

Bylaws

Libertarian Party of Duval County

Article I: Offices

The principal office of the Libertarian Party of Duval County (hereafter, "LP Duval" or "the Affiliate") is located in Duval County, Florida.

The designation of the county or state of the corporation's principal office may be changed by amendment of these bylaws. The LP Duval Executive Committee may change the principal office from one location to another within the named county, and such changes of address shall not be deemed, nor require, an amendment of these bylaws.

LP Duval may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the Executive Committee may, from time to time, designate.

Article II: Purpose

The object and purpose of the affiliate is to engage in political action in Duval County, Florida; to serve as an affiliate organization of the Libertarian Party of Florida in state politics; and to serve as a nucleus for LPF members in matters of county-wide political action.

Article III: Definitions

Unless the context otherwise requires, the following words and phrases have specific meanings:

1. "**Affiliate**" refers to LP Duval as an affiliate sub group of the Libertarian Party of Florida. See Article VII Preemption and Supremacy.
2. "**Member**" refers to an individual residing in Duval County, Florida who is a registered LPF voter.
3. "**Officer**" refers to an individual elected to one of the positions of leadership within the County Executive Committee, including the offices of Chairperson, Vice-Chairperson, Secretary, and Treasurer.
4. "**Executive Committee**" refers to the leadership of LP Duval, with such Officers as enumerated in Article V, Section III of these Bylaws.
5. "**Written notice**" refers to any official notification sent by a member of the County Executive Committee or a candidate seeking a seat on the County Executive Committee and may include letters and electronic mailings.

6. “**Committee**” refers to groups of LP Duval members who, from time to time, may be called upon for projects or tasks. Standing Committees are maintained to address ongoing matters. Ad hoc Committees are formed as needed to address limited matters.
7. “**LPF**” refers to the Libertarian Party of Florida; a state affiliate of the Libertarian Party.

Article IV: Membership

The Libertarian Party of Duval County is member owned and organized. It places faith and trust in the members of the Affiliate to uphold the purpose and values of this organization.

Section 1

All registered LPF voters living in Duval County, Florida are eligible to be members of the Affiliate. Members must provide to the Secretary their full name, address, and date of birth. If the member chooses to receive Affiliate correspondence via email, they must also provide their email address. Members are expected to provide updated information as necessary to support the Affiliate’s record maintenance.

Section 2

No dues shall be required to become a member or to maintain membership.

Section 3

All members are eligible to vote in any election during any regular or special meeting.

Section 4

An individual’s membership may be revoked by a two-thirds vote of the members in attendance at a regularly scheduled meeting.

Section 5

All LP Duval member data and information will be maintained with integrity.

Article V: Officers and their Duties

Officers of LP Duval shall include the Chairperson, Vice Chairperson, Secretary, and Treasurer. Officers must be members of the the Affiliate.

Section 1

All members of the Executive Committee shall have the following duties:

- a. Attend general and special meetings of the Executive Committee, with the expectation to remain until the meeting is adjourned. Members shall be deemed absent from any meeting for which the Member fails to be present for at least half of the agenda or does not receive from the Chairperson prior acknowledgement of unavoidable circumstances;
- b. To lead and be responsible for operational matters of the Affiliate.

Section 2

Vacancies on the Executive Committee shall be filled in the following manner:

- i. Executive Committee Elections: Once annually, in March, an Organizational Meeting will be held for Executive Committee elections. At this time each of the four Executive Committee positions shall be elected by a simple majority vote of the members.
- ii. In the event a member of the executive committee either resigns from office, is removed from office or otherwise incapable of continuing their term a replacement shall be filled through the process allotted in Article 5, Section 2, subsection iii. Replacements shall serve the remainder of the term allotted to their predecessor, unless special circumstances require a shorter term after which the replacements replacement shall serve until the annual elections in March.
- iii. Vacancies on the Executive Committee shall be filled in the following manner:
 - a. The Secretary, or in the case of absence, the Chairman, shall give written notice of the vacancy as soon as is reasonably possible
 - b. A special election meeting shall be held no less than ten (10) days and no more than thirty-one (31) days after the vacancy has been announced to elect a candidate to fill the vacancy
 - c. An announcement of the vacancy shall be made no less than ten (10) days prior to the meeting
 - d. Candidates for any vacant position must announce to the Secretary such candidacy at least five (5) days prior to the meeting during which the special election is to be held.
 - e. The candidate shall be present at the meeting at which the special election will be held
 - f. During the special election at the acting chair person's discretion, they may choose to offer each candidate the opportunity to speak. If the chairperson decides to do so, they must offer each candidate an equal and fair amount of time.
 - g. The members shall elect a candidate with a majority vote of those present.
 - h. In the event that a vacancy lasts beyond thirty-one days, LP Duval shall allow the LPF to designate a replacement for each vacant cabinet position, in order to ensure succession. LPF designated replacements, must be registered Libertarians

residing in Duval County.

- iv. Term Limits: There shall be no limit to the number of consecutive terms a member of the Executive Committee may serve.
- v. Standard Removal of Officers:
 - a. A motion to remove a member of the Executive Committee may be brought before the LP Duval Executive Committee by any Voting Member claiming that the Member's actions have damaged the Mission of the LP Duval at any regularly scheduled business meeting.
 - b. Such motions must be submitted in accordance with rules for standard motions.
 - c. A second shall be required to bring the motion for a vote.
 - d. The Motion passes upon receiving at least two-thirds written vote of the Executive Committee.
 - e. The motion is presented to the membership at the next business meeting at which time the member of the Executive Committee must have the opportunity to address, orally or in writing, the motion to recall. Upon receiving at least two-thirds written vote of the General Membership in a closed (members only) session the motion shall pass, and the member of the executive committee shall be recalled.
 - f. Recalled from office shall not affect the Member's membership status in the LPDC nor shall it affect that Member's eligibility for any other position on the Executive Committee.
- vi. Emergency Removal of Officers:
 - a. In the event an officer violates the non-aggression principle, the law or threatens or harasses another member an emergency session of the shall be held within 3 days.
 - b. During the special emergency session, a motion to suspend the officer in question may be considered and shall pass with the consent of $\frac{3}{4}$ of the executive committee.
 - c. Upon passage the officer in question shall be suspended from their official duties and a special temporary replacement shall be appointed, whose term shall last until the next business meeting, when the matter can be adjudicated by the rules in Article 5, Section 2, part v

Section 3

The duties and responsibilities shall be as described below:

Chairperson

- a. Organizing and calling meetings to order; except where otherwise stated.
- b. Maintaining the Libertarian Party of Duval County's status as an affiliate of the Libertarian Party of Florida;
- c. Serving as the Spokesperson of LP Duval;

- d. Overseeing the preparation and submittal of all reports required by the Libertarian Party of Florida, and applicable Federal, State, and local laws;
- e. Maintaining open communications with the Libertarian National Committee, the Libertarian Party of Florida, and all LP Duval organizations or committees;
- f. Casting a vote to break ties on any issue before the Executive Committee.

Vice-Chairperson

- a. Preparing the agenda for all Executive Committee meetings;
- b. Performing the duties of the Chairperson in his or her absence or inability to perform;
- c. Performing other duties as may be assigned by the Chairperson.

Secretary

- a. Taking minutes at all regular and special meetings, and transcribing and preserving those minutes;
- b. Taking roll at all meetings and maintaining attendance records;
- c. Maintaining a list of the names and addresses of all members;
- d. Maintaining all official LP Duval documents, attendance records, archives, and seal;
- e. Making available all LP Duval records, as required by law;
- f. In the absence of Chairperson or Vice Chairperson, calling meetings to order and presiding over the election of a Chairperson pro tempore;
- g. Preparing all reports as required by law and the Libertarian Party of Florida, except financial audits and reports, but including re-affiliation papers every year prior to April 1;

Treasurer

- a. Collecting and maintaining all funds on behalf of LP Duval;
- b. Maintaining LP Duval financial records in a manner at all times ready for inspection by any member of the Executive Committee;
- c. Providing a financial report at each regular meeting of the Executive Committee;
- d. Signing all Executive Committee checks;
- e. Preparing and submitting all financial reports and audits required by State and Federal laws and rules of the Libertarian Party of Florida;
- f. Preparing a budget to be submitted to the Executive Committee at the first meeting following the annual Organizational Meeting;
- g. Monitoring the budget throughout the year, and proposing such changes as may be necessary;
- h. Setting rules on the approval of expenditures made by the Executive Committee;
- i. Maintaining requirements and records of donations made to LP Duval;
- j. Serving as the Treasurer, as defined in Section 106.03 of the Florida Statutes.

Article VI: Amendments to Bylaws

Section 1

These Bylaws may be amended by a two-thirds vote of the members attending any regular meeting.

Section 2

All amendments shall take effect immediately upon passage, unless otherwise provided in the language of the amendment.

Section 3

For an amendment to the Bylaws to be considered and voted upon at any meeting, it must be submitted in writing to the Secretary at least five (5) calendar days before the meeting in which it is to be voted upon.

Article VII: Preemption and Supremacy

The Libertarian Party of Duval County is an Affiliate of the Libertarian Party of Florida and the Libertarian Party. As such, these parent organizations hold supremacy and preemption. Any of the by-laws of the Libertarian Party of Duval County that run contrary to any of the by-laws or constitutions of the Libertarian Party of Florida or the Libertarian Party (hereafter referred to as "contrary provisions") are therefore automatically null and void.

Article VIII: Amendments to Bylaws

Section 1

Definition: "Business Meeting" refers to the gathering together of the members for the purposes of conducting business related to the strategy, planning, development, or other needs of LP Duval. Regular Business Meetings shall occur at monthly intervals, the specific date shall be decided at the discretion of the chair and announced at least thirty (30) days in advance. Special Meetings may be called as need arises and unless otherwise addressed in the bylaws shall require 10 days' notice.

Section 2

Procedure: Regular Business Meetings and special meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised (RRNR). Business and special meetings shall be open to the public, however only LPDC members in good standing shall vote and be recognized;

however, at the acting chair's discretion non-members may be recognized. Business meetings and special meetings may be held in person or by electronic means at the discretion of the Chair.

Section 3

- i. Each meeting (business and special) shall have an agenda, prepared by the Executive committee and disseminated seven (7) days prior to the meeting. Unless otherwise provided for as a separate class of meeting in the bylaws.
- ii. Each meeting shall have minutes, these shall be prepared by the acting secretary. If the secretary is not available, the Treasurer or Vice-Chair must take the minutes. Minutes shall be made available to all members within five (5) business days after the meeting.
- iii. Each meeting shall have a budget report, which shall be prepared by the treasurer and presented at the meeting. This shall be made available upon request of any member within five(5) business days after the meeting.

Section 4

Items to be discussed on the agenda must be submitted twenty-four (24) hours before the agenda is disseminated and eight (8) days prior to the meeting.

Section 5

Executive Sessions: The use of Executive Session by officers is prohibited, except for business regarding pending or potential legal action by or against the LP Duval, or matters requiring disclosure of a member or employee's confidential personal, medical or financial information.