select the month you want to add.
- Click OK.
- You should now be left with a very short list.
- Delete any members who do not have an email.

- Delete any members if the email column says “Requests to be removed” or “Email Returned”.
- Save the file.
- Now log into Benchmark email at <http://www.benchmarkemail.com/>
- Click Sign In at the top right
- Log in
- Click on Add Contacts at the center of the page.
- Select Import Contacts from a File.
- Click on Save & Add Contacts
- Select the List LPI Membership from the Available Lists
- Click SAVE & NEXT
- Click Choose File and select the file you previously saved
- Click Upload
- Make sure the Last Name, First Name, Address, City, State, Zip and Email fields are properly selected for each appropriate column. Leave the rest as Ignore.
- Click SAVE & NEXT
- In the text box Compilation Details put “Members joined through website”
- For When was the last time you emailed to this list, select “within the last 1 month”
- In the text box for Source URL put “<https://lpillinois.org/join>”
- Click SAVE & NEXT

Copy the entire list of primary contacts and past into benchmark. If people are already added to the list, they will not be added again.

For any questions, please contact the Communications Division Director

Section2: Public Relations Director Duties and Procedures

How to Write and Send a Press Release

Start the release with:

For Immediate Release

February 29, 2016

Be sure to right justify these two lines.

Select a short Headline phrase as the header, trying to catch attention but being concise. It’s important to note that the headline is not capitalized after the first word unless there are proper nouns.

Center the headline, bold and 14 pt. size.

Press releases begin with a byline, or a location to let readers know where the press release is coming from or pertaining to. To write a byline, simply type the city pertaining to the release in all caps, then a space, hyphen, and another space. If a press release is from the state party and

not pertaining to a specific area, the byline should be Bloomington because the party's mailing address is in Bloomington

For example: SPRINGFIELD –

Write the content or body of your release. Preferably this will be two to five paragraphs and include a one or two sentence quote from a party official or other interesting party.
Left justify, normal font, size 12 pt.

Two or three empty lines (Enter, Enter, Enter)

Type ###

Center, normal font, size 12 pt.

Add contact footer

For more information email Chair@LPillinois.org

Left justify, Bold, size 12 pt.

Sending a Press Release using Benchmark

- Log into Benchmark
- Click on Create Email and select Regular Email Campaign
- Use Drag & Drop Editor by clicking on Select
- Copy the Headline into the Subject line
- Title the press release with the type of publication, the date, and the main contents. For example: "1/10/17 – Press Release – Libertarians win Comptroller Seat"
- Make sure you have the correct email addresses, normally chair@lpillinois.org
- Change the Email Name by removing the word Email and typing Press Release. Leave the date.
- Click Save & Next
- Select LP Illinois Media Contact by checking the box. Click Save & Next
- In the center bar click on Past Emails
- Click on the most recent email that says Press Release in the name.
- In the warning box, click Continue
- Select All of the displayed content in the body and press Delete.
- Copy and Paste your content into the body of the now empty email.
- Review the plain text version of the newsletter and ensure the copy is the same as the newsletter material.
- Clean up as necessary and click Save & Next
- Under When would you like to send? select Send Immediately.

Sending a Press Release PR Log

- Log in to PR Log using email pr@lillinois.org
- Hover over Press Releases, select My Press Releases
- At the top of the Press Release list, click on New
- Select the package based on the budget allowed. If no budget or if you are unsure, select Free (Ad Supported). Enter the robot filter text and click on Create
- Enter the text from the corresponding sections written above into the appropriate fields in the PRLog text fields.

Do not include the ### or the contact information in the body of the release. They will be added by PR Log according to the information you provide in the following fields.

Appendix C: Field Ops Director Procedural Instructions

Updated 1-16-2017

Section 1. Deputy Director Duties and Procedures

The Deputy Director will assist the Division Director, as well as any other director in the division who asks for assistance. They will also act as a public liaison to individuals and organizations outside of the Libertarian Party of Illinois who may be looking to make inroads within our organization.

The Deputy Director will also be in charge of reporting to the State Organizing Committee on the chance that the Division Director cannot attend the meeting.

Section 2. Membership Director Duties and Procedures

The Membership Director will receive notice of, or an automated email for, each new state member that signs up on the LP IL website. The Membership Director will be required to login to the State Executive Board Website and click on "Membership" in the top navigation bar. Next to each new member, you will see if they require a Welcome Packet, a bumper sticker and/or a membership card if they made a donation.

The Membership Director is responsible for:

1. Sending New Member Welcome Packets
2. Sending Membership Cards if a donation has been made.
3. Forward new member emails to chapter chairs and/or division directors if new members indicated they would like to volunteer. (For example, if someone wants to volunteer to write newsletters, their email should be forwarded to the Communications Division Director).
4. Keep track of all chapter meeting information to make sure chapter invitations are current.

Each new member Welcome Packet includes:

1. A Welcome Letter from the State Chair and letter from the State Chair thanking the new member for their donation. (Only if a donation was made at the time they signed up).
2. A bumper sticker if the join webpage "box" is checked.
3. A Libertarian Party of Illinois Brochure.
4. A "World's Smallest Quiz".
5. A Chapter meeting invitation if they live within 30 to 40 miles of a local chapter.
6. Once completed, send welcome packet/membership card by snail mail.

Making and Sending Membership Cards:

Anytime a new or existing member makes a donation, he/she will be sent a membership card. Some donors pledge a donation every month. Annual Convention Fees are considered a donation, so after every convention, those that paid to attend will get a membership card.

On the Executive website, when a new or existing member makes a donation, you can click on the member record, and scroll down to see what date the donation was made and how much they donated.

Donor cards should be replaced every 2 to 3 years. Keep track of annual donations and membership cards in a spreadsheet.

The card will have the Current Libertarian Party of Illinois Logo and two fields.

1. "Member" – The member's name
2. "Member Since" – The date the member joined the Libertarian Party of Illinois. (The join date is at the very top of each member record).

Membership cards are made using Avery Self-Laminating Business Cards (#75361) on the Avery Design and Print website.

Section 3. Chapter Development Director Duties and Procedures

Chapter Development handles two specific jobs; the creation of new chapters, and the development and promotion of growth for existing chapters.

Whenever one or more members in a county indicate a willingness to start a chapter, they should be contacted by phone. The Chapter Development Director (CDD) will explain the procedures and requirements for starting a chapter as listed below. Next, a list of members of the party who live in the same county, and surrounding counties if no chapter exists there, should be compiled. Their names, along with phone numbers and email addresses, may be shared with the member(s) starting the chapter. Founding members who receive a member list must agree that said list will be only for starting a chapter and will not be shared with anyone else for any reason.

The first step is to contact the potential chapter members from the member list. This can be done by the Director, or by the chapter founding members, by the Volunteer Director, or a combination of all three. The purpose of initial contact with local members is to establish a minimum of five members who will participate, and to schedule an initial meeting. Prior to the meeting, the CDD will provide the founding members with the following documents.

1. A Chapter Credentials form
2. A Sample Bylaws
3. A Sample Chapter Brochure
4. New Chapter Information sheet

At the first, or a subsequent meeting, the assembled party members will elect their party officers, including Chair, Vice Chair, Treasurer, and Secretary. They may also create offices and committees and select other officers, and committee chairs as they see fit. They will also select an SOC Representative, and an Alternate.

The next step will be to write the Bylaws. Most chapters will use the sample bylaws you provide them, and change the name and other information to meet their needs. Once the bylaws are written, they need to be submitted, along with the Credentials form, to the Secretary at secretary@lpillinois.org, and the Membership Director at membership@lpillinois.org, and to the CDD.

Once the required documents are received, the SOC will vote on the affiliate status of the local chapter. The CDD should invite the local chapter SOC Representative to the SOC meeting so they can begin to participate upon successful vote.

Whenever possible, the CDD should work with new chapters to help them grow and become an integral part of the LP Illinois.

Section 4. Activism Director Duties and Procedures

The basic job of the Activism Director is to seek out and set up events for both the state party and the individual chapters to be active in Illinois, and assisting in the implementation of each event to the best of their ability. This includes:

1. Researching events year round in the state, organized by chapter location
2. Sharing the events with the appropriate chapters
3. Assisting in the setup, staffing, and promotion of each event
4. Encouraging newer chapters to get more active by taking on more events

This would be organized in an Excel spreadsheet and separated generally by season of the year. You generally have more parades, festivals, and parades in the spring, summer, and fall, and more gun shows and speaking events in the winter. This is left to the judgment call of the director to make on a case by case basis with regards to each specific event. Some events, such as protests or rallies, may be a one-shot event.

The Activism Director should also work with the Chapter Development Director in reaching out to chapters throughout the year to find out how active they are, to offer assistance in the activism projects they are taking on, or to help them develop their activism by seeking out new events to take part in or projects to undertake.

Section 5. Volunteer Director Duties and Procedures

The Volunteer Director will work with both New Members and Existing Members to gauge their level of interest in working the state party and helping find way to integrate them into whatever it is that interest them most.

New Members

All new members who register with the state party shall be contacted by the Volunteer Director to see if they are interested in volunteering for the state party or to possibly join their closest local chapter.

The Volunteer Director will work with each new member based on their interests to see if there are projects or roles they would be interested in taking part in, and then introduced to the appropriate Director based on those interests. For example; someone who wants to help out on a campaign will be introduced to the Campaign Director in the Political Division, someone who wants to help set up a new chapter will be introduced to the Chapter Development Director in Field Operations, someone who wants to help out with marketing will be introduced to the Communication Division Director, and so forth.

New Members will also be encouraged to join their local chapters, take part in their local Libertarian activism, and possibly take on an officer position in their local chapter.

Existing Members

When the need for volunteers for specific projects or events arises, Existing Members will be contacted and offered opportunities to become active and involved in whatever specific projects or events may be available.

Chapters around the state are encouraged to reach out to the Volunteer Director for help in recruiting volunteers from the member database for specific upcoming events, like staffing a booth at a festival, or marching in a parade. With enough time given in advance, the Volunteer Director should be able to reach out to a significant number of registered members in a specific county or region to invite them to take part and offer assistance in these opportunities.

Existing Members can also be contacted by the Volunteer Director based on their skills and experience when looking to recruit officers to fill roles in the state party. Division Directors are encouraged to reach out to the Volunteer Director with specifications of what kind of background or experience they need for specific roles. For example; a person with a background in journalism would be a great candidate to fill a vacant PR Director, or a person with experience in web design could be recruited to work in the IT Division.

Other Volunteers and Requests

When someone volunteers for the state party through the website, the VD should respond. First log into the Executive Board Website. Scroll down to “Messages from the Public”. Select an item where the Attention field does not say “complete”. Click on the item header. If there is a phone number, please call them. If there is an email address, respond. Notify any SOC Director as necessary. Scroll to the bottom, and make a note of the contact. Be sure to note if further contact is needed by selecting an option in the Contact box.

When contact and volunteer referrals come from the national party or any other source, they, too, should be contacted. An email will be received with contact information and volunteer interests. These should be treated in the same way as member and public inquiries.

Section 6. Campus Outreach Director Duties and Procedures

The Campus Outreach Director will focus on three main objectives with regards to reaching out to college and high school campuses across the state of Illinois; seeking out Political Science and Civics department heads to offer our services, seeking out events and projects for the local chapters to take part in, and recruitment of interns to work on projects for school credit.

The Campus Outreach Director will not only be responsible for reaching out to these campuses, but also for directly connecting them to the nearest Libertarian Party of Illinois chapter and helping to facilitate a relationship.

What We Offer

The Libertarian party of Illinois offers to send out representatives to high schools and colleges to answer questions for students or take part in debates and forums on politically related issues. Most Political Science or Civics Department Directors simply need to be reached out to and offered the services of our members, most likely from those at the nearest chapter.

Events and Projects

Most campuses host events that Libertarian Party of Illinois chapters can take part in, such as fairs, festivals, and perhaps even parades or political rallies. Setting up and staffing a table with literature and answering questions from students is something relatively easy that can be done by the nearest chapter.

Interns

The Libertarian Party of Illinois offers college and high school credit to students for working an internship for a certain amount of time, determined by the school or department director.

These internships can involve recruiting students for anything from collecting signatures in a petition drive, to marching in a parade, walking neighborhoods to distribute campaign literature, or even editing photos or working on a website. This can all be determined by state party officers

or chapter officers based on whatever needs they need and agreements that can be reached upon by the students and department directors at the schools.

Final Section: Summary

The complete collection of Field Operations Directors is designed in a way where all the directors work in concert with each other to benefit the Libertarian Party of Illinois as a whole. There is always a task for someone to complete, and there is always a backup plan for directors who need assistance.

The Field Operations Division is also designed to be utilized by the rest of the state party. Directors can only work on tasks and projects brought to their attention by other directors, the Executive Board, the State Organizing Committee, or individual chapters around the state. It is a resource that is available to all party members, for the growth and development of all aspects of activism within the state party.

Appendix D: Finance Director Procedural Instructions

Appendix E: IT Director Procedural Instructions

Adding a New SOC Member

Whenever a new SOC member joins the group, they must be put on the email list and given a log in to the Executive Board Website. The Operations Director shall be responsible to make sure the email list and access security is kept up to date. If someone is being replaced, or is resigning, be sure to remove her/him from the email group and remove their access security level.

Adding a New SOC Member to the email group

See IT manual

Creating a New SOC Member Login

See IT manual

Removing a Person from the SOC Email Group

See IT manual

Removing an SOC Member access to the EWB

See IT manual

Appendix F: Political Director Procedural Instructions

Updated 1-18-2017

Section 1: Campaigns & Elections Policy for the Libertarian Party of Illinois

- a. Any person interested in running as a Libertarian Party candidate should be urged to join their local chapter, as well as the state and national Parties, if not already a member of these organizations. (SOC 1/09)
- b. While we cannot stop a person who is not a Libertarian from running as a Libertarian Party candidate, we can choose to not endorse or denounce such a person. (SOC 1/09)
- c. If a person is running for office as an independent, even in a partisan race, as long as they are a member of the Libertarian Party of Illinois, the SOC can vote to determine if they should be endorsed. (SOC 3/09)
- d. District primaries are the responsibility of local chapters. Absent any primary where we are qualified, the SOC will nominate our candidates, maintaining compliance with election law. (SOC 11/99)
- e. The LP Illinois will not pay for legal expenses incurred by local campaigns. (SOC 1/99)
- f. The LP Illinois favors proportional representation and cumulative voting. (SOC 4/97)
- g. The LP Illinois will join with other groups to fight for ballot access reform. (SOC 7/02)
- h. All endorsements for candidates will be requisite on a clean background check performed by the party.
- i. Current ballot access laws in Illinois oppress political challengers and waste taxpayer dollars. The LP Illinois supports replacing our ballot access labyrinth with a modest filing fee system that is fair to call candidates, regardless of party affiliation (SOC 8/10)
- j. If a vacancy occurs on a ballot, the State Chair and her/his designees on the SOC are authorized to fill vacancies with a nominated candidate. Authorized persons shall fill out and sign all necessary documents, subject to the laws of the State of Illinois and the rules of the State Board of Elections (SOC 5/19/15).

- k. Email, Web hosting services and any other in-kind donations shall not be provided by the state party to any candidate for office without the express permission of the SOC. If in-kind donations are approved by the SOC, the value of such donations will be reported to the candidate or the candidate's committee. It is the candidate's responsibility to report the receipt of such in-kind donations to the Federal Election Commission or the State Board of Elections (SOC 5/19/15).

Section 2: Recruitment Director Duties and Procedures

Locate people that want to run for office in the following ways:

1. People that check "Want to run for office" when they sign up for membership. Check the volunteer list regularly
2. Receive emails from the National LP when individuals inquire are running for office.
3. Internet search Independent candidates running for office.
4. Establish a connection with current office holders that hold libertarian beliefs.
5. Keep an active presence on social media to find new people interested in making a difference

Open a dialog with the potential candidate and ask questions like but not limited to:

1. What office are you interested in?
2. What brings you to the LP?
3. What Platform stance do you disagree with?
4. What kind of funds and time do you have to devote to a campaign?
5. Have you ever worked on a campaign?
6. Do you have the means to create a campaign team?

Create a way of organizing candidates and which office, year, ect that they are interested in.

Perform a Candidate Opposition on them to determine that you feel that they should be brought to the Campaign Committee.

1. Internet search their name.
2. Social media search.

3. Background check. If you choose to move forward with possible endorsement a background check should be conducted. The cost should not exceed \$100 per background check. The order would be placed within the background company and a reimbursement check issued or the order was forwarded to the treasure to be put on the the LPI credit card. The background check will be cut confidentially and saved in a secure area within the state party briefcase or within the campaign office.

Discuss all findings and opinions with the Campaign Committee.

Section 3: Ballot Access Director Duties and Procedures

1. Statewide Petition Drives. Manage the petitioning process for statewide offices including President, Vice President, Senator, Governor, Lieutenant Governor, Secretary of State, Attorney General, Treasurer and Comptroller.

2. Candidate Support. Assist and educate candidates for office in Illinois in preparing for their ballot access efforts.

Preparation

A project proposal should be drawn up with the following items included.

1. How many signatures are to be collected.
2. The estimated costs associated with collection.
3. The estimated costs of paid petitioners.
4. The number of signatures to be collected by volunteers.
5. How much money to ask the SOC to contribute.
6. How much money to ask the LNC to contribute.
7. A schedule of key milestones and the start and end dates of petitioning.

The proposal should be submitted to the SOC for approval in the late summer or early fall of the year prior to the ballot access drive. After the SOC approves the plan, including its financial obligation, then a request must be submitted to the LNC for any additional funds in late fall.

A Ballot Access Committee should be assembled with the following positions:

- Chair (Ballot Access Director)
- Fundraiser
- Functional Communications Director
- Finance Director

More information about committee member duties can be found in the Ballot Access charter in the party briefcase. The Ballot Access Director should also work with the Communications

Director to include news and progress on the petition drive in party publications and press releases.

Paid Contractors

Paid petitioners (hired as contractors) must be recruited and have all proper paperwork in hand before they can begin collecting signatures. This includes a contract, sub-contractor agreement for any subs, and W9. These forms can be found in the state party briefcase. Every effort should be made to have the necessary contractors hired prior to the start date of the drive.

Paid petitioners will have a maximum amount of signatures they can turn in to volunteers each week. This is to prevent volunteers from being overloaded, and to allow for proper and timely validation. This amount will be noted in their contract. Signatures will need to be validated and payment made to the contractor within 7 days of turn in (or as otherwise stipulated in each contractor).

Paid contractors are expected to perform well: 65% validity is needed for full payment. We have wiggle room, but they don't need to know this explicitly. Validity lower than the contractually agreed upon 65% will result in adjusted payment.

Record keeping of turn in dates, validity rate (for each sub contractor), total validity average for turn in, and payment issued is imperative.

As the drive progresses you'll be able to see trends in contractor productivity to begin making projections for the remainder of the drive. These projections allow the Ballot Access Director to communicate our progress with the SOC and National, but also help in deciding if more hiring is necessary to finish on time. Estimate low, as paid petitioners love to over promise and under deliver.

Weekly check in's with paid petitioners is a must as the drive begins. By the last month of the drive, you should be having your paid petitioners checking in twice per week. They should give you their in-hand count, projected count for the week, and time of next turn in. Be sure to follow up with the volunteer they are turning in to, in order to verify the total amount they turned in. Record keeping of check in numbers is imperative for projections.

Volunteers

Volunteers will be needed to collect signatures, serve as drop off points for contractors, validate paid signatures, notarize sheets for volunteers and sometimes paid petitioners, run petition sheets from notaries to validation drop off points and amass finished petition sheets for assembly before the SBOE turn in.

Notaries:

Every petition form must be notarized. Volunteer notaries are extremely valuable, both for groups of volunteers and for contractors who have large numbers of pages to notarize. Members of the party who are also notaries should be identified throughout the state to assist. A list has been compiled of volunteer notaries and their locations. Continue to build and maintain a list to easily share this information with chapters.

Recruitment for volunteer notaries should begin in the months preceding the drive. Training documents on how to become a notary are available in the party briefcase, and should be shared with chapters as part of the recruitment effort. Other resources for notarizing include bank officers and library personnel.

Validation:

Validation volunteers must agree to nondisclosure and use of database agreement via email before being given access to state party voter database. Be sure to maintain these emails for party record. A template email can be found within the party briefcase. The voter database has a learning curve, so expect volunteers new to validation to be slow at first. They may not find perfectly valid signatures. Any validity under 50% should be re-checked by someone on the Ballot Access committee or an experienced validator to ensure correct payment. Validation volunteers will need to log and report validity for each circulator and for an average validity rate for each turn in. A validity log can be found in the party briefcase.

Drop off points:

Petition sheets should be scanned by receiving volunteers serving as drop off points for paid petitioners, and emailed to the Ballot Access Director. This process helps keep record of all sheets received, as well as spreads out the validation effort among volunteers regardless of physical location. Originals should be counted, logged, and carefully stored by the receiving volunteer until they can be gathered for assembly. A log sheet for drop off volunteers is in the party briefcase.

Volunteer Petitioners:

Once the start date comes, signature collection must begin. Some volunteers will circulate petitions door to door, but most need places to petition where large numbers of people congregate. Dozens of fairs, parades, concerts, festivals, etc. need to be identified across the state to offer volunteers places to go and collect signatures. The Activism Director in the Field Operations Division should be consulted for help in this area. Mentors can volunteer to take new circulators out to show them how to be successful. Volunteer signature sheets will not be validated by the validation crew, but can be validated by volunteer circulators who have access and inclination.

Wrapping up the petition drive:

The BAD or designee will need to coordinate the organization of individual petitions for assembly into a petition legally ready for submission to the State Board of Elections.

Individual pages will be assembled into the petition, while checking for errors, numbering each page sequentially, making a copy of each page in preparation for challenges, and determining a final count of signatures. The finished petition will be transported to Springfield and delivered before the legal deadline.

After submission, Illinois citizens have 7 days to file challenges, in the form of objections to individual signatures. This will result in an official challenge. Fighting this challenge requires a line-by-line review at the State Board of Elections. In preparation, volunteers will enter data on the objections into a spreadsheet so the signatures reclaimed each day could be tallied. In addition, information regarding transportation, lodging, and meals as well as instructions for how to staff the challenge need to be developed and distributed. An average of 12 volunteers per day will need to come to Springfield for 4 to 8 days to staff the challenge.

After line by line challenges are done, additional legal challenges may be leveled against the petition. At that time, a lawyer must represent the party at any and all hearings.

The final step of the Ballot Access Drive will be to compare results with the proposed plan, and report the same to the SOC and National.

Section 4. Duties as Legislative Director

Routine Activities:

1. Utilize LegiScan to identify and monitor legislation of interest to the party. (Daily during session)
2. Check General Assembly committee hearings calendar and Reading calendar to stay afloat on upcoming legislative action. (Daily during session).
3. Send LegiScan monitoring reports to Political Division and IT Division to post to website (weekly/bi-weekly)
4. Check news for legislation related news. (Daily during session)
5. Select 1-2 key bills to highlight per newsletter and write short summaries in conjunction with Communication Division Director and Newsletter Director. (Bi-weekly)
6. Coordinate with Social Media Coordinator to post messages regarding contacting state Representatives/Senators (2-3 per week)

General Assembly Website

Becoming knowledgeable of the IL General Assembly's (GA) website (<http://www.ilga.gov/>) is critical to understanding upcoming legislation pipeline and having effective time to mobilize members. The most important sections are the Daily Calendar, the day's and upcoming Committee Hearings, and the Session Schedule. The Daily Calendar will tell you all legislation reaching the 1st, 2nd or 3rd Reading that day (see the *Resources* section for more information regarding the various Reading stages).

All of these can be found in each Chamber's Schedules section of the GA website:



From the Schedules page the 3 main areas referenced above can be found as shown below:

Home Legislation & Laws Senate House My Legislation Site Map

Members
Committees
Schedules
Journals
Transcripts
Rules
Live Audio/Video

House Schedules 100th General Assembly

Calendar(s)
[Daily Calendar - Regular Session \(2/15/2017\)](#)

House Bulletin
[Feb 14 Bulletin](#)

100th GA, 2017 Deadlines
[100th GA Deadlines document](#)

Committee Schedules
[House Committee Hearings Scheduled for Today](#)
[House Committee Hearings Scheduled for the Week](#)
[House Committee Hearings Scheduled for the Month](#)
[House Committee Notice of Hearing Postings](#)
[Additional Meetings](#)

100th General Assembly Spring Session Schedule
[January - May 2017](#)

Legislative Days For Calendar Year 2017

LegiScan: LegiScan is a paid legislation tracking subscription we use. As the Legislative Director, it will be your job to utilize and maintain our subscription. Legiscan website is: <https://www.legiscan.com>. Username: legislative@lillinois.org. Password: Liberty4il. The best way to learn the program is to attend one of LegiScan's free webinars. Select the Webinar tab to schedule/attend a webinar. Be sure to select the GAITS Pro account type.

Resources:

1. Legislative Reference Bureau: The LRB is the staff of lawyers tasked with drafting legislation for state Representatives and Senators. Be sure to check out the "Illinois Bill Drafting Manual" as a one of your goals as the Legislative Director is to draft legislation and obtain sponsors. Website is: http://www.ilga.gov/commission/lrb_home.html
2. Illinois Legislative Research Unit: The LRU is the main research agency for the GA has tons of resources. The most important resource and is a must read is the "Preface to Lawmaking" which the manual for freshmen legislators and contains tons of valuable information regarding the process and trends in the GA. It is a long read but many portions will not apply. Website: http://www.ilga.gov/commission/lru/lru_home.html
3. Illinois Government News Network: The IGNN provide a daily email regarding news from the Governor's office. You can subscribe to various email lists regarding certain types of news here:
<http://www4.illinois.gov/PressReleases/NewsSubscription.cfm?nuser=1&nuser=1>

Appendix G: Libertarian Party of Illinois Policy Instructions

Additional Guidelines

1. Member Requirements

Anyone named to an "appointed" position for the LP Illinois and anyone serving on the SOC Board of Directors should be a LP Illinois member.

2. SOC proxy votes are prohibited.

3. Nominating Candidates

Candidates shall be nominated at convention by their most direct governing organization; local candidates by their county, township or ward organizations, and statewide and federal offices by the state party.

4. SOC Electronic Voting (SOC 12/13)

a. Proposing a Vote

To electronically vote on a proposal three members of the State Organizing Committee (SOC) must sponsor the written proposal and submit it to the Executive Board. Then an executive officer will create a ballot consisting of the official text of the proposal, its sponsors, a current list of the SOC's voting members, the official time when voting begins and estimated closing date and time. The State Chair will then electronically present the ballot to the entire SOC within 3 business days of receiving the proposal, and call the vote.

b. Voting and Discussion

Once a vote has been called voting and discussion will be open for 6 business days (a business day is a day when the US Stock Market (NYSE) is open, even if it's a partial day) or until all SOC members have voted. As long as voting is open, discussion via electronic communication to the entire SOC may take place. Voting will be electronic and require a simple majority vote to pass. Members will submit publicly through electronic communication to the SOC membership their vote on the proposal by stating their full name and clearly noting their ballot selection. During open voting members may update or change their vote at any time.

c. Amending the Proposal

Once a vote has been called on a proposal, the proposal may not be amended.

d. Concluding the Vote

The vote concludes at the expiration of the 6th business day to the minute the proposal was called to a vote or all members having cast their vote. Once concluded the Secretary or other executive officer will report the vote results along with the name and vote of each voting member via electronic communication to the entire SOC. The Secretary will always document this information as an "Electronic Vote" which will state all the details of the vote including but not limited to the ballot, a list of the entire SOC membership along with their vote or absence, results of the vote and the time of the vote's conclusion. The secretary will provide a report of electronic votes taken and the results as an addendum to the previous SOC meeting minutes.

Electronic voting will allow for the greatest amount of participation, discussion, research and time for each member to thoroughly decide their stance on the

vote. Due to this, electronic voting results shall be treated as strongly and seriously as voting during a meeting.

e. Challenging the Vote

Challenging the vote will be done through Judicial Committee review (according to Article V Judicial Committee of the Bylaws) including but not limited to the following. 1) The vote can be adjusted and voided within 30 days by the Judicial Committee if the Judicial Committee determines that not all Members of the SOC were electronically included in the vote. 2) The Judicial Committee may also overturn or adjust the vote within 30 days if the Judicial Committee finds that an SOC Member's vote was incorrectly tallied or the voting member voted under duress.

5. Illinois Delegates to the National Convention

1. Eligibility

All Illinois delegates to the National Convention ("delegates") will be residents of Illinois and members of the Libertarian Party of Illinois. If all Illinois delegate positions are filled, a list of alternates will be created. The eligibility of alternates is the same as for delegates.

2 Election at State Convention

Illinois delegates/alternates are initially nominated and elected at the Annual Business Meeting held at the state convention immediately preceding the national convention. Rules for the election of delegates at the state convention are found in the Convention Rules Manual.

3) Election after State Convention: After the state convention, the SOC may elect additional delegates/alternates prior to the national convention by vote at a regular meeting or by Electronic Voting as provided in this Policy Manual. No other individuals or groups are allowed to elect delegates/alternates, nor any shall other method be used.

4) Delegate vacancy prior to convention: If, prior to the national convention, a delegate informs any SOC member in writing that they will not be present at the national convention, the SOC member will inform the SOC and arrange to have the delegate's name struck from the list of delegates. The first alternate will then be moved to the delegate list and informed of their changed status.

5) Delegation committee: All delegates present at the first business meeting of the national convention shall elect a delegation committee comprised of a delegation chair,

vice chair, and whip. The delegation chair is traditionally the state chair, although this is not a requirement. The committee is responsible for maintaining the list of delegates/alternates, seating alternates when delegates are not present, counting delegate votes, and reporting votes to national representatives.

6. Local Affiliate Activities

a. The LP Illinois will only fund events that are larger than the county level unless a local event is determined by the SOC to foster new chapter formation or achieve other Party goals.

a. LP Illinois will carry basic liability insurance intended to cover both the Party and Local Chapters for outreach events. The insurance covers events where alcohol is served at no additional charge. Chapters will contact our insurance provider directly to request a certificate of coverage.