



Policy and Procedures Manual
First Edition

*Adopted by the State Executive Committee
on 5 February 2023
at Meeting SEC-R 16.2.4*

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POLICY MANUAL OVERVIEW AND INTRODUCTION

An organization is subject to public law and such other rules it adopts to govern its operation. This Policy Manual is a compilation of the rules governing the Oklahoma Libertarian Party State Executive Committee are as following and supersede each other in the order listed:

- Bylaws: Prescribe how the organization shall function. They may not be suspended, except for clauses that provide for their own suspension or clauses clearly in the nature of rules of order.
- Special Rules of Order: Relate to rules for orderly transaction of business that differ from those contained in the adopted parliamentary authority.
- Rules of Order: Relate to orderly transactions of business. These are usually contained in the adopted parliamentary authority, which in this case is the latest edition of Robert's Rules of Order, Newly Revised (RONR).
- Standing Rules: Relate to the details of administration. They are adopted as the need arises.

The policies herein, as set forth by the Oklahoma Libertarian Party State Executive Committee, direct the Officers, At-Large and Regional Representatives, Staff, and Volunteers of the Oklahoma Libertarian Party in their engagement with other Party Members, as well as with the public. In keeping with the Non-Aggression Principle, and in the spirit of voluntary participation, the Oklahoma Libertarian Party adopts these policies to promote effective, positive, and accountable action.

The following terms may be used throughout this document:

- "APRC" is the Advertising and Publications Review Committee
- "CiviCRM" is the National Libertarian Party Customer Relationship Management Software utilized by the Party
- "ExCom" refers to the OKLP State Executive Committee
- "IT" is Information Technology
- "LNC" refers to the Libertarian National Committee
- "LP National" and "National LP" refer to the national Libertarian Party
- "NDA" is a Non-Disclosure Agreement
- "OKLP" refers to the Oklahoma Libertarian Party
- "Party" refers to the Oklahoma Libertarian Party and its Affiliates
- "ROAP" is Rules of Appellate Procedure
- "RONR" is the most recent edition of Robert's Rules of Order, Newly Revised

ARTICLE 1. ADMINISTRATION AND GOVERNANCE

SECTION 1: GENERAL ADMINISTRATION

1) Document Maintenance

The Secretary shall maintain a complete copy of this Policy Manual.

The Secretary is authorized to propose corrections to formatting spelling, grammar, punctuation, article and section designations, cross-references, and such other technical and conforming changes as may be necessary to the Policy Manual, provided such changes would have no effect on the meaning of the adopted content.

The Secretary may propose adding or amending annotations in the form of endnotes and introductory language to provide relevant references to authoritative statutes, the Party's Bylaws, the parliamentary authority, and explanations as to how special rules of order differ from the parliamentary authority.

The Secretary shall submit such proposals, along with any written opinions provided by the Party's parliamentarian, to the ExCom at least seven (7) days in advance of a duly-called regular meeting of the ExCom for approval consideration therein.

2) Non-Disclosure Agreement

All members of any state-level committee including the State Executive, Judicial, Bylaws & Platform, and Convention Committees, and of any regional or county executive committee, shall execute and return to the State Secretary the OKLP non-disclosure agreement, and complete that of LP National, prior to being given access to the CRM or other database, member information, or Party documents.

3) Code of Conduct

The Oklahoma Libertarian Party is founded on the key principles of liberty, responsibility, and respect. With that foundation, it is to be expected that libertarians treat everyone with professional respect, thoughtful consideration, and fundamental decency.

4) Harassment Policy

Approved by the State Executive Committee on 20 October 2021 (SEC-R 9.1.4)

The Oklahoma Libertarian Party is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, the OKLP expects that interactions between Party members will be free of bias, prejudice, discrimination, and harassment. In order to keep this commitment, the OKLP

maintains a strict policy of prohibiting harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability, or any other potentially discriminatory characteristic.

4.1 *Definition of Harassment*

Harassment is herein defined as a knowing and willful course or pattern of conduct by an individual directed at a specific person which seriously alarms or annoys that person and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and must actually cause substantial distress to the person.

4.2 *Complaint Procedures and Investigation*

Anyone who is subject to harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. The OKLP recognizes that harassment may occur in unequal relationships and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, they may approach any member of the State Executive Committee or other designated officer responsible for receiving complaints of harassment. When such person receives a complaint, they will:

- Record the dates, times, and facts of the incident(s)
- Ascertain the views of the victim as to what outcome they want
- Ensure the victim understands the Party's procedures for dealing with the complaint
- Discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if that person is not satisfied with the outcome
- Keep a confidential record of all discussions
- Respect the choice of the victim
- Ensure the victim knows that they can lodge the complaint outside of the Party through the relevant legal framework

4.3 *Informal Complaints Mechanism*

If the victim wishes to deal with the matter informally, the designated person will:

- Offer the alleged harasser an opportunity to respond to the complaint
- Ensure the alleged harasser understands the complaints mechanism

- Encourage discussion between both parties to achieve an informal resolution which is acceptable to the complainant
- Ensure that a confidential record is kept of what happens
- Follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped

4.4 Formal Complaints Mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to the State Executive Committee to instigate a formal investigation. The State Executive Committee may deal with the matter themselves, refer it to an internal or external investigator, or refer it to an ad hoc committee of three members in accordance with the Bylaws.

The person(s) carrying out the investigation will:

- Interview the victim and the alleged harasser separately
- Interview other relevant third parties separately
- Decide whether or not the incident of harassment took place
- Produce a report detailing the investigations, findings, and any recommendations
- If the harassment is determined to have taken place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e. an apology, a change to working arrangements, training for the harasser, discipline, suspension, termination)
- Follow up to ensure that the recommendations are implemented, that the behavior has stopped, and that the victim is satisfied with the outcome
- If it cannot be determined that the harassment took place, consider recommendations to ensure proper functioning of the Party
- Keep a record of all actions taken
- Ensure that all records concerning the matter are kept confidential
- Ensure that the process is done as quickly as possible

4.5 *Sanctions and Disciplinary Measures*

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of harassment are not treated as trivial. Certain serious cases, including those involving physical violence, will result in the immediate suspension or dismissal of the harasser.

4.6 *Elected and Appointed Representatives, Members, and Volunteers of the OKLP, including Affiliates*

If the OKLP determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any elected or appointed Party representative, member, or volunteer determined by the State Executive Committee or its designated investigative body to be responsible for harassment will be subject to appropriate disciplinary action, up to and including recommendation for expulsion from the OKLP in accordance with the Bylaws.

4.7 *Employees of the OKLP*

Any employee who has been found to have harassed another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning
- Adverse performance evaluation
- Reduction in wages
- Transfer
- Demotion
- Suspension
- Dismissal

4.8 *Implementation*

The OKLP will ensure that this policy is widely disseminated to all relevant persons. It will be included in the OKLP Policy Manual and the Employee Handbook. All new employees and elected or appointed representatives shall be trained on the content of this policy as part of their OKLP onboarding process. It is the responsibility of every director to ensure that all of their employees are aware of the policy. It shall be the responsibility of the OKLP Chair to ensure all elected or appointed Party representatives are trained on the content of this policy.

4.9 *Victim's Rights*

All members have a right to Party interactions that are free of harassment and inappropriate conduct.

You have the right to report inappropriate conduct you experienced, witnessed, or were informed of without the fear of retaliation or dismissal. You also have the right to report this behavior in the complaint mechanism of your choosing.

You are entitled to a quick, comprehensive, and confidential (to the extent possible) investigation into your allegations.

In accordance with our Whistleblower policy, you will not be retaliated against for filing a complaint or for assisting in a complaint or investigative process.

5) Whistleblower Policy

Approved by the State Executive Committee on 20 October 2021 (SEC-R 9.1.4)

Integrity is key to successful libertarian leadership. It is the intention of the Oklahoma Libertarian Party to exemplify this principle at all times.

5.1 Reporting Responsibility

It is the responsibility of all elected Party representatives, committees, and members to report actions which violate Party principles, Bylaws, policies, laws governing the activities of the OKLP, or which generally impede the objectives of the Party. Witnesses to such actions are encouraged to raise their concerns internally so the OKLP may address them.

5.2 Compliance

A violation or complaint, anonymous or direct, may be reported in person or via email to any or all member(s) of the OKLP State Executive Committee. The State Executive Committee member(s) to whom the report is delivered must present it promptly to that committee, which shall issue a formal decision concerning action or inaction on the report at its next regular meeting or at a Special Meeting called for that purpose. At the reporter's request, any information related to the whistleblower report must be handled in executive session.

Alternatively, a report may be made during the State Convention to be taken up in New Business.

5.3 Security and Anti-Retaliation

It shall be considered a most egregious violation of this policy for anyone to retaliate against any individual who, in good faith, reports a known or suspected legal concern, complaint, instance of fraud, or violation of any law or policy relating to the operations of the OKLP. Reports made in accordance with this policy shall be assumed to have been made in good faith and shall be accorded all protections thereof. Any elected or appointed representative who retaliates against someone who has made such a report is subject to discipline up to and including suspension.

6) Social Media Policy

6.1 *Establishment of New Accounts*

No OKLP social media accounts may be established without obtaining permission of the Chair.

6.2 *Password Management and Account Access*

Social media accounts established in the Party's name require prior approval by the Chair and shall be set up by the IT Director. The IT Director will create and exclusively manage all passwords for OKLP-held third-party and social media accounts, and set moderator or contributor access to those accounts for designated administrators. Password change requests for any Party-held account must be approved by the Chair and the updated password generated by the IT Director.

6.3 *Official Communication*

Social media shall be considered neither an official means of communication or notification for OKLP Members, nor constitute "written notice." See *Article IV, Section 4 of the OKLP Bylaws for specifications concerning "written notice."*

6.4 *Branding Limitations*

In order to be entitled to use any OKLP logo or other OKLP branding, a social media account or website must:

- Be a recognized, chartered affiliate of the OKLP;
- Use a current, unaltered iteration of the OKLP logo or other OKLP branding;
- Use the words "Libertarian Party" in their page name (example: "Delaware County Libertarian Party").

6.5 *Authority of Contract*

In accordance with Article XVIII of the OKLP Bylaws, no social media account or website may use the name "Oklahoma Libertarian Party," "Libertarian Party of Oklahoma", or any confusingly similar designation except the Party or a recognized affiliate.

6.6 *Content*

As posts to OKLP social media are a reflection on every OKLP Member, discernment should be employed in content creation. All posts to OKLP social media platforms must maintain a professional tone and compliance with the OKLP Code of Conduct outlined in Article 1, Section 1.3 of this manual, perhaps especially toward strangers. Policy statements should, at a minimum, be defensible by way of the Party platform and should not reflect the views of any one person or faction within Libertarian thought.

SECTION 2: STATE EXECUTIVE COMMITTEE

The OKLP State Executive Committee (ExCom) shall function in compliance with all current OKLP Bylaws and shall not deviate from the Statement of Principles. Officers, At-Large Representatives, and Regional Representatives shall take on other roles within the organization not herein defined as needed in order to facilitate the goals of the OKLP.

All Members of the ExCom should be familiar with and employ regular use of CiviCRM, their Party email accounts, and the Oklahoma Election Data Warehouse.

1) Roles of Officers

1.1 Chair

The State Chair is the chief executive officer of the OKLP and shall coordinate the activities of the OKLP and Members in achieving the Party's objectives and goals. In addition to responsibilities laid out in the Bylaws, duties of the State Chair include but are not limited to that such person:

- A. Primary Spokesperson for the Party, and may delegate this function to any other Member(s).
- B. Convenes and presides over meetings of the ExCom and over the Party's Annual Business Meeting, but may delegate that responsibility if Chair cannot attend or must be recused.
- C. Serves as *ex officio* on all standing and *ad hoc* committees.
- D. Be familiar and ensure compliance with all federal, state, and local laws pertaining to political parties, including but not limited to FEC filings and Oklahoma Ethics Commission reporting. Oversees Party projects in coordination with other ExCom members, Regional and County Committees, or state-level committees in order to promote the Party.
- E. Is responsible for recruiting Libertarian candidates for public office, in coordination with the Vice Chair, Political At-Large Representative, Regions, and County Chairs.
- F. Maintains communication with LP National in order to coordinate national and state Party business.
- G. Reporting to the national Libertarian Party Secretary and/or Credentials Committee the names and contact information of all OKLP Delegates to the LNC Convention, the name of the elected delegation chair, and the OKLP-Bylaws-mandated eligibility requirements to serve as a delegate, immediately following the election of those persons. **Failure to provide the national Libertarian Party with such information may result in Oklahoma's**

delegation not being seated at the LNC Convention.

- H. Shall perform the duties of the Vice Chair in the absence of that Officer.
- I. May require specific forms to be used for administrative purposes at all levels of the Party.
- J. May make other regulations regarding administrative practices at all levels of the Party. Such regulations should be specified in this Policy Manual.
- K. Shall notify the Oklahoma Election Board as to whether Libertarian primaries will be open or closed to Independent voters, in accordance with that board's requirements and in accordance with OKLP Standing Rules and Bylaws.
- L. Coordinate with the IT Director to ensure that all committee members of all state-level Party committees have completed and filed with the Secretary the OKLP NDA.

1.2 Vice Chair

The Vice Chair is the facilitator of the Party. Duties include but are not limited to:

- A. Performing the duties of the State Chair in that person's absence;
- B. Overseeing the planning and execution of the annual State Convention, with assistance from two required and one optional committees, appointed by the Vice Chair:
 - a. Convention Committee members must be appointed within two months of the close of the most recent State Convention. The Vice Chair may serve as chair of this committee or ask the committee to select its own chair.
 - b. Credentials Committee. Historically, the Secretary has chaired the credentials committee, with at least two other OKLP Members.
 - c. Special Convention Rules Committee (if necessary)
- C. Arranging facilities and equipment for ExCom meetings;
- D. Development of Regional and County Affiliates in coordination with the Field Development At-Large Representative.
- E. Development and implementation of an overall strategy to maximize outreach and engagement with registered Libertarians, OKLP Members, volunteers, and the community at large in coordination with the Field Development and Development At-Large Representatives.
- F. Facilitating hearings of the Judicial Committee which are open to all OKLP Members.

1.3 Secretary

The State Secretary is the recording officer at all ExCom meetings and the State Convention. Duties of the Secretary not already listed in the Bylaws include:

- A. Publishing notice of all ExCom meetings as Events on OKLP.org, the OKLP Basecamp calendar, and on OKLP Discord.
- B. Emailing to all ExCom members, via their Party email accounts, notice of all ExCom meetings, along with any documents needing review for those meetings.
- C. Maintaining and publishing Party records to the online Archives.
- D. Recording and publishing to OKLP.org the current OKLP Bylaws, Platform, and/or Judicial Committee Rules of Appellate Procedure, following amendment by the delegates at a State Convention.
- E. Receiving from the Judicial Committee any amendments to the Rules of Appellate Procedure which originate in and are officially adopted by that committee, for approval by the ExCom. If adopted by the ExCom, the Secretary shall publish the updated ROAP to OKLP.org and the OKLP Archives.
- F. Providing the national Libertarian Party Secretary with updated OKLP Bylaws, Platform, and Rules of Appellate Procedure annually.
- G. Maintaining the Policy Manual following amendment by the State Convention or the ExCom.
- H. Maintaining a list of OKLP committee members and volunteers who have completed and filed the OKLP Non-Disclosure Agreement.
- I. Assigning reference numbers and maintaining copies of all OKLP and ExCom resolutions, in accordance with guidelines established in subsection 6: Resolutions, below.
- J. Appointing three tellers to assist with election vote tallies during the State Convention.

1.4 Treasurer

The State Treasurer is the custodian of all State Party funds and is authorized to be a signatory on all accounts. Duties of the Treasurer include but are not limited to that such person:

- A. Shall keep account of all receipts and disbursements, with appropriate information regarding from whom received and to whom disbursed, and the purpose thereof;
- B. Shall make a record of State Party accounts accessible to any member of the ExCom or to any Member with reasonable notice, usually at least two (2) days advance notice;

- C. Shall report at each quarterly meeting, and at others time as requested by the ExCom, in such form as will provide all necessary information, the amount of receipts and disbursements, balances on all accounts, expenditures to each line item of the budget, and the unexpended balance of each budget line items;
- D. Shall, at the end of the Treasurer's term of office, deliver to that person's successor within ten (10) business days all monies, property, books, and records of the ExCom and State Party maintained by that person or in that person's possession;
- E. Shall, at the end of the Treasurer's term of office, within seven (7) days amend the statement of Organization with the Oklahoma Ethics Commission and the Federal Ethics Commission as required by applicable law;
- F. Shall follow the rules and standards set by the institution where signatory authorization is required including but not limited, to the transfer of custody and withdrawal of assets; and
- G. Shall keep account of all quarterly financial statements and other related documents submitted by Affiliates.

2) Roles of At-Large Representatives

At-Large Representatives, in addition to being available to all Members, shall under the direction of and in coordination with the Chair and Vice Chair assist in the achievement of the Party's Purpose as stated in Article II of the Bylaws. They are unpaid Directors of the roles to which they were elected and may use that designation in conjunction with respective roles (such as "Political Director" or "Field Development Director") at their discretion.

2.1 *Political At-Large Representative*

Works closely with the State Chair to develop and implement an overall political strategy for maximizing Libertarian campaign results. Responsibilities may include but are not limited to identifying ideal districts and races in which to run candidates, prospecting potential candidates, and assisting in the recruitment and training of Libertarian candidates for office and their campaign staff in all areas related to organizing and running a campaign. After each election, the Political At-Large should receive from each Regional Representative a list of candidates who ran in non-partisans races and are registered as Libertarians, along with their contact information.

2.2 *Legislative At-Large Representative*

Works with the Chair on legislative matters of interest to the Party. Responsibilities may include but are not limited to reviewing legislation in the state to determine which bills the Party will support or oppose, engaging with the legislature and its subcommittees to introduce or amend pending legislation to protect libertarian interests, compiling information for membership calls to action, assisting with Party resolutions, press

releases, and statements concerning legislative matters, and assisting in organizing any Party lobbying events and rallies.

2.3 *Field Development At-Large Representative*

Works with the Vice Chair to develop and implement an overall strategy to maximize outreach and engagement with Members, registered Libertarians, volunteers, and the community at large. Responsibilities may include but are not limited to prospecting communities and community events for Party engagement and communicating with Regional Representatives and/or County Committees concerning same, recruiting and training event volunteers, identifying and targeting -- for coalition-building -- organizations which are niched to specific issues aligned with the Party platform, and working with the Legislative At-Large to organize any Party lobbying events and rallies.

2.4 *Development At-Large Representative*

Works with Officers and Regional Representatives to develop and implement a strategy to maximize Libertarian voter registrations, Party membership, and Party revenue. Responsibilities may include but are not limited to following up with prospective Members, contacting current and past Members concerning membership status, soliciting donations, implementing fundraising strategies and coordinating related events, and increasing the number of Registered Libertarians through voter registration activities. This person should be very familiar with CiviCRM and operate within it regularly to manage contact and membership records, send emails, create “activities” and record participation therein, generate membership and other reports, and other functions necessary for the maintenance and improvement of database records and relationship assets.

3) Role of Regional Representatives

Regional Representatives are responsible for communicating regularly with and representing the interests of all OKLP Members and chartered affiliates within their respective regions, the boundaries of which are set out in the Bylaws. Regional Representatives should work with the various At-Large Representatives to implement strategies and achieve goals in their respective regions, including but not limited to identifying and recruiting potential candidates, identifying and staffing outreach events, and identifying local political issues of interest to the OKLP. Each Regional Representative should be very familiar with CiviCRM and operate within it regularly to manage contact records, send emails, create “activities” and record participation therein, generate membership and other reports, and other functions necessary for the maintenance and improvement of regional database records and relationship assets.

Following any election, each Regional Representative should review all local races in their respective regions to identify any people registered as Libertarians who have run in a non-partisan race, and present contact information for each such person to the Political At-Large Representative. This will facilitate expansion of the OKLP’s pool of potential candidates for other offices, and particularly for critical ballot access races.

Regional Representatives are responsible for communication with OKLP Members in their regions for Party-related events and activities, including but not limited to regional and county conventions, candidate support events, voter registration drives, tabling events, and watch parties, and provide the OKLP's website support personnel with information needed for the creation of Event listings on OKLP.org and social media. Concerning conventions, Regional Representatives must provide written notification, as defined in the Bylaws, to all OKLP Members in their region of any regional convention, and to all OKLP Members in a given county in their region of any county convention. Such notification must be delivered a minimum of thirty (30) days prior to the first day of the convention and contain the time, date, location, event schedule, and contact information of the organizers. Others who may be notified include CiviCRM Contacts and registered Libertarians who live in the region or county in question.

4) Meetings

See Article X of the Bylaws.

4.1 Establishing Meeting Dates and Times

At each regular meeting, the time and date of the next regular meeting should be established following wide agreement among the committee members, **but not set by means of a motion**. The Chair entertains discussion, reaches a consensus, and simply calls the meeting date, time, and location. [*Setting the date via motion creates a problem if the date or time of the meeting needs to be changed after the meeting in which it is set ends, since motions cannot be reconsidered or undone outside of another duly-called and published meeting.*]

4.2 First Meeting of New Session

The first meeting of each new ExCom session shall take place immediately following the close of the annual State Convention, a break for a meal or other necessary endeavor notwithstanding. In years where there are outgoing and incoming ExCom members, both are expected to attend the first meeting of the new session.

The meeting agenda should include but is not limited to the following:

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Approval of Minutes of the previous ExCom meeting
- E. Business
 1. **Execution of OKLP Non-Disclosure Agreements**
Each ExCom member should sign and return to the Secretary the written OKLP Non-Disclosure Agreement (to be completed annually)
 2. **Designation of Signatories**
A motion should be made designating which Officers will be signatories on the OKLP bank accounts, naming them and their Party titles (typically

the Chair, Treasurer, and a Deputy Treasurer if one is named), and removing by name anyone who will no longer remain on the accounts

3. **Designation of Address of Record for the Term**

A motion should be made designating a mailing address for the Party during the term. This is typically the Treasurer's mailing address due to state requirements for timely processing of any checks/revenue received by mail.

4. **Appointment of OKLP Store Custodian(s)**

An ExCom member with knowledge of WordPress should be chosen to assume responsibility for the OKLP Store at oklahomalp.org, both for store maintenance and reporting purposes.

5. **Election or Appointment of ExCom Subcommittee Members**

Motions to populate the APRC, Marketing, and Social Media committees with ExCom members, as needed (see *Section 3.1: ExCom Subcommittees*)

6. **Designation of Press Release Personnel for the State Convention**

Should the ExCom choose to issue a press release announcing the new OKLP Chair and any newsworthy convention happenings, someone should be designated to write it, present it to the APRC for review, and be responsible for sending it to the media list.

7. **Set Meeting Date and Time for the Next ExCom Meeting**

Following discussion and wide agreement on when the largest number (if not all) of the committee members can meet, a call of the Chair should set the next ExCom meeting date and time. This should NOT be done through a motion, as setting the meeting via motion creates a problem if the date or time of the meeting needs to be changed after the meeting in which it is set ends, since motions cannot be reconsidered or undone outside of another duly-called and published meeting.

F. New Business

G. Announcements

H. Public Comment

I. Adjournment

4.3 Monthly Meetings

In order to facilitate timely attention to matters of business and minimize the need for Special Meetings, the ExCom meets monthly whenever possible.

4.4 Quarterly Meetings

The Bylaws require that the ExCom meet at least quarterly (see *Article X, Section 7*).

A. With the exception of the meeting which takes place immediately following adjournment of the annual State Convention, the first regular meeting of the ExCom in any given quarter is the quarterly meeting.

B. Each member of the ExCom – whether Officer, At-Large Representative, or Regional Representative – shall provide regular accounting of that person's work

for the Party by emailing to the Secretary (via email to secretary@oklp.org) seven days prior to each quarterly meeting a written report of all activities in the previous quarter related to the responsibilities with which each has been charged, respectively, as well as any upcoming events or activities with which that person is tasked. Reports are also requested of appointed Directors, and may be requested of and/or provided by state-level committees. It is not advised that the ExCom vote to approve or adopt these reports; see RONR for additional information. Reports should include, at a minimum:

- a. Chair: Bylaws & Platform Committee progress, social media and related metrics, activities of any other committee on which he serves as an ex officio member not otherwise listed herein, legal action in which the party is or may become involved, any matters before or decided by the Judicial Committee, and any other executive matters not otherwise listed herein.
- b. Vice Chair: Convention Committee activity and on matters concerning the OKLP Store.
- c. Treasurer: account balances and aggregate activity for all budget line items.
- d. Secretary: administrative activities including but not limited to website management, emails sent and related metrics, information reported to LP National (such as OKLP Bylaws and Platform updates, convention date notices, and changes in OKLP Officers).
- e. Legislative At-Large Representative: upcoming legislation being watched, legislative actions taken, interactions of note with legislators or state executives, and calls to action for Members on legislation. The Political At-Large Representative will report on current candidates, candidate recruitment efforts, candidate support efforts, and filing deadlines.
- f. Field Development At-Large Representative: existing coalition partnerships as well as those under development, new county affiliates under development, and statewide events.
- g. Development At-Large Representative: current OKLP Memberships (numbers of each type/level, % change in each over previous quarter and over the last 12 months, Member recruitment efforts and outcomes, fundraising efforts and outcomes, voter registration drives, other marketing efforts, and Marketing Subcommittee activities.
- h. Each Regional Representative: that person's region's current membership (numbers and % change over the previous quarter and the last 12 months), any changes in county affiliate leadership, region events tabled in that quarter, upcoming affiliate events to be tabled, number of active county affiliates in the region, and other noteworthy region or county leadership or Member efforts.
- i. IT Director: any updates from LP National relating to our website or CiviCRM, tickets turned in and any resulting resolutions or suspensions thereof, ExCom member use of CiviCRM (active NDAs, anyone who is

not set up to use CiviCRM, anyone who needs training, etc.), and updates on non-ticket assigned tasks.

4.5 Meeting Notice

A. At Call

Directly after the call for any ExCom meeting is issued, notice thereof should be emailed by the Secretary directly to all ExCom members via their Party accounts, and posted by the Secretary on each of the following:

- OKLP.org Events Calendar
- OKLP ExCom Basecamp schedule
- OKLP Discord Server Events

Notice should include the time, date, location, and purpose of the meeting.

See Appendix G for email, website, and social media meeting announcement templates.

B. Before the Meeting

Five to seven days before the meeting, the Secretary should send out the meeting agenda plus any supporting or background documents. Each line item should have an estimated time to take care of that agenda item.

4.6 Meeting Reference Numbering

ExCom meetings are assigned reference numbering in accordance with the titling requirements set out in Article X, Section 2 of the Bylaws.

A. Regular, Special, or Emergency Meeting

The first part of a meeting reference number indicates either a regular, special, or emergency ExCom meeting:

1. SEC-R: State Executive Committee Regular Meeting
2. SEC-S: State Executive Committee Special Meeting
3. SEC-E: State Executive Committee Emergency Meeting

B. Meeting Number, Session, and Term

The second part of a meeting reference number indicates the meeting number, the ExCom session (first or second), and the ExCom term, in #.#.# format.

C. Date

Meetings are generally referred to (in email subject lines, on website and social media notices, etc.) without a date reference, as the date of the meeting is included elsewhere in the body of such communications. However, when minutes are titled, the date on which the meeting occurred is added to the title in DDMMYYYY format.

D. Examples

- a. **SEC-R 1.1.5 5Mar2023** will be a regular meeting and the first meeting of the first session of the fifth OKLP State Executive Committee
- b. **SEC-R 5.2.3 4Oct2020** was a regular meeting and the fifth meeting of the second session of the third OKLP State Executive Committee

- c. **SEC-S 12.2.4 16Oct2022** was a special meeting and the twelfth meeting of the second session of the fourth OKLP State Executive Committee.
- d. **SEC-E 3.1.4 6Jun21** was an emergency meeting and the third meeting of the first session of the fourth OKLP State Executive Committee.

E. Changes in Meeting Reference Numbers

If a meeting has already been scheduled and a meeting reference number assigned when a special or emergency meeting is called which will take place first, renumber meetings accordingly to keep the chronology consistent.

For example, if meeting SEC-R 8.1.5 has already been scheduled when a special meeting is called, interrupting the chronology, number the special meeting as SEC-S 8.1.5 and renumber the regular meeting to SEC-R 9.1.5 (and renumber any other meetings which have already been scheduled accordingly).

5) Decision Thresholds

Decisions made by the ExCom must take place in accordance with the quorum and percentage thresholds established in the OKLP Bylaws (or, in the absence of specific thresholds there, in accordance with those prescribed in Robert’s Rules of Order, Newly Revised), and vary depending on the subject matter. Verify thresholds before taking votes on any motions. In accordance with Article X, Section 12 of the OKLP Bylaws, unless otherwise provided for, **the Chair does not vote in ExCom meetings except in cases of a tie or in the case that the Chair’s vote could cause a tie.**

6) Standing Rules

6.1 Recording

The Secretary is responsible for recording, titling, and assigning reference numbers to all adopted Standing Rules.

6.2 Title and Numbering Format

A. Title

The title should be succinct and descriptive (e.g. “Determination of Open or Closed Libertarian Primaries”), in bold letters and parentheses.

B. Number

The number of the standing rule should be in the format “SR###”.

- a. **SR**: for “standing rule”
- b. **###**: three digits indicating the standing rule’s order since standing rules began to be codified. *Note: should standing rules which were not codified in this manner be found, they should be numbered in succession regardless of when they were implemented, so as not to require endless amendments to meeting minutes.*

C. Adoption Date

The date on and meeting in which the standing rule is adopted should be listed – in parentheses and italics, and not in bold font – beneath the title.

D. Example

The standing rule passed by the ExCom on 21 November 2021 concerning how the question of open or closed Libertarian primaries in Oklahoma will be decided is title-formatted as:

Determination of Open or Closed Libertarian Primaries (SR001)

Adopted at SEC 10.1.4 on 21 November 2021

7) Resolutions

7.1 Delivery to ExCom

Generally speaking, resolutions of the ExCom are best presented in advance of the meeting in which they will be voted on. Workshopping them in advance so a resolution with wide acceptance among ExCom members may be presented with minimal amendments suggested is recommended. Except in the case of an Emergency Meeting, proposed resolutions should be emailed in their entirety to the Secretary seven days prior to the meeting in which they will be considered, to be distributed to all ExCom members in advance.

7.2 Title and Numbering Format

The Secretary is responsible for assigning reference numbers to all adopted resolutions. Resolutions should be titled and numbered in a way that makes them readily identifiable, and include the date and meeting or convention in which they were adopted. Beginning in 2021, OKLP resolutions have been title-formatted as follows:

A. Title

The title should be succinct and descriptive (e.g. “OKLP Resolution Against Medical Tyranny”), in bold, capitalized letters.

B. Number

The number for the resolution should be in the format “YYYY.##(XXX)”.

- a. **YYYY**: the four digits of the year in which the resolution was issued
- b. **##**: two digits indicating the resolution’s order. “01” would be the first resolution in a given year, “02” would be the second resolution in a given year, etc.
- c. **(XXX)**: three capitalized letters indicating whether the resolution was passed by the State Executive Committee [(“SEC”)] or by the State Convention Delegates [(“SCD”)].

C. Adoption Date

The date on which the resolution is adopted, in parentheses and italics, not in bold font, should be listed beneath the title.

D. Example

The resolution passed by the ExCom on 12 September 2021 in opposition to the

COVID-19 mandates is title-formatted as:

<p style="text-align: center;">OKLP RESOLUTION 2021.02(SEC) AGAINST MEDICAL TYRANNY <i>(Adopted 12 September 2021)</i></p>

8) Communication

8.1 Email Addresses

When transaction Party business by email, all members of the ExCom ***must*** use official Party email accounts as listed in Appendix B.

Note: see Appendix I for the LP National Email Service End User's Guide, and be familiar with it before using your Party email address. Of particular note are the Rules on Page 3, which include: "You may NOT use the LP Shared Email service for mass broadcast email." This includes a ban on sending monthly newsletters or even press releases to a media list."

Official business of the ExCom takes place primarily at duly-called ExCom meetings, and is otherwise communicated almost exclusively via Party email. Other forms of written notice may be used in accordance with the Bylaws.

8.2 Emails Generated in CiviCRM

Emails generated in CiviCRM should be assigned a Mailing Name using the format "OKLP YYYY.MM.DD [Short Title]", based on the day the mailing is sent, such as "OKLP 2022.01.26 Convention Deadlines."

8.3 Collaboration Platform

The ExCom uses the OKLP Basecamp account for team collaboration. The IT Director manages this account and provides committee members with credentials for accessing it. *Please note that activity in Basecamp does not constitute "written notice." No official decisions or motions may be made in that forum, but must take place instead in a duly-called ExCom meeting.*

8.4 Informal Communication via Discord

The ExCom may avail itself of a designated channel in the OKLP Discord for informal discussion. The IT Director manages the Discord account and assigns roles which allow access for elected and appointed ExCom members to such a channel. *Please note that Activity in Discord does not constitute "written notice." No official decisions or motions may be made in that forum, but must take place instead in a duly-called ExCom meeting.*

SECTION 3: OTHER COMMITTEES

1) Interim Committee Chairs

The Chair shall have the authority to appoint an interim chair for all state-level committees of the OKLP which elect their own permanent chair, and for the OKLP Delegation to the National Convention. The interim chair shall serve until a permanent chair is chosen by the committee.

2) ExCom Subcommittees

Subcommittees are responsible to and report to the committee which creates them: in this case, the ExCom. ExCom subcommittees must consist exclusively of ExCom members with limited exceptions that require authorization by the OKLP State Convention delegates (see *RONR 50:15*). Subcommittees may engage the assistance of OKLP Members as provided below, but in no case should unelected persons be entitled to override decisions of the subcommittees.

The Fourth OKLP ExCom established three subcommittees: the Advertising and Publications Review Committee (APRC); the Marketing Committee; and the Social Media Committee.

1.1 Advertising and Publications Review Committee (APRC)

The APRC is composed of the State Chair and three additional ExCom members elected by a vote of the ExCom.

APRC Policy

Approved by the State Executive Committee on 21 November 2021 (SEC-R 10.1.4).

The Advertising and Publication Review Committee (APRC) shall review and advise whether public communications of the Party violate our Bylaws, policy manual, or advocate moving public policy in a direction other than a libertarian one as delineated by the Party platform.

A. Submissions

Members and affiliates may seek advance advice from the APRC on any proposed communication. Members and affiliates may reasonably conclude that failure of the APRC to provide advice in a timely manner constitutes committee approval.

Public communications may be defined in either of two review categories: pre-publication or veto.

Public communications such as self-published Party literature, fundraising letters, merchandise, and others of an enduring nature are subject to pre-publication review and shall be made available to the APRC before the final proof is approved for printing and distribution.

Public communications such as mass emails, press releases, social media posts, and blog entries are subject to APRC veto and shall be reviewed by the APRC upon challenge or complaint.

B. Rulings

In the case of public communications subject to pre-publication review, a response is considered timely if made within seventy-two (72) hours of a member's submission of the subject matter to the committee.

In the case of public communications subject to APRC veto, a response is considered timely if made within twenty-four (24) hours of submission of the subject matter to the committee.

If a majority of the APRC concludes that a public communication violates the Bylaws, policy manual, or advocates moving public policy in a different direction other than a libertarian one, as delineated by the Party platform, the committee chair shall report such to the State Chair, citing the specific relevant platform plank, bylaw, or policy manual section.

Official decisions of the APRC which are overridden by the State Chair shall be promptly reported to the ExCom without revealing confidential matters.

C. Confidentiality

Communications between the APRC, members, and the State Chair are in the nature of confidential communications. However, the APRC may by majority vote agree to consult with other relevant individuals about matters which come before it, conditioned upon the prior agreement by such individuals to maintain confidentiality of the discussions. The ExCom retains the right to discipline and discharge committee members who repeatedly contravene official Party position, per Article VII, Section 8 of the OKLP Bylaws.

1.2 Marketing Committee

The Marketing Committee is composed of the State Chair, Development At-Large Representative, and up to two additional ExCom members appointed by a motion naming them. Nothing in that motion prevents the Marketing Committee from establishing a non-voting Marketing Development Team involving interested volunteers from the OKLP Membership, nor does it require one. The Marketing Committee is responsible for crafting, updating and overseeing marketing efforts, materials, and merchandise for the OKLP in accordance with branding adopted by the ExCom and with APRC rules.

1.3 Social Media Committee

The Social Media Committee is composed of the State Chair and two additional members of the ExCom, appointed by a motion naming them. The job of this committee

is: to ensure that the OKLP is responding to current issues in a manner that is honest, timely, fair, and principles, and in line with our Platform and Bylaws; post content to OKLP-held social media platforms in accordance with the APRC rules, and; establish and adhere to a social media communication policy to be approved by the ExCom. The Social Media Committee oversees a content creation team which includes themselves and volunteers from the OKLP Membership at large to accomplish those goals.

2) Convention Committee

The annual OKLP State Convention and Business Meeting takes place in the first quarter of each year, usually in very late February or March. The Convention Committee arranges and facilitates this event, which is also our biggest fundraiser of any given year.

2.1 Bylaws-Mandated Deadlines

A. Publication of Convention Dates

Per Article XVII, the dates of the State Convention must be published no later than the Regular Meeting which is held in the third quarter of the preceding year.

B. Publication of Convention Location and Schedule

Per Article XVII, the times, location, and proposed schedule* (business meeting agenda) for same at least forty-five days before the start of that State Convention. This requires extensive planning prior to those deadlines.

Note: though the Bylaws say “schedule”, former Chair and Bylaws author Chad Williams confirmed in 2023 that what was meant was “business meeting agenda.” Practice has been to publish both the Weekend Schedule and Business Meeting agenda, thereby the letter and original intent of the Bylaws.

C. Appointment Convention Committee Members

Per Article XIII, Section 1, the Convention Committee shall be appointed by the Vice Chair no later than two months following the close of the most recent State Convention. The Secretary should be a member of the committee. An application form is provided in Appendix H.

D. Appointment of Credentials Committee Members

Per Article XIII, Section 2, a Credentials Committee, shall be appointed by the Vice Chair prior to each State Convention.

E. Appointment of Special Rules Committee

Per Article XIII, Section 3, a Special Rules Committee may be appointed by the Vice Chair. *[Note: this role has often been performed by the Convention Committee itself, with the assistance of the convention Parliamentarian whenever possible.]*

2.2 **Responsibilities**

A. **General responsibilities**

- Ensure the convention meets the Party's needs
- Producing a budget for ExCom approval prior to any expenditures
- Meeting Fundraising expectations as set out in the OKLP annual budget
- Recommending major elements of the convention to the ExCom, including convention theme, venue options, date options, and speakers.
- Securing contracts related to the convention (venue, speakers, parliamentarian, catering, etc.)
- Arranging booth space for Exhibitors
- Creating the Weekend Schedule of Events and the Business Meeting Agenda
- Facilitating development of the convention website page (tickets, accommodations, speakers, events, FAQs)
- Producing the annual Founders Dinner
- Making available to all Delegates copies of convention-related documents, including but not limited to the weekend schedule of events, business meeting agenda, special convention rules, and Bylaws & Platform Committee Recommendations.
- Preparing awards (*see Section 4, Subsection 6*)

B. **Post-Convention Reporting**

During the ninety (90) days following a convention, the Convention Committee shall make a final report to the ExCom of actual versus expected convention budget performance.

2.3 **Business Meeting Agenda**

The agenda must be published to the OKLP website no later than forty-five (45) days prior to convention, and may vary based on the length of time allotted for business in the weekend schedule and by the elections which need to take place, which vary from year to year based on the Bylaws, any midterm vacancies, and in National Convention years. *See "Sample Business Meeting Agenda" and "Convention Election and Award Schedule" in Appendix H.*

Elections and Delegation decisions must be considered when building the Agenda, and include:

A. **State Executive Committee Elections**

All Officers and At-Large Representatives are elected in years which end in an odd number, to serve a two-year term.

B. **Judicial Committee Elections**

All Judicial Committee members are elected in years which end in an even number, to serve a two-year term.

C. **Bylaws & Platform Committee**

With the exception of the OKLP Chair, who serves as an *ex officio* member, members are elected annually to a one-year term.

D. Oklahoma Delegates to the National Convention

Delegates, who must meet qualifications listed in Article XV of the Bylaws, are elected in years which end in an even number. *The OKLP convention must take place prior to the deadline established by the National LP for reporting the names and contact information for delegates.*

E. Activist of the Year

Awarded annually by a vote of convention delegates. *See Section 4, Subsection 6.2.*

F. Judicial Committee Rules of Appellate Procedure (ROAP) Ratification

Article VIII, Section 5 of the Bylaws

This occurs whenever the ExCom has approved the use of a new ROAP between conventions.

G. Open or Closed Primaries

Should Recommendation 1 from the Bylaws & Platform Committee pass at the 2023 State Convention, Article IV, Section 5 of the Bylaws will require the question of whether Oklahoma’s Libertarian primaries will be open or closed to Independent voters to be put to the delegates at the state convention in years when the state requires notice of such a determination (usually in odd-numbered years). If it does not pass, this is already a Standing Rule (*see Appendix D*).

2.4 Weekend Schedule of Events

The Weekend Schedule of Events should include the days and times for:

- Annual Business Meeting Registration
- Annual Business Meeting, including Call to Order and Adjournment
- Break-Out Sessions
- Keynote and other Speakers
- Panel Discussions
- Founders Dinner
- Regional meetings and/or caucuses
- Any other convention-related activities

2.5 Convention-Related Marketing

Requests should be made as necessary and prudent to the ExCom member responsible for managing OKLP website and social media content, and to whomever is responsible for sending email to Members, to communicate regularly with Members about convention-related developments, including but not limited to:

- Call for Convention Committee member applications
- “Save the Date” after convention date has been approved
- Announcing convention speakers and/or special guests
- Announcing the convention location
- Announcing convention ticket sales, as well as deadlines and “Last Chance”

2.6 **Credentialing**

A. Purpose

The purpose of credentialing is to verify the qualification of all Members attending as Delegates to the State Convention. A Delegate must meet all Membership requirements as outlined in Article V of the Bylaws. Other Qualifications

In addition to the qualifications for being a Delegate, other roles in the Party have additional requirements which must be met in order for a Delegate to be eligible to serve in those roles. Determining as part of the credentialing process whether each Delegate meets these requirements will facilitate the smooth transaction of business at the State Convention, enabling nominees' eligibility to be confirmed instantly.

B. Credentials Spreadsheet

A thorough credentials spreadsheet (*see Appendix H: State Conventions*) will include:

1. Name of each registered attendee
2. Which type of ticket(s) were purchased for that attendee
3. A place for each attendee to sign before being given credentials packet
4. A place to indicate the date on which the attendee signed in
5. A legend explaining any color indicators or abbreviations
6. Answers to the following eligibility verification elements:
 - a. Is the registrant's OKLP Membership current?
 - b. Is the registrant registered Libertarian in Oklahoma?
 - c. Does the registrant qualify as an OKLP State Convention Delegate?
 - d. Has the registrant attended at least two prior OKLP State Conventions?
 - e. Is this person eligible to serve on the Judicial Committee?
 - f. Was this person a Member of LP National on the day delegate allocation counts were issued?*
 - g. Is this person eligible to be an Oklahoma Delegate to the National LP Convention?*

**Only necessary in National Convention years.*

3) Ad Hoc Committees

Any ad hoc Committee in existence should have a detailed explanation of its purpose and composition listed here. As these committees are temporary in nature, this section is expected to be amended frequently and entries deleted once the purpose of an ad hoc committee has been fulfilled.

There are presently no OKLP *ad hoc* committees.

SECTION 4: STANDARD OPERATING PROCEDURES

1) Membership Dues

Membership eligibility requirements are spelled out in Article V of the OKLP Bylaws. Among them are payment of dues as established by the ExCom. In 2022, the OKLP shifted to a subscription-only model for all of its dues (except the Lifetime Membership). Monthly Pledge Memberships create a steady revenue stream that helps the ExCom better forecast the budget and, since they auto-renew, is invaluable for Member retention.

1.1 Monthly Pledge Memberships

Monthly Pledge Memberships are those in which a single year's dues are spread out evenly and paid automatically through a recurring monthly charge to a debit or credit card. These memberships continue until the Member notifies us to cancel or change it.

Full Membership, including the right to be a delegate at convention, is effective immediately upon the start of a Monthly Pledge Membership at any level, provided all other membership eligibility requirements are met. Members who fail to complete a full year of membership dues shall have their membership suspended by a vote of the ExCom and will not be able to participate in OKLP business or at the Annual Business Meeting until dues are brought current.

1.2 Lifetime Memberships

Lifetime Memberships shall be conferred upon those who meet in full the required threshold of direct donations and membership dues (*see exclusions in 1.3.B.iii below*) to the OKLP over any rolling twelve-month period of time. All previous Lifetime Memberships must be honored. Lifetime Membership pins are awarded once and only after the Member has met in full the required donation threshold.

1.3 Membership Fee Structure

A. Monthly Pledge Memberships

1. Silver: \$5.00/month (\$60.00 total after 12 payments)
2. Gold: \$10.00/month (\$120.00 total after 12 payments)
3. Tar & Feather: \$17.76/month (\$213.12 total after 12 payments)
4. Lifetime: \$25.00/month (\$300.00 total after 12 payments)

B. Lifetime Memberships

1. \$300.00 minimum via any of the following, or combination thereof:
 - a. One-time payment of \$300.00; OR
 - b. Monthly Pledge Membership as shown in 1.3.A.d above; OR
 - c. Cumulative monetary donations to the OKLP of \$300.00 in a single, consecutive twelve-month period, not including:
 - i. In-Kind Donations
 - ii. Fundraiser Entry Fees
 - iii. Convention Tickets/Costs

- iv. Silent Auctions
- v. Candidate Donations
- vi. Event Fees
- vii. Other such fees

1.4 Grandfathered Membership Dues

Existing Monthly Pledge Memberships which are no longer part of the current membership structure may continue indefinitely at the established rate provided that no interruption in monthly payments occurs and no changes are made to the method of payment.

1.5 Non-Refundable

Per an accepted motion in SEC-S 4.1.4, OKLP Memberships purchased prior to 16 June 2021 are refundable upon request, but depreciated for Lifetime Memberships over 120 months, and for annual memberships over 12 months. Monthly memberships, donations, and/or any memberships purchased after 16 June 2021 are non-refundable.

2) Finances

Article XIV of the Bylaws specifies that the Party's annual budget, which is approved by the ExCom, is fixed to the fiscal year beginning July 1st.

2.1 Creating the Budget

The Chair and Treasurer work together to compile an initial budget recommendation, which is then presented to the ExCom for input, possible revision, and ultimately for approval. This process should begin early in each ExCom session, and conclude with approval prior to the beginning of each fiscal year.

2.2 Asset Control Policy

A. Signatories

The Chair and Treasurer shall be signatories on all bank accounts for the OKLP. The Deputy Treasurer, if one is appointed, shall have read access on such accounts.

B. Record Keeping

All bank statements should be saved to a drive each month for posterity and to help with ethics and FEC filings.

2.3 In-Kind Donation Policy

Any donation of an item with value, or purchase of an item for the use of the Party, must be registered as an in-kind donation and filed (under a reasonable assumed value) in the appropriate ethics report as such. *[See Appendix F for In-Kind Donation form.]*

2.4 Reimbursement Policy

Reimbursements will be issued within fourteen (14) days when an OKLP Member purchases a pre-approved item for the Party, provided such Member submits to the

Treasurer within thirty (30) days of purchase a Reimbursement Request (*see Appendix F*) and matching receipt.

2.5 Fund Distribution Policy

Party funds will only be distributed for pre-approved expenses. If the Chair, the ExCom, or a budget owner submits a distribution request, the Treasurer is responsible for distributing the money to the vendor/recipient. If the Treasurer is incapacitated or deemed unreachable, the Chair and the Deputy Treasurer must jointly agree to the validity of the expense, and the Chair may distribute the funds. If the Deputy Treasurer position is not filled, the Chair can make the distribution determination and distribute the funds.

2.6 Candidate Filing Fees

The Party can submit filing fees for candidates in federal, state, or local elections. Please note that the Party must adhere to the contribution limits set out by the state, and must file the donations on the appropriate reports (FEC and Oklahoma Ethics). These fees can only be expensed if they are pre-approved as part of the budget process or following amendment of the related budget line item. The candidate, and the position they plan to run for, must be listed in any specific motion regarding a filing fee funding request.

2.7 Directed Donations Policy

Per accepted motion in SEC-R 5.2.4 on 15 May 2022.

A. \$250 Minimum Donation

1. Category Donation

- a. If someone makes a donation to a current budget category, a new line item is created (for example, “Directed Donations – Development”).
- b. No due date on spent (can carry over budget years), no refunds
- c. Agreement Required before vote
- d. Majority vote of the entire ExCom

2. Specific Donation

- a. If someone makes a donation for a specific expense, a new line item is created (for example, “Directed Donations – Ballot Access Drive”)
- b. No due date on spent (can carry over budget years), no refunds
- c. Agreement Required before vote
- d. 2/3 of the entire ExCom

B. Matching Funds Promotions

Matching Funds Promotions will be allowed for Category Donations, but not for Specific Donations. A Category Donation - Directed Donation goes on a separate budget line, and the matching donations get absorbed into the actual budget.

3) Affiliate Development

3.1 Purpose

The purpose of OKLP Affiliates is to grow OKLP Membership, identify and recruit Libertarian candidates for local and state offices, provide volunteer support for local Libertarian candidates, and identify and participate in Libertarian-minded community outreach and education.

3.2 Steps to Launching an Affiliate

- A) Assemble a group of at least three OKLP Members who want to launch an affiliate.
- B) Request charter documents from the Field Development Director.
- C) Hold an exploratory meeting to garner support and distribute sample or proposed bylaws for review and discussion.
- D) Call a convention: set the date, location, and time, and forward that information to the Regional Representative, Field Development Director, and State Secretary. The Regional Representative must ensure that all OKLP Members in the county have been notified of the convention. Notice should also be sent to CiviCRM contacts who reside in the county. Notification to registered Libertarians in the county is encouraged.
- E) Collect contact information from all attendees.
- F) Deliberate and pass bylaws.
- G) Recess convention, then reconvene to accept new members per the bylaws.
- H) Elect Officers per the bylaws.
- I) Pass resolution to charter a new affiliate.
- J) Have Officers sign the charter agreement.
- K) Submit the original charter agreement and a copy of the bylaws to the State Chair and State Secretary.
- L) Wait for official recognition from the ExCom.

3.3 Affiliate Reporting

- A) Amended Affiliate Bylaws and/or Platform documents must be submitted to the OKLP Secretary within thirty (30) days of their adoption.
- B) Any changes in Affiliate leadership – including but not limited to those resulting from elections, removals, suspensions, and resignations – must be reported to the OKLP Chair and Secretary within seven (7) business days.

4) Information Technology

4.1 IT Director

The IT Director is a state-level position appointed by the ExCom. This position was created to manage digital assets and communication platforms, and ensure continuity of same. The role is best filled by someone who has experience with internet services and user management, and a demonstrated ability to adhere to strict professional ethics, as

this person's role is essential to Party functions and providing continuity between ExCom terms. Responsibilities include:

- A. Managing user accounts for national email and Wordpress/CRM (oklp.org), including securing and tracking NDAs for users
- B. Managing user accounts for local email and Wordpress website (oklahomalp.org), including securing and tracking NDAs for users
- C. Managing local Bluehost hosting account
- D. Managing the ExCom Basecamp
- E. Liaison to national IT support, including managing local ticket submissions
- F. Providing oversight and management of the OKLP Discord server
- G. Providing subject-matter expert (SME) support to the ExCom for projects relating to public communications (email, text banking, etc.)
- H. Password management for all OKLP accounts
- I. Social media access management
- J. Providing a quarterly report to the ExCom
- K. Tracking OKLP NDAs for anyone granted access to Party resources under the IT Director's administration, and sharing that information with the State Chair and Secretary

4.2 Platform and Account Set-Up

New accounts through third parties (such as Zoom, OpaVote, social media accounts, etc.) established in the Party's name require prior approval by the Chair and shall be set up by the IT Director.

4.3 Password Protection

Password change requests for any Party-held account must be approved by the Chair and the updated password generated by the IT Director.

5) OKLP Store

5.1 Purpose

The OKLP Store was created to provide OKLP-branded merchandise, unify Party volunteers with coordinating apparel options, and generate revenue for the Party.

5.2 Administration

- A. The OKLP Store should be managed by an ExCom Marketing Committee member who is proficient with WordPress, has access to oklahomalp.org, and

obtains credentials for Printify. This person should maintain an open line of communication with the Treasurer in order to procure reporting information as needed. Pricing and revenue should be reviewed regularly in order to ensure that the Party is not losing money on the sale of merchandise.

- B. Merchandise is created by the Marketing Committee, subject to APRC review, and implemented by the store administrator.

5.3 How-To Guide

Instructions on how to manage the OKLP.org store are available at the link provided in Appendix F and should be updated by the store administrator as needed.

6) OKLP Awards

The OKLP has established four recognition awards to honor the service and achievements of those in the Oklahoma liberty community. Award recipients in any given year are recognized during the Founders Dinner at the OKLP State Convention.

6.1 Founders Award

The OKLP Founders Award recognizes an individual or couple for a *lifetime* of dedication and service to the OKLP and to the liberty movement.

- Established in 2018
- May be presented **only in U.S. presidential election years**
- Any OKLP Member of the OKLP may submit a nomination
- The ExCom selects a recipient from among the nominees, provided such person meets the lifetime of service requirement; there is no obligation to bestow this award if a suitable recipient is not nominated
- The award entails:
 - Conferring an OKLP Lifetime Membership on the recipient(s)
 - A commemorative plaque (honoring a single individual, or the couple together)
 - A Lifetime Membership pin for each recipient
- Previous Founders Award recipients include:
 - 2018: D. Frank Robinson
 - 2019: Robert Murphy
 - 2020: Tom and Mary Laurent
 - 2022: Roger and Mary Woodward

6.2 Activist of the Year Award

The OKLP Activist of the Year Award recognizes an OKLP member who has done an exemplary job of supporting the mission of our Party in their community.

- Established in 2021
- May be presented annually
- Any OKLP Member may submit a nomination

- The ExCom selects from among the nominees a maximum of five finalists. Delegates at the next State Convention decide the award recipient from amongst the finalists via secret ballot.
- The award entails:
 - A commemorative plaque (presented with the name field left blank; it is then returned by a member of the ExCom to the printer for addition of the recipient's name, and then re-delivered to the honoree).
- Previous Activist of the Year Award recipients include:
 - 2022: Drew Cook

6.3 Coalition Partner of the Year Award

The OKLP Coalition Partner of the Year Award recognizes an individual outside of the OKLP membership who has worked with our party, supported our efforts, and exhibited passion for our causes.

- Established in 2021
- May be presented annually
- Any OKLP Member may submit a nomination
- The ExCom selects a recipient from among the nominees, though there is no obligation to bestow this award if a suitable recipient is not nominated
- The award entitles the recipient to:
 - A complimentary ticket to the Founders Dinner at which such person will be recognized. *Notification to the recipient of having been chosen must be delivered at least three weeks prior to the State Convention.*
 - A commemorative plaque
- Previous Coalition Partner of the Year recipients include:
 - 2022: Michael Washington of the Coalition Against People Abuse
 - 2023: Abe Bonowitz of Death Penalty Action

6.4 Lifetime Membership Pins

- Established in 2022
- Lifetime members who have achieved that status since the last Founders Dinner or who have never before received an OKLP Lifetime Membership pin should, if present, be recognized and pinned at the Founders Dinner.
- See "Lifetime Membership Honorees" in Appendix H: State Convention, for a list of those who have received this recognition in the past.

7) Archives

In order to facilitate the warehousing, retention, continuity, and availability of important Party documents, two sets of online archives have been created on OKLP.org: the "OKLP Archives" and the "Admin Archives." Maintenance of both Archives is the responsibility of the Secretary.

7.1 OKLP Archives

<https://oklp.org/oklp-archives/>

The OKLP Archives are available to anyone with the link, and thereby made available to all Members irrespective of committee member status. Included therein are such things as past and current OKLP and Affiliate governing documents, branding standards, and generic administrative forms.

7.2 Admin Archives

<https://oklp.org/oklp-archives-admin/>

The Admin Archives contain documents which:

- A) Relate to the functioning of the Party and the ExCom or those committees over which it has jurisdiction, and
 - a) are either not necessary for all Members or the public to access to (such as in Appendix C: Charter Documents), or
 - b) are available from either the Secretary or Treasurer upon the written request of a Member, per the Bylaws (e.g. minutes, or the annual budget)
- B) Some require additional approval before they may be released (e.g. the Media List, which is a paid Party asset and not available except by vote of the ExCom)
- C) Access should be limited to ExCom Officers by way of a password maintained by the IT Director. Those with access are urged to exercise discretion when making Admin Archives resources available to others and reminded to observe procedures laid out in the Bylaws, Standing Rules, Policy Manual, or ExCom motions concerning the distribution of such resources.

ARTICLE 2: STRATEGIC PLAN

1) Mission

The mission of the Oklahoma Libertarian Party is to restore the supremacy of the natural rights of each individual. Using the political process as an educational forum and as a method for constraining the power of government, the Oklahoma Libertarian Party seeks to restore those rights by running candidates for public office who fully embrace libertarian principles; who eloquently and consistently put forth a principled argument for freedom during their campaigns; and who energetically attempt, when elected, to constrain government. The purpose of all these activities is to convince Oklahomans that respect for each individual's natural rights is a prerequisite for liberty, and that liberty is essential to human happiness, survival, progress, peace and prosperity.

2) Vision

A world set free in our lifetime.

3) Basic Yearly Goals and Checklist for LP National State Affiliates

Below is a basic checklist of best practices by functional area, provided during affiliate training from LP National. Note that items are not comprehensive, vary in importance, and may depend on the changing goals and priorities set forth by the OKLP.

3.1 Administration/Organization

- Has an organization that prioritizes teamwork and positivity. A culture which focuses on running and electing candidates to office.
- Holds monthly or quarterly ExCom meetings in-person.
- Has an onboarding process for new board members.
- Communication tool for Party leaders, such as an email group, Facebook group, or Slack (or Discord, in the case of the OKLP)
- Online repository/wiki of marketing assets/knowledge/reports/processes
- Written SOP/Roles and Responsibilities
- List of vendors (signs, literature, banners, mailers, etc.)
- Organizational structure covering core functions: Political; Finance; Communication; IT; Field Development
- If there is paid staff: recruitment of intern(s)

3.2 Political

- Spreadsheet of all elected offices in state, organized by year and geographical location
- Runs at least 3 candidates each election cycle
- Has at least 3 elected officials
- Candidate prospecting process

- Candidate training seminars
- Distribution of lists to candidates
- Volunteer routing to candidates
- Professional headshots of candidates

3.3 Communications

- Professional logo and branding guidelines (colors, fonts, styles)
- State LP introductory literature piece
- Current media list
- Active social media on at least 2 platforms
- Issues press release or original article on a monthly basis
- Responsiveness to inquiries, new Members, and Volunteers from oklp.org and social media platforms

3.4 Finance and Development

- Send 2 to 6 fundraising letters per year specifically for fundraising (not just part of a newsletter)
- Proper stationery: letterhead, professional printed #9 and #10 envelopes, contribution form
- In-house laser printer or established relationship with local printer
- Call people and ask them to donate, preferably by credit card over the phone
- Membership renewals are followed up via phone (ok to send mail renewal letter first)
- One-on-one meetings in person with wealthy donors
- Send 4 to 12 emails per year focused specifically on fundraising (not just part of a newsletter)
- Donating on a website is easy and painless
- Has a donation form that people can print and mail
- Has a monthly pledge program to bring in a predictable flow of funds

3.5 Information Technology (IT)

- Functional database with current data
- Segmenting database (e.g. national memberships, state members, outreach event attendees, volunteers, inquiries, territory, etc.)
- Professional email service provider
- Website leaves a favorable impression
- JOIN and DONATE prominent on website
- Online donation acceptance
- Using national data (e.g. national members in monthly data dump; are they being welcomed?)
- New contacts are followed up within 2 days
- Non-Disclosure Agreement
- Database backup procedure

3.6 Outreach

- Conducts at least 4 major outreach events each year
- Has some system to train new volunteers
- Professional event signage
- Formal onboarding process for new Members

3.7 Field Development

- A clear structure and instructions on how to form and operate a local affiliate
- A map that shows what affiliates are active, in progress, not active
- Affiliates trained on what is expected of their affiliate. Field Development is interfacing with counties.

4) Strategic Measures

- Objective Name
- Measurement
- Description of what the measurement is designed to reveal
- Formula: what is the calculation for the measurement
- Period: how frequently this will be measured
- Owner: who will measure and report
- Targets: what level of performance is expected in the given period

APPENDICES

Appendix A: Revision History¹

Record all substantive changes to the OKLP Policy & Procedure Manual here.

5 February 2023	Initial approval of Policy and Procedure Manual, First Edition [SEC-R 16.2.4]

¹ This log of changes only includes substantive amendments formally passed by the OKLP State Executive Committee. Non-substantive formatting changes or corrections of scrivener's errors are not included.

Appendix B: Party Email Addresses

General Information: info@oklp.org

This email address forwards to the Chair and Secretary, and is the email account from which emails sent via CiviCRM are generated.

State Executive Committee:

Officers

Chair: chair@oklp.org
Vice Chair: vice@oklp.org
Secretary: secretary@oklp.org
Treasurer: treasurer@oklp.org

At-Large Representatives

Political: political@oklp.org
Legislative: legislative@oklp.org
Field Development: coalitions@oklp.org
Development: development@oklp.org

Regional Representatives

Central: central@oklp.org
East Central: eastcentral@oklp.org
North Central: northcentral@oklp.org
Northeast: northeast@oklp.org
Northwest: northwest@oklp.org
Southeast: southeast@oklp.org
Southwest: southwest@oklp.org

IT Director: it.director@oklp.org
ithelpdesk@oklp.org (for CiviCRM tickets ONLY)

Judicial Committee: judicial@oklp.org

This email address forwards to the personal email accounts of the Judicial Committee members.

Bylaws & Platform Committee: bylaws@oklp.org

This email address forwards to the personal email accounts of the Bylaws & Platform Committee members.

Convention Committee: convention@oklp.org

This email address forwards to the Vice Chair and the Convention Committee chair (if one is chosen who is not the Vice Chair).

Appendix C: Charter Documents

1. Oklahoma Libertarian Party State-Level Documents

Available online in the Admin Archives: <https://oklp.org/oklp-archives-admin/>

- a. Statement of Organization Political Party Committee
- b. Notice of Acceptance of Statement of Organization Political Party Comm.
- c. Amended Certificate of Incorporation
- d. Receipt for Certificate of Incorporation
- e. IRS Notice of EIN Assignment
- f. FEC Statement of Organization (Original)

2. OKLP Affiliate Charters

Available online in the OKLP Archives: <https://oklp.org/oklp-archives/>

- a. Affiliate Charter Agreement Template
- b. Affiliate Charter Agreements
- c. Affiliate Bylaws

Appendix D: Governing Documents

Items without direct links are available online in the OKLP Archives:

<https://oklp.org/oklp-archives/>

- 1. OKLP Bylaws and Rules of Appellate Procedure**
 - a. Current: <https://oklp.org/bylaws>
 - b. Historical
- 2. OKLP Platform**
 - a. Current: <https://oklp.org/platform>
 - b. Historical
- 3. OKLP Policy & Procedures Manual**
 - a. First Edition
- 4. Standing Rules**

Appendix E: Resolutions

Available online in the OKLP Archives: <https://oklp.org/oklp-archives/>

1.	OKLP Resolution <u>20-1: (re: 2020 LNC Convention)</u>
2.	OKLP Resolution <u>2021.01(SCD) Concerning Mr. Drew Cook</u>
3.	OKLP Resolution <u>2021.02(SEC) Opposing COVID-19 Mandates</u>
4.	OKLP Resolution <u>2022.01(SEC) LP State Affiliate Membership Purges</u>
5.	OKLP Resolution <u>2022.02(SCD) Naming an Official Cat Herder of the Oklahoma Libertarian Party</u>

Appendix F: Administrative and Procedural Forms and Resources

Available online in the OKLP Archives: <https://oklp.org/oklp-archives/>

1. Branding Standards

2. Marketing

3. Conflict of Interest Disclosure

Note: No such document is presently in use by the OKLP. The National LP has a disclosure which could be used as a template should one be required in the future.

4. Region Report Prompts

5. Affiliate Assistance Request

6. Expense Reimbursement Request

7. In-Kind Donation Submission Form

8. Media Press Release Template

9. Candidate Alignment Survey

10. Lifetime Membership Honorees

11. 1972 OKLP Application

Available online in the Admin Archives: <https://oklp.org/oklp-archives-admin/>

12. Annual Budgets

13. OKLP Non-Disclosure Agreement

14. OKLP Store Management Guide

15. Media List

Appendix G: State Executive Committee Meetings

1. Meeting Announcement Templates

- a. Email to ExCom Members from the Secretary

Subject: Upcoming ExCom Meeting

The second meeting of the first session of the fifth OKLP State Executive Committee (SEC-R 2.1.5) will take place on Sunday, 16 April 2023 at 3:00pm via Zoom (see attached link). Please mark your calendar now and plan to attend.

The following documents are provided herein:

- Minutes of SEC-R 1.1.5 from 05 March 2023
- Minutes of the 2023 State Convention
- FY2022-2023 OKLP Budget
- OKLP Policy Manual

Thank you in advance for reviewing these documents in preparation for the meeting and for your attendance there.

[insert Zoom Link]

- b. Website (OKLP.org), Discord, and Facebook

Use of a graphic with meeting-related content is encouraged.

Note: Zoom links for meetings are not provided on publicly-viewable platforms such as OKLP.org.

Subject: State Executive Committee Meeting 2.1.5

The second meeting of the first session of the fifth OKLP State Executive Committee (SEC-R 2.1.5), a regular meeting taking place via Zoom, will take place on Sunday, 16 April 2023 at 3:00pm via Zoom. OKLP Members are welcome to observe.

Available online in the OKLP Archives: <https://oklp.org/oklp-archives/>

2. Meeting Agenda Template

3. Meeting Minutes Template

Available online in the Admin Archives: <https://oklp.org/oklp-archives-admin/>

4. Meeting Minutes

Appendix H: State Conventions

Available online in the OKLP Archives: <https://oklp.org/oklp-archives/>

- 1. Convention Election and Awards Schedule**
 - 2. Sample Weekend Schedule**
 - 3. Sample Business Meeting Agenda**
 - 4. Sample Special Convention Rules of Order**
 - 5. Convention Booklets**
-

Available online in the Admin Archives: <https://oklp.org/oklp-archives-admin/>

- 6. Convention Committee Application**
- 7. Convention Budget Template**
- 8. Sample Credentialing Spreadsheet**
- 9. Sample Parliamentarian Contract**
- 10. Convention Venue Checklist**
- 11. Convention Venue Evaluation**
- 12. Nomination Confirmation Sheets**
(e.g. ExCom, Judicial Committee, Bylaws & Platform Committee, and National Delegate)
- 13. Convention Minutes**

Appendix I: LP National Resources

1. Current and Historical Documents

(e.g. Bylaws, Platforms, Policy Manuals)

Lpedia.org

2. LP National Non-Disclosure Agreement

Provided by National upon request from the OKLP IT Director when setting up new user CiviCRM access.

3. LP National Email Service End User's Guide

<https://docs.google.com/document/d/16t97ouys90b6PCWazmHpLWkRfmuqvH2hGAcBcRYunb4/edit>

4. Training

<https://lpaction.org/repository/>

5. CRM Training Registration Links

<https://my.lp.org/event/crm-user-orientation-thursday/>

<https://my.lp.org/event/crm-user-orientation-saturday/>

6. Branding

<https://lpaction.org/>

Appendix J: Government Reporting and Resources

1. Oklahoma Ethics Commission

- a. State Political Party Committees home page:
https://www.ok.gov/ethics/Campaigns/Party_Committees/
- b. State Political Party Guide
https://www.ok.gov/ethics/documents/July%202019%20-%20June%202020_STA TE_PPC%20guidev2019.1FINAL.pdf
- c. Reporting Calendars
[https://www.ok.gov/ethics/documents/2023%20State%20Political%20Party%20Calendar%20\(Final\).pdf](https://www.ok.gov/ethics/documents/2023%20State%20Political%20Party%20Calendar%20(Final).pdf)

2. Oklahoma Candidates

- a. Statute Concerning Petitions and Filing Fees
Title 25, Chapter A1, Article V, Section 5-112
<https://www.oscn.net/applications/oscn/deliverdocument.asp?id=78496&hits=382+374+364+>
- b. Candidate Petition Instructions
<https://oklahoma.gov/content/dam/ok/en/elections/candidate-filing-archives/2022-candidate-filing-archives/2022-petition-information/candidate-petition-instructions-2022.pdf>

3. Oklahoma Election Calendar

<https://oklahoma.gov/elections/elections-results/2023-election-calendar.html>

4. Oklahoma Election Data Warehouse (formerly VIRS)

- a. Request to Download Files (document):
<https://oklahoma.gov/content/dam/ok/en/elections/ok-election-data-warehouse/data-warehouse-request-form.pdf>
- b. OEDW Log In (to download files after receiving credentials)
<https://data.okelections.us/Home/Login>

5. Federal Election Commission

- a. Candidates and Committees
<https://www.fec.gov/help-candidates-and-committees/>
- b. Oklahoma Libertarian Party Overview
<https://www.fec.gov/data/committee/C00769729/>
- c. Oklahoma Libertarian Party Filings
<https://www.fec.gov/data/committee/C00769729/?tab=filings>