

# **BYLAWS of the TIDEWATER LIBERTARIAN PARTY**

*Formed in Convention, January 20, 2001*

*Passed by consent of the General Membership, February 3, 2001*

*Amended by consent of the General Membership, April 19, 2008*

*Amended by consent of the General Membership, May 21, 2011*

## **Article I: Name of the Party & Affiliation**

The name of this organization shall be "The Tidewater Libertarian Party" (hereinafter referred to as "the TLP").

### **1.1 Mission Statement**

In order to create a libertarian society in the south-side portion of the Tidewater region and the Commonwealth of Virginia, the Tidewater Libertarian Party is established to recruit, support, and elect candidates who will pass legislation in support of that end. To inform and assist elected officials and citizens about Libertarian positions and ideals.

### **1.2 Party Affiliation**

The TLP shall be affiliated as a "Local Committee" with the Libertarian Party of Virginia (LPVA), in accordance with its Constitution and Bylaws adopted December 15th, 1974 and amended henceforth.

## **Article II: Membership in the TLP**

Membership in the TLP shall be dependent on meeting the membership requirements as outlined in section 2.1. State or National party membership does not in and of itself confer membership in the TLP.

The south-side portion of the Tidewater region is defined as the following localities: Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach. For any of the aforementioned localities to be deemed "active" within the TLP, the localities shall have a minimum of 5 residents within the locality registered as sustaining members of the TLP. "Active" is understood to mean that the TLP is empowered to represent all Libertarians within each locality having satisfied the conditions for being "active" as stated herein.

### **2.1 Membership Requirements**

#### **2.1.1 Citizenship Requirements**

Members of the TLP shall be United States Citizens in the region serviced by the TLP.

### **2.1.2 Principles**

Members shall agree to uphold the principles of the Constitution of the United States of America.

### **2.1.3 Dues**

Members shall contribute the sum of \$12 in annual dues to the TLP (dues may be prorated on a per month basis for new members that join following the date that the annual dues are required to be paid). Annual dues are required to be paid in full by July 4<sup>th</sup> of each year.

### **2.1.4 Tenure**

Members shall be considered to be sustaining members (see section 2.2) at the second meeting after the meeting at which they joined the TLP.

The tenure requirement shall be waived for members of the LPVA or the National Libertarian Party if the member's LPVA or National Libertarian Party membership exceeds 30 days.

## **2.2 Sustaining Membership Privileges**

Sustaining Members may vote to elect officers and on binding Motions. Only a Sustaining Member is to be eligible to be voted in as an Officer or appointed as a Committee Chairperson of the TLP.

## **2.3 Expulsion from the TLP**

Any Member or Sustaining Member of the TLP may be expelled from the TLP for cause. To expel a Member or Sustaining Member, a Motion to do so must be heard and approved of by two thirds (2/3) of the entire membership of the TLP Board.

## **Article III: Officers, Elections, Duties, Vacancies**

The officers of the TLP shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer. These officers constitute the Executive Committee.

### **3.1 Duties of the Executive Committee**

#### **3.1.1 Duties of the Chairperson**

The Chairperson's duties shall include, but not be limited to, acting as primary spokesperson for the TLP; chairing meetings of the TLP Board and all TLP general meetings; and appointing, with the consent of the TLP Board, all coordinators of standing and ad hoc committees. The Chairperson shall also perform such other duties as may be assigned by the TLP Board.

### **3.1.2 Duties of the Vice Chairperson**

The Vice Chairperson shall chair meetings of the TLP Board and all TLP general meetings in the absence of the Chairperson. Should the office of Chairperson become vacant for any reason, the Vice Chairperson shall assume the Chair. The Vice Chairperson shall also carry out such other duties as may be assigned by the TLP Board.

### **3.1.3 Duties of the Secretary**

The Secretary shall take and distribute minutes of all TLP Board meetings and of all TLP general meetings at which official Party business is conducted. In addition, the Secretary shall be responsible for official TLP correspondence, as required and, with the Membership Committee Chairperson (if such exists), for ensuring and recording that a quorum exists for any meeting and for ensuring the accuracy and completeness of all TLP membership and mailing lists. The Secretary shall also carry out such other duties as may be assigned by the TLP Board.

### **3.1.4 Duties of the Treasurer**

The Treasurer of the TLP shall establish and maintain all TLP bank accounts and manage all TLP investments; collect and disburse TLP funds at the direction of the TLP Board; keep records and receipts for all such transactions; and prepare and file any TLP financial reports required under local, Virginia and federal law. The Treasurer shall also prepare and distribute a written financial report at the first scheduled and announced meeting of the calendar year, as well as a written financial report to be given at TLP Board meetings; and shall perform such other duties of a fiduciary nature as the TLP Board may assign.

## **3.2 Removal from Office**

Any officer of the TLP may be removed from office upon a vote of two thirds (2/3) of the entire membership of the TLP Board. All members of the TLP Board must be given written notice at least seven days in advance of a meeting that such a motion will be presented.

## **3.3 Abandonment of Office**

Any officer of the TLP will be removed from office in the event that the member has not attended four consecutive meetings. Extenuating circumstances shall be considered by the TLP Board to maintain the office filled by the member when the member has contacted the TLP Board.

## **3.4 Filling Vacant Offices**

Any vacancy in an elected Party office, except that of Chairperson, may be filled by majority vote of the entire membership of the TLP Board. Notice of such vacancy must be provided in writing to all members of the TLP Board at least seven (7) days in advance of a meeting at which any such vote is to be taken. A

vacant Chairperson office must be filled by majority vote of the general TLP membership in attendance.

### **3.5 Advisory Positions**

Advisors shall be appointed by the chairman with the approval of the board. Advisory positions confer no voting privileges on the Executive Committee or the TLP Board.

Advisors are not prohibited from serving on the Executive Committee nor are they prohibited from serving as Committee Chairs.

#### **3.5.1 Parliamentarian**

**3.5.1.1** The Parliamentarian shall study Robert's Rule of Order and ensure they keep current with all changes.

**3.5.1.2** The Parliamentarian shall advise the presiding officer in responding to points of order and parliamentary inquiries, and generally to provide advice on conducting the meeting according to the rules.

**3.5.1.3** The Chairman shall appoint the Parliamentarian with the approval of the Board. The Parliamentarian is an advisory role, only the presiding officer can rule on the proper application of the rules.

### **3.6 Election of Officers**

Officers shall be elected in during the first meeting in January in even numbered years.

## **Article IV: Organization of the TLP Board**

The TLP Board shall consist of the Executive Committee and all Standing Committee chairpersons.

### **4.1 Board Meetings**

Meetings of the TLP Board shall be held at least quarterly. The time and place of the next regular meeting shall be determined by the TLP Board at its previous meeting. Additional meetings may be called at the discretion of the Chairperson. Notice of all TLP Board meetings shall be given to all TLP Board members at least seven (7) days in advance. Where required elsewhere in these Bylaws, such meeting notices will be in writing or via electronic mail. Meetings of the TLP Board shall be open to all members of the TLP.

## **4.2 Electronic Board Meetings**

The TLP Board may, at its discretion, hold business meetings electronically. The approved means of communication include, but are not limited to, telephone, e-mail, message boards and live chat. Electronic meetings must meet quorum requirements and are subject to the same requirements as a regular business meeting unless otherwise stated.

Additionally, the TLP Board may, at its discretion, allow an absent board member to participate in a traditional board meeting via electronic means. The board member must be able to hear and participate in the parliamentary process at a minimum. A member is considered in attendance while the member's means of communication is available and active.

The TLP Board must ensure that all board members have access to the medium in which the proposed meeting is to be held. If a board member would be excluded from a TLP Board meeting for technical reasons, the board may not hold a meeting through that medium.

### **4.2.1 Meetings by Telephone**

The board may meet by telephone. Telephone meetings shall be scheduled in the same fashion as a regular TLP meeting. The meeting shall be called to order by the chair, and attendance shall be taken by the secretary. Members shall be considered present while they are dialed into the meeting.

Voting by telephone shall take place by roll call to prevent confusion.

### **4.2.2 Meetings by E-Mail & Message Board**

The board may meet via e-mail or message board. E-mail and message board meetings shall be called to order by an e-mail message or post from the chair calling the meeting to order and setting the length of time of discussion.

Members shall be considered present when they respond to the chair's initial message. A quorum shall be established if the appropriate number of members have commented or responded over the course of discussion.

As message boards and e-mail correspondence are significantly different mediums, multiple motions may be considered simultaneously.

A meeting by message board or by e-mail shall have a discussion time of no less than 48 hours and no greater than one week. Electronic meetings shall be concluded before the next general or board meeting.

#### **4.2.4 Meetings by Live Chat**

The board may meet by live chat. Live chat meetings shall be scheduled in the same fashion as a regular TLP meeting. The meeting shall be called to order by the chair, and attendance shall be taken by the secretary. Members shall be considered present while they are connected to the meeting.

Meetings by live chat shall have a means of identifying legitimate TLP members.

#### **4.2.5 Hybrid Meetings**

A member shall be considered present and participating in a meeting if the member is able to participate in two way communication to with the members, regardless of physical presence.

#### **4.2.6 Integrity of Meeting Provision**

Should a TLP Board member believe that the integrity of an electronic medium has been compromised, the member may demand that business cease immediately. The board shall convene through alternate means to determine whether the medium was in fact compromised. Should the board determine that the integrity of the medium was, in fact, compromised, any motions passed during that meeting shall be invalid.

### **4.3 TLP Board Powers**

The powers of the TLP Board shall include, but not be limited to, the following:

- (1) The authorization of the appropriation and expenditure of TLP funds with the approval of two thirds majority of the TLP Board;
- (2) The calling of general TLP meetings;
- (3) Removal, by a two thirds (2/3) vote of the entire membership of the TLP Board, of the TLP's endorsement of any candidate for local office and, in announcement, delineation of the reasons therefore. The candidate in question and the TLP Board must be notified in writing of the proposal at least seven (7) days in advance of the meeting;
- (4) Discharge of all other responsibilities and duties as herein further provided, those duties inherent in any such organization, and those duties and responsibilities provided for in the Bylaws of the TLP.

## **Article V: MEETINGS OF THE TLP**

The TLP shall hold general meetings of the membership as called by the Chairman and as required by these Bylaws.

### **5.1 Election of Officers**

The officers of the TLP shall be elected by a majority vote of the members attending the first scheduled and announced meeting of the calendar year. This

meeting must be scheduled at least 30 days in advance, and announced via postal or electronic mail to all members as defined in Article 2.

### **5.2 Congressional District Convention**

The TLP shall participate in such District Conventions as are called by the Libertarian Party of Virginia.

### **5.3 Extraordinary Meetings**

One fifth of the members of the TLP or 5 members, whichever is greater, carried on the then-current list of members maintained by the TLP's Secretary named in a petition submitted to the Executive Committee, may call a General meeting at a time specified in the petition by notifying the Executive Committee of such intention. Upon such notification, the Executive Committee shall notify all members of the TLP in writing (postal or electronic mail) at least twenty-one days prior to the date of the General meeting. The business, location, and agenda of a General meeting shall be specified by a spokesperson for those submitting the petition and the Executive Committee shall so inform the membership of the TLP of the business and location of the Convention. The TLP Secretary shall provide for mailing services within 30 days to solicit petition signatures. The spokesperson shall bear all initial costs including mailings and accommodations, but shall be reimbursed by the Executive Committee if approved by two thirds of the General meeting.

## **Article VI: Endorsements by the TLP**

The TLP shall be empowered to nominate, support, endorse, contribute to, or otherwise assist candidates for public office. Endorsement shall be given based on simple majority vote of those present.

## **Article VII: Legal and Parliamentary Guidelines for the TLP**

### **7.1 State Law**

The TLP shall be guided by the provisions of the "Virginia Election Laws as Amended to April 5th, 1974" and such subsequent amendments to said laws as may, from time to time, be enacted.

### **7.2 Other Provisions**

In areas not specifically enumerated by the law referred to in Section 7.1, nor in the Constitution of the Libertarian Party of Virginia (LPVA), nor in the Bylaws of the LPVA, nor in these Bylaws for the TLP, the TLP and all its bodies shall be governed by a current, Executive Committee-approved copy of "Robert's Rules of Order".

## **Article VIII: Amendments to the Bylaws**

These Bylaws may be amended at any Regular, Special, or General meeting of the TLP by a two thirds vote of the general membership in attendance.

## **Article IX: Committees**

The TLP shall recognize two distinct types of committees; standing committees and special (ad hoc) committees.

### **9.1 Standing Committees**

The TLP bylaws make provision for three standing committees: the membership committee, the communications committee, and the campaign coordination committee. The TLP Board may, at its discretion, form additional standing committees as deemed necessary to accomplish the objectives of the TLP. Members of standing committees shall be appointed by the TLP Board unless otherwise specified.

### **9.2 Special Committees**

The TLP Board shall form special committees as necessary to accomplish the objectives of the TLP. The composition of special committees shall be determined by a majority vote of the TLP Board. Special committee chairpersons shall not be considered members of the TLP Board for the purposes of determining a 2/3 majority, but may cast votes with the consent of the TLP Board.

### **9.3 Committee Chair Requirements**

**9.3.1** A committee chair must be a Sustaining Member in good standing with the TLP.

#### **9.3.2 Committee Co-Chair Provision**

Should the TLP Board appoint co-chairpersons to head a standing committee, the co-chairpersons shall vote individually on the TLP Board. Should a vote require a 2/3 presence of the entire TLP Board, the presence of any committee co-chair shall be considered full representation from that committee. For the purposes of a quorum, the committee shall be considered present and accounted for if at least one co-chair is present.

### **9.4 Membership Committee**

**9.4.1 Membership Committee Chair** The membership committee chair shall be responsible for working with the Secretary to ensure the accuracy and completeness of all TLP membership and mailing lists, working with the Treasurer to verify Sustaining Members' voting rights and to ensure ample notice of the expiration of those voting rights, expanding

membership and participation, and working with the Communications Director to communicate and coordinate with likeminded organizations. The membership committee chair shall also perform such other duties as may be assigned by the TLP Board.

The membership chair shall appoint other committee members as required to perform the duties of the membership committee.

#### **9.4.2 Youth Outreach Director**

The youth outreach director is the liaison to the public schools and colleges. In addition, the youth outreach director is responsible for organizing events of interest to the younger members of the TLP toward the purpose of obtaining and maintaining TLP youth membership.

### **9.5 Communications Committee**

The following positions shall be defined in the Communications Committee.

#### **9.5.1 Communications Director**

**9.5.1.1** The Communications Director shall serve as the chairman of the Communications Committee.

**9.5.1.2** The CD shall produce regular, timely press releases, and coordinate interviews of members of the party by the press.

**9.5.1.3** The CD shall develops, coordinates, and supports a group of people who volunteer to write regular op-ed pieces and letters to the editor for various newspapers around the region.

**9.5.1.4** The CD shall provide oversight of the content and accuracy of the TLP website.

**9.5.1.5** The CD shall work with the Campaign Coordinator (CC) and local, state, and national campaign organizations to ensure effective media relations and the distribution of press releases to the media.

**9.5.1.6** The CD shall prepare and update a media list; the media list shall include the addresses, fax, and telephone numbers, and email addresses where available of all print, radio, internet, and television outlets in the region of Hampton Roads.

**9.5.1.7** The CD shall distribute all agendas to all TLP members at least 2 days prior to each meeting.

**9.5.1.8** The CD shall be responsible for the duties of the Campaign Coordinator, Program Director, and Webmaster. The CD may delegate these and other duties to members of the Communications Committee with the approval of the board.

**9.5.2 Program Director**

**9.5.2.1** The Program Director (PD) shall arrange for speakers or programs for the general meetings and special events.

**9.5.2.2** The PD shall draft the meeting agendas for approval of the Chairman and shall forward the approved agenda to the CD no later than 3 working days prior to each meeting.

**9.5.3 Webmaster**

**9.5.3.1** The Webmaster (WM) shall be proficient in Hypertext Markup Language (HTML) and File Transfer Protocol (FTP).

**9.5.3.2** The WM shall be responsible for designing and maintaining the TLP website as directed by the Communications Director.

**9.5.3.3** The WM shall post content and materials provided by the Communications Director and the TLP Board.

**9.6 Campaign Coordination Committee**

**9.6.1** Recruit candidates for state, regional, and local offices; assist candidates in staffing campaign teams, including campaign managers.

**9.6.2** Maintain a list of candidates and potential candidates. This list is not the personal property of the CC and shall be returned to the TLP Board upon resignation or replacement.

**9.6.3** Act as the liaison between the TLP, candidate organizations, and their organizations. The CC shall be the contact between candidate organizations and the TLP for the purpose of arranging campaign events within the Hampton Roads region, as well as facilitating contact between local affiliate volunteers and the candidate's campaign organization.

**9.6.4** Regularly communicates with campaign members to look for ways to improve campaign efforts.

**Amendment I: Quorum**

**1 Board Meetings**

A quorum shall exist if  $\frac{1}{2}$  of the TLP Board is present.

**2 General Meetings**

A quorum shall exist if  $\frac{1}{2}$  of the TLP board and at least 5 additional sustaining members of the TLP are present.