



# *County Affiliation Manual*

## *Libertarian Party of Indiana*



### **Considerations**

- *Is there sufficient interest to perpetuate an organization?* A local party can be formed with as few as two officers, but this is not usually the best course of action. Many dedicated members have become burnt out without enough other dedicated members to share the workload.
- *Are individuals willing to accept the responsibilities of becoming an officer?* Officers are responsible to ensure compliance with all applicable laws, LPIN rules, and the rules of the local organization. Assistance can be provided, but it is the personal responsibility of the officers to understand and comply with these requirements.

### **Initial Steps**

1. The State Central Committee (SCC) will appoint a Temporary County Chairperson to lead organizing efforts and preside over the Organizing Convention. This individual must be a member of the Libertarian Party of Indiana (LPIN) and reside within the county. Interested individuals should contact their District Member of the SCC in order to secure the appointment.
2. The Temporary County Chairperson should work with members of the LPIN residing in the county to set a date, time and location for an Organizing Convention. A list of contacts and members will be provided upon request to the Temporary County Chairperson.
3. The Temporary County Chairperson must send a request to hold an organizing convention to the SCC. This request should be at least forty-five (45) days prior the date selected to hold the Organizing Convention.
4. The SCC will send notice of the Organizing Convention to members of the LPIN residing in the county as required by LPIN Standing Rules.

5. A preliminary set of County Bylaws should be drafted for consideration at the Organizing Convention. The Temporary County Chairperson should obtain input from interested members before the convention. Sample bylaws are available upon request.
6. The Temporary County Chairperson should request an updated membership list prior to the convention for an accurate record of eligible voting members.

### **Organizing Convention**

1. The Temporary County Chairperson calls the Organizing Convention to order, which must have at least two members of the LPIN present.
2. The Organizing Convention must vote to affiliate with the LPIN by majority vote of LPIN members in attendance.
3. The Organizing Convention must adopt County Bylaws with provisions as set out in the LPIN Standing Rules by two-thirds (2/3) vote of LPIN members in attendance.
4. The Organizing Convention must adopt the LPIN Bylaws by a majority vote of LPIN members in attendance.
5. County officers are elected in accordance with County Bylaws. These officers assume responsibility for the maintenance of the party in compliance with County Bylaws, LPIN Bylaws and Standing Rules, and state and federal laws and regulations.
6. The Petition for Affiliation in standard form as adopted by the SCC must be completed by the newly elected officers, and the back signed by all LPIN members in attendance that voted in favor of affiliation.

### **Post-Organizing Convention**

1. The local officers and treasurer in particular should familiarize themselves with the campaign finance laws and regulations paying special attention to the mandatory reporting schedules. This is the most common area where officers will get themselves into trouble. Every year the Indiana Election Division puts an updated Campaign Finance manual on their website.
2. A Regular Party Committee Statement of Organization (CFA-3) must be filed with the County Election Board within 10 days of the Organizing Convention.

3. Local officers must send the completed Petition for Affiliation, file stamped CFA-3 and adopted Bylaws to the Secretary of LPIN within 30 days.
4. Upon receipt the Secretary will verify the petition is in order, and will submit the petition to the SCC for consideration at the next scheduled meeting.
5. The Secretary will notify the county Chairperson of the acceptance of the Petition for Affiliation by the SCC.
6. The local organization will be presented with a Certificate of Affiliation at the next state convention.

### **Contact**

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