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**County affiliate guide 2021**

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**Party Map**

[**https://lpky.org/about/affiliates/**](https://lpky.org/about/affiliates/)

**This document is intended to introduce the ideas, strategies, procedures, and best-known practices for organizing an LPKY affiliate. This was started in July of 2021, and the procedures may change as the bylaws change from year to year. While we believe this to be accurate, note that the current bylaws and the latest edition of Robert's Rules of Order are the authority over anything else in this document if there is a conflict.**

**Party Introduction**

**LPKY is current party structure:**

* **State**
* **Districts (6 congressional, all affiliated)**
* **County (120 available, most unorganized)**
* **Metro (26, most unorganized)**

**It is our aim to set up metro and county-level parties to support candidates at a workable local level. District parties exist, in part, to spin up county/metro parties where they do not yet exist. This process starts with a County Coordinator.**

**County Coordinator**

**This person’s role is to be the primary contact in the area and take charge of finding and recruiting libertarians within the county. They should seek to find 1-5 people who are willing to take roles on the executive committee. Then they are tasked with creating an organizing convention meeting to establish the affiliate. Once the organizing convention is complete, the county coordinator position ceases to exist.**

**Tasks: Coordinators are free to use any means they see fit to fulfill their role. Some common options for finding other libertarians include:**

* **Calling contacts in our constituent management system. Searches by area plus “party preference - Libertarian” should yield warm contacts with phone numbers and email contact information. Once your lpky.org email address is established, visit my.lp.org/user-request to request access. A non-disclosure agreement will need to be signed.**
* **Attend democrat or republican party meetings, seeking issues where targeted coalitions can be made and individuals who are passionate about libertarian positions.**
* **Attend city council meetings and fiscal court proceedings to identify those with grievances against government overreach**
* **Create petitions for specific issues like cannabis legalization or gun rights. Visit busy places and invite people to sign up.**
* **Get information from regional and federal candidates about their volunteer base.**
* **Collect info from public voter registration data**
* **Locate issue-specific city or regional groups on social media. Get involved.**

**Qualifications: This person does not have to be an official member of the party at this stage, nor is it necessary for him to be registered to vote as a libertarian. As this person is often asked to serve on the executive committee once the party is established, it is encouraged that they take both of these steps and become a full voting member.**

**Executive committee roles:**

**The board is usually called the executive committee, often abbreviated as excom or EC. It should consist of a chair and at least either a vice chair or secretary. Should the board wish to control its own finances, it will need at least three people on the board to include a treasurer, and the treasurer cannot be related to any other member of the board. While we recommend having a treasurer in each county party, as a matter of practice the district treasurer can maintain any county party accounts and thus relieve the county party of the need to have a treasurer.**

**Chair:**

 **This person will be responsible for setting regular meetings at least once per month, which can be done by teleconference or zoom and can often be completed within a few minutes if there is little or no relevant business. This person will also be expected to represent the county party in the meetings of the district party excom, which are also held monthly, but the chair can have any other board member attend in his place as needed. Those meetings are also typically held by teleconference or zoom due to the spread-out nature of most districts. While the chair is often the de-facto voice for the county party to the press or other outside organizations, in practice this role is not often needed at the county level and can be delegated to a more suitable volunteer as a “communications director” if the excom desires. In all, a chair should expect to devote 1-2 hours per month to fulfill the minimum responsibilities.**

**Vice Chair:**

 **This person fulfills the roles of the chair when the chair is absent, and the secretary when the secretary is absent. A vice-chair can serve and complete his required duties with as little as half an hour per month, since his primary duty is taking part in the monthly meetings. LPKY tradition typically directs the vice chair to be a county’s primary recruiter for LPKY membership, but this is not a requirement.**

**Secretary:**

 **This person is responsible for maintaining meeting minutes, which at the county level are rarely lengthy or complicated. The secretary is also tasked with passing those minutes to the chartering party’s secretary, ideally within a few days after each meeting. Such a role can also be completed in as little as half an hour per month.**

**Treasurer:**

 **A treasurer will, ideally, create a bank account on behalf of the party and file for official party status with the Kentucky Registry of Election Finance. (KREF). This is a process that may take several hours to complete over several days, but only needs to be done once. Once done, the treasurer is tasked with receiving donations to the party including disbursements from the state party’s membership fees, paying any bills or obligations of the party from party funds, and keeping accurate records to comply with KREF standards. The treasurer will also need to file twice-yearly reports with KREF. The typical time commitment will vary based on how many responsibilities are assumed at the county level.  In practice, a treasurer can be appointed to a board without an expectation to manage funds, in which case he would simply serve as a voting member of the excom with a time commitment of as little as a half-hour per month to participate in the meetings. This role may be ideal for someone who is unable to commit a lot of time currently, but would like to contribute in a larger role as time permits.**

**At-Large Representative:**

 **On paper, this role is intended to represent the interests of the LPKY members of the area in decisions made by the executive committee. In practice, most counties have too few LPKY members for this role to be necessary, and as such, it’s often appointed only to create an odd number of votes on the executive committee in case of disagreement on any particular issue raised. It is not recommended to have an at-large representative in most counties.**

**Precinct Captain:**

**This role applies to county parties, and is intended to represent voters in their respective precincts. Precinct captains typically take the lead on community outreach. The number of precinct captains vary by county. Numbers of precincts are not at the discretion of the county executive committee.**

**Directorships**

**These are optional roles appointed by the county party for specific tasks. For example,**

* **Communications director: to handle social media and writing press releases**
* **Events director:  to seek out opportunities for outreach such as fair booths, marches, and festivals.**
* **Membership director: to focus on contacting locals to drive membership.**
* **Legislative director: to be responsible for watching local legislation efforts.**

**Directors will report to the executive committee, but they do not vote on the executive committee and do not have to be members of the party. Since these are optional roles, they do not have to be appointed, and these tasks would fall to the executive committee as a whole to complete as they see fit. Additionally, other director roles can be created by the executive committee as they see fit.**

**General practices and duties:**

**The executive committee should meet once per month, which can be in-person or on zoom or even a conference call as needed. These meetings can be as short as a few minutes long, although the more active the party is, the more that will need to be discussed and decided.**

**While the local party has the autonomy to decide to do (or not do) anything they choose, here are some suggestions that the committee may choose to do:**

* **Hear reports from various executive committee members and directors.**
* **Plan participation in upcoming events**
* **Strategize on behalf of candidates and/or hear from candidates about how the party can participate in their campaigning efforts.**
* **Discuss legislation affecting the area and make press releases or statements**
* **Discuss recruiting efforts to grow the party**

 **There are some things that are required for an executive committee to do, including the regular meeting requirement, candidate selection and hosting an annual convention. Please refer to the LPKY bylaws at** [**https://lpky.org/about/governance/**](https://lpky.org/about/governance/) **for more in-depth information. Information there will trump any statements made here if there are contradictions. It is recommended that all members seeking board positions read these.**

**Organizing County Parties**

**Why affiliate?**

 **The point of affiliate parties within the Libertarian Party of Kentucky is to put decisions regarding candidates, outreach, and teaching the ideas of libertarianism in the hands of the group that is most local to our constituents in every part of the state. We do our best to make sure the decisions and funds are allocated at these local levels in a grassroots structure. Creating local affiliates ensures that libertarians in the areas served by affiliates have the most local representation possible.**

**Party members:**

**To create an affiliate party under the current bylaws, at least two people who reside within the relevant jurisdiction must become fully qualified as LPKY members.**

**LPKY members include anyone who has completed these three steps:**

* **Signing the non-aggression pledge, typically via the LPKY website.**
* **Registering to vote as a libertarian**
* **Contributing $35 as party dues for an annual membership.**

**Kentucky state guidelines:**

**Under current Kentucky law, the libertarian party is not considered a “major party” in 2021 and therefore is not required to meet certain rules that would otherwise apply. Some of the recommendations below are designed to “future-proof” us so that when we meet that definition, each party is in compliance with the necessary state rules.**

**How to organize:**

**Organizing a county affiliate typically involves these steps, in roughly this order:**

* **Identifying libertarians in the county who are willing to form a county party**
* **Gathering those libertarians together to consider the preparation steps below**
* **Qualifying the individuals as voting LPKY members**
* **Holding the official meeting to organize the county party. (the organizing convention)**
* **Requesting that the chartering district party recognize them as the official affiliated party for the county.**
* **Assuming the responsibility of operations within the county, typically through a monthly meeting of the board of the party.**

**These steps are described in further detail below.**

**Preparation:**

**Anyone seeking to affiliate a county should identify at least two people who are willing to serve on the executive committee of the county party. Three or more is ideal. As few as two people can form the board of a county party, but if the “major party” designation is achieved in the future, such a party may no longer be valid under Kentucky law unless they are able to add a third at that time.**

**The libertarians who are considering forming the county party should discuss beforehand which of them is best suited to fill each of the roles of the executive committee. This will expedite the actual organizational meeting tremendously. Each person on the executive committee is expected to participate in one meeting per month, but at a minimum will need to participate in one monthly meeting in any two month period.**

**Once these discussions have been had and roles have been agreed upon in principle, the libertarians seeking affiliation should set a time and place for an in-person meeting, which is the organizational convention. A meeting room at a public library is often an ideal choice for this, as it is typically quiet, centrally located, and usually free. This meeting should not be held by teleconference or online means such as zoom for a variety of reasons.**

**In practice, if a county is small enough where few voting members are likely to be involved, the meeting can be held at the home of one of the members, although that is not recommended since it’s good etiquette to invite the wider public to such a meeting and a home isn’t necessarily able to accommodate a larger crowd if many should decide to attend. That said, these conventions will not typically draw more than a few credentialed members and a few other interested libertarians who are not necessarily LPKY members, so a home can serve as a viable meeting place if desired.**

**Notice and Invitations:**

 **As a general rule, it’s recommended that all LPKY members within the county be contacted and informed of an upcoming organizing convention. Furthermore, it is good practice to set a date and time that is a few weeks out so that the state and district parties can assist in putting out the word to libertarians in the jurisdiction who may not be LPKY members, but may be interested in joining so that they can participate in organizing the party. On the other hand, if a county contains so few known registered libertarians that such outreach is unlikely to bring anyone else to the organizational meeting, such notice can be unnecessary and counterproductive. In such a case, organizers should at least be certain that qualified voting members within the county are made aware of the convention and are invited to attend. If all qualified members find themselves gathered at the same place by coincidence, no notice at all is necessary and the organizing convention can be done among them immediately.**

**It’s also recommended to have another LPKY member or two from outside the county who is familiar with parliamentary procedure to plan to be at the meeting as well. While this is entirely optional, such a person can serve as a chair for the organizational meeting only, ensure that the documentation is in order as needed, and can be a representative of the wider state party to welcome those forming the new affiliate.**

**Conducting the organizing convention:**

**The official way to conduct an organizing convention is outlined by Robert’s Rules of Order. Parliamentary procedure of this type is an elegant means of organizing when a lot of people attend a convention and are not necessarily in agreement. The procedures for such a meeting are described with an illustrative example here:** [**http://www.rulesonline.com/rror-12.htm**](http://www.rulesonline.com/rror-12.htm)**.**

**In practice, when a group gathered for an organizational convention is small and all of the qualified members in attendance are in agreement, such procedure is often a formality. In that case it is technically not necessary to follow parliamentary procedure at all except to generate documentation that may be of use later, such as for a treasurer to present to a bank as evidence of his authority to transact on behalf of the party, or for a district party who may want to ensure that dissenting voices of other LPKY members in the county have been heard..**

**The agenda for such a meeting should include:**

* **Confirming credentials**

**Only LPKY members who reside in the relevant jurisdiction are eligible to vote during the proceedings.**

* **Choosing a chair to lead the organizational meeting.**

**(This does not have to be an eligible LPKY member and does not have to be a resident of the county,  and this decision has no bearing on the choice of a chair for the executive committee.)**

* **Choosing a secretary to document the meeting.**

**(This does not have to be an eligible LPKY member, nor does this person have to be from the county.)**

* **Voting to affiliate with the LPKY as a county party.**
* **Choosing the executive committee of the county party.**

**This is normally done by opening the floor to nominations for each office, followed by collection of paper ballots from the voting members to vote between all nominated candidates and “None of the Above”, a.k.a. “NOTA”. If only a few people are credentialed, any of them may make a motion that elections be determined by voice vote, and if seconded and approved, paper ballots can be avoided altogether. Alternatively, a single member may make a motion to the effect of “I move that we choose Bob Doe as Chair, John Smith as Vice Chair, and Jane Jones as Secretary”. If such a motion is seconded and approved by the members, elections are unnecessary. It is not necessary that the person being considered for a board position be at the meeting as long as the members who are voting know that the person is willing to serve in that role if they are chosen for it.**

* **Adjournment**

**After the convention:**

 **The executive committee chosen at the organizing convention should contact an officer of the district party and request to be affiliated as the county party. It’s customary to send the minutes of the organizing convention as documentation, and typically the executive committee of the district party will agree to accept the party as an affiliate at their next regularly scheduled business meeting. After this decision, the county party is official and may proceed to do business as they see fit within the confines of the state party’s bylaws and constitution.**