

## **The BY-LAWS of The Libertarian Party of Palm Beach County**

### **ARTICLE I Objects and Purposes**

#### Section 1.

The Libertarian Party of Palm Beach County (LP Palm Beach) is a county executive committee of the Libertarian Party of Florida (LPF).

#### Section 2.

A county affiliate may request political information and action from the LPF however the LPF shall not initiate any political action in the LP Palm Beach's political domain.

#### Section 3.

The LPF Executive Committee, or other officers, committees, or agents of the LPF - except as provided in the LP Palm Beach and/or LPF Constitution and By-Laws shall not abridge the autonomy of the LP Palm Beach.

### **ARTICLE II Membership**

#### Section 1.

Membership in the LP Palm Beach will include voter registration with the Palm Beach Supervisor of Elections office as a Libertarian, and a minimum of being a member with the Libertarian Party of Florida, which constitutes the signing of the Libertarian Party's non-aggression principle pledge. If one does not meet these three criteria, then one is not considered a member of LP Palm Beach.

### **ARTICLE III Executive Committee**

Section 1. Libertarian Party of Palm Beach County Executive Committee The Officers of the LP Palm Beach shall be elected at the Annual Business Meeting by the delegate assembly majority vote for a term of two (2) years. The Chair, Vice-Chair, Treasurer, and Secretary. The Chair and Vice-Chair shall be elected in opposite years of the Secretary and Treasurer. The At-Large Director shall be for a term of one year and be elected by members between four to six months after the Annual Business Meeting. These positions make up the official positions of the LP Palm Beach Executive Committee and shall take office upon the close of the meeting they were elected and serve thereafter until the final adjournment of the Annual Business Meeting, at which their terms expire.

- No offices shall be combined.
- The Executive Committee shall fill vacancies by appointment.
- The LP Palm Beach should be notified within seven (7) days of the resignation of an Officer or member of the LP Palm Beach Executive Committee.
- No member of the LP Palm Beach Executive Committee shall serve unless proof and

maintenance of registration as a Libertarian with the Palm Beach County Supervisor of Elections office and has proven to be a member of the Libertarian Party of Florida.

## Section 2. Duties

A. The Chair shall be the head of the LP Palm Beach, presiding over all meetings of the party, convention, and Executive Committee. The Chairperson is the official spokesperson for the LP Palm Beach, subject to the dictates of the constituted authorities of the Executive Committee and Convention. The Chairperson assumes sole responsibility and all duties pertaining to external communications with media and other groups.

B. The Vice-Chair shall serve as presiding officer in the Chair's absence; shall be responsible for the committee work of the LP Palm Beach; shall represent the committees at executive sessions, and shall serve as an ex-officio member of all committees. The Vice-Chair assumes responsibility for all internal communications.

D. The Secretary shall serve as recorder for all meetings of the party, conventions, and Executive Committee. The Secretary shall be the custodian of the minutes of all meetings, correspondence, committee reports, and the Constitution, By-Laws, and shall make provision for legal service to the LP Palm Beach.

D. The Treasurer shall be the custodian of all funds, receiving and disposing of the funds at the discretion of the LP Palm Beach Executive Committee.

E. The At-Large Director shall assist in any way needed as deemed by the Chair.

H. The Executive Committee shall create a committee to maintain a current contact list of experts in fields related to election issues or interest in Libertarian candidates for use as data and advisory sources.

## Section 3. Meetings of the Executive Committee

A. The powers and duties of the Executive Committee are prescribed by the Constitution, By-Laws, and by the direction of the party at the Annual Business Meeting/Convention.

B. The Executive Committee shall meet monthly or under the date and time chosen by the Chairperson.

C. A quorum of the LP Palm Beach Executive Committee shall be at least one-half of filled positions to the Executive Committee.

## **ARTICLE IV Meetings & Conventions, Objects of Action**

### Section 1. Annual Convention Dates

The Executive Committee shall set the date(s) of the Convention and Annual Business Meeting of the Libertarian Party of Palm Beach County with proper notice to its membership. The annual meeting shall be required to be held no later than January 31<sup>st</sup> and no sooner than ten months after the previous annual business meeting.

### Section 2. Agenda

A. The Executive Committee shall set the agenda and business of the LPF Annual Business Meetings and conventions. Notice of Agenda shall be distributed no later than twenty (20) days prior to the Annual Business Meeting/Convention.

B. The order of business must include the adoption of the agenda. The meeting may amend the agenda by a majority vote.

C. The LP Palm Beach must ratify its Constitution and By-Laws along with the Petition to Affiliate and send the same to the LPF Executive Committee annually.

### Section 3. Delegates

A. Delegates shall be members as prescribed in ARTICLE II of the LP Palm Beach Constitution. Each delegate must have been a member of the LP Palm Beach and a registered Libertarian voter in Florida for at least 60 days prior to the Annual Business Meeting/Convention; the 60-day rule may be suspended by a two-thirds vote of the delegates' assembly seated at the opening of the Annual Business Meeting who have met the 60-day requirement. The officers of the LP Palm Beach shall serve as officers of the Annual Business Meeting/Convention.

### Section 4. Parliamentary Authority

Robert's Rules of Order as most recently revised shall be the parliamentary authority for all matters not covered by the Constitution and By-Laws.

### Section 5. Suspension of Affiliate

A. Suspension of this county affiliate shall be reserved to the LP Palm Beach officers or the LPF Executive Committee. The LP Palm Beach officers shall have the power to suspend affiliate status by a two-thirds vote. Should this county affiliate be suspended by the LPF Executive Committee, the LP Palm Beach will have the right to a written appeal within thirty (30) days of the notification of suspension. Failure to appeal shall be interpreted as an act of secession by the affiliate. The suspension shall not be made within a period of six (6) months subsequent to an Annual Business Meeting.

B. Should the LP Palm Beach affiliate become permanently suspended or dissolved, the remaining monies or assets will be sent to the Libertarian Party of Florida. After the permanently suspended or dissolved LP Palm Beach, should a new county affiliate form in Palm Beach County for the LPF, then those assets and monies will be transferred to the new affiliate.

## Section 6. Annual Conventions

A. The Executive Committee shall decide on a place and time for the Annual Business Meeting/Convention no later than one hundred twenty (120) days prior to the meeting.  
B. Notification to LP Palm Beach members shall be made no later than ninety (60) days prior to the meeting.

C. The Chairperson or the Executive Committee may appoint such committees as are deemed necessary to conduct the business of the LPF and its meetings. D. Each year the LP Palm Beach will send the LPF a completed Petition to Affiliate no later than February 5.

## Section 6. Finance and Accounting

A. The fiscal year of the LPF shall begin on January 1 of each year.

B. The Treasurer shall be the chief financial officer.

C. The Executive Committee shall cause an efficient system of accounting and budgeting to be installed and maintained, including audit and legal necessities. All expenditures exceeding \$25.00 shall be made by check, LP Palm Beach debit card, or PayPal.

D. The Treasurer will send to the LPF an audit of its financial activities for the previous year no later than 30 days before the deadline set by the LPF.

E. The party checking account must be established to require two signatures per check on all checks in excess of \$500. The Treasurer shall be responsible for signing checks in the normal course of business. There must be, at least, two (2) authorized signatures on the checking account. The signers may and are limited to include the Chair, Vice-Chair, Secretary, and the Treasurer. When a check is issued to a signer, other authorized signer(s) must sign and/or cosign this check.

F. The Executive Committee shall have the power to delegate the handling of funds.

G. It is essential for any growing organization to have good accounting practices. The following items shall be established as requirements for the expenditure of LP Palm Beach funds.

1. Each Executive Committee member or Committee Chair, requesting, reimbursement for expenses shall submit an expense report each month to the Chair for approval prior to being reimbursed by the Treasurer. Such a report shall list dates, items purchased, reasons, and shall be accompanied by receipts. These reports shall include only minor operating expenses unless the Executive Committee gave prior authorization.

2. LP Palm Beach shall make or authorize No purchase unless there are sufficient funds to recompense.

3. No one shall have the authority to contract for goods or services on behalf of the LP Palm Beach without the prior written approval of the Executive Committee.

4. It shall be the intent of the LP Palm Beach to conduct its business affairs in a fair and honorable fashion.

## **ARTICLE V Adoption & Amendments**

### Section 1.

Adoption of the By-Laws will be consistent with the adoption of the Constitution.

### Section 2.

Amendments may be made in the following manner:

A. When a proposed amendment is accepted when ratified by more than 50% of LP Palm Beach members, or

B. When a proposed amendment is presented at the Annual Business Meeting and is approved by a majority vote of the delegates.