

Conventions

Precinct, County, State

As a new affiliate or someone new to the party, the convention set up can be a little daunting. We are required by state election code to follow a set of rules that are different and apart from those that the duopoly has set. The following text seeks to remove the mystery from this system and provide an understanding of how to navigate through the season.

Precinct Conventions: Always held on election years (even years, 2022 was an election year, 2024 will be next) and the date of this convention is determined by the Texas primaries. This convention will be held **one week** after the primaries. The work must start before then, however.

1. Notice of the Precinct and County Conventions must take place 2 weeks prior to the convention. It is best practice to file these notices at the same time. Notice must be filed with the County Clerk and posted on their events board. From experience, this will take some leg work in counties that have not had an active third party. You must be diligent and identify yourself as the County Chair of the Libertarian party of your county. You will eventually get to the correct person. Please remain courteous and respectful, no matter how many times they question you and possibly send you to the Librarian. I wish I was kidding. We are here to spread the good news of freedom, so being professional will help our cause. Once you have it filed and posted, **take a picture!** This will provide proof that the job was done correctly, in line with Texas Election Code, and will prevent someone from taking it down and claiming you didn't follow through.
2. Now you may advertise your convention any way you like! Social Media, a press release in the local paper, fliers on community boards, word of mouth, whatever you can do to get the word out.

Some key take away points about precinct conventions:

- The conventions can take place in the same location at the same time. Just make sure that you have sign in sheets for the different precincts in your county and that attendance is properly taken.

- Have Oath of Affiliations ready for anyone that shows up. Get any eligible attendees affiliated. Any attendees to precinct convention are automatically delegates to County Convention. Care must be taken that these folks are **eligible**. *If they voted in the primaries, they are NOT eligible to be affiliated with the Libertarian Party.
- The forms that you will need to file and post will be provided by LP Texas and there will be lots of communication from them and from us as well. You will never be left guessing what comes next. You will be well prepared and have support through this process.

County Conventions: This is the time you will elect your County's executive committee, pass bylaw changes, and vote for State delegates. This Convention is every even year and the date depends on the date of the Texas primaries. This convention is to be run as a formal business meeting. Again the forms you will need are provided by LP Texas and we will make sure that you have all the resources in your hands to be successful.

1. Notice will need to be filed in accordance with the timeline and procedure as talked about above for precinct conventions.
2. Any business for the county will be held here. If you are newly affiliated and you are the only one present at this meeting, that is okay, it happens to the best of us! Please still be diligent about the rules, the paperwork, and the deadlines. This will provide the foundation for your county and the good work to come.
3. Once the business is done, it is time to elect delegates and alternates for State convention! This is very exciting. Delegates to State are the ones that get to vote. You will want to double check on the number of delegates your county is allowed to have, but you will for sure have 3 delegates and 3 alternates to state. PLEASE try to fill all the slots! Even the alternates are important to fill as life happens and they are often needed. The folks that want to be delegates need to understand the importance of going to state convention. This should not be a popularity contest. We need delegates and alternates that have every intention of going to the state convention.

Some key take away points for county conventions:

- County convention sets us up for success at state.
- Please note the items to be submitted to LP Texas and the deadlines. We will make sure you have these, but it is ultimately your responsibility to get everything turned in.
- We are held to a higher standard of excellence than others. Know this as you proceed.

State Convention: This is where the State executive committee is elected, State bylaws and platform changes are made, and where you will elect National Delegates. Held every two years on even years, this convention is also run as a formal business meeting. As a delegate or as an attendee in the gallery, it is impressive to witness this in person. As long as you were diligent in the process of getting here you should be fine. I would still recommend carrying your necessary credentials with you, just in case. The credentialing committee is only human.

1. The good news is that you are not responsible for posting or advertising anything for this convention! Your job (if you are a delegate or alternate) is to SHOW UP, be ON TIME, and PAY ATTENTION. We will be there with you to make sure you are comfortable and have the resources at hand to make this meeting as fruitful as possible.
2. Attire is business casual, with an emphasis on whatever makes you confident and comfortable. You will witness dress for the beach all the way to suits and ties, and the occasional formal gown and kilt thrown in for good measure. In true libertarian form, what you wear is ultimately up to you.
3. Familiarity with Robert's Rules of Order (RONR) and snacks will help you greatly.

This document is intended to be a high-level overview of the process and to bring you to a certain comfort level when you are approaching the convention season. You will need to be available for training calls and active in the different discord servers to receive all the guidance and materials available to you. We will also be happy to reach out to talk to you individually. We are here for you!

NOTICE OF PRECINCT CONVENTIONS LOCATIONS

Notice is hereby given to the registered voters of _____ County that the
_____ Libertarian Party _____ precinct conventions will be held on _____
for each election precinct at the following hour and place.

| Place | Hour | Precinct Numbers |
|-------|------|------------------|
| | | |

Dated this the _____ day of _____, _____.

Signature of County Chair

Page _____ of _____
(if multiple)

Instructions: The notice shall be posted on the commissioner's court bulletin board for 10 days prior to the convening of the convention.
A copy of the notice shall also be filed with the county clerk/elections administrator not later than 10 days before the convention.

NOTICE OF COUNTY CONVENTION

Notice is hereby given to the registered voters of _____ County that the Libertarian Party county convention will be held on _____ in _____ County at the following hour and place:

Location:

Hour:

Dated this the _____ day of _____, _____

Signature of County Chair

Instructions: The notice shall be posted on the commissioner's court bulletin board for 10 days prior to the convening of the convention. A copy of the notice shall also be filed with the county clerk/elections administrator not later than 10 days before the convention.

AVISO DE LA CONVENCION DEL CONDADO

Por lo presente se les da aviso a los votantes registrados del Condado de _____ que la convención del Partido Libertario del condado se llevará a cabo el día _____ en el Condado de _____ a la siguiente hora sitio:

Sitio:

Hora:

Fechado este día _____ de _____ de _____

Firma del Presidente de Condado

Instrucciones: El aviso se fijará en la tabla de anuncios de la corte de comisionados por diez (10) días antes de que se reúne la convención. Una copia del aviso también se registrará con el secretario del condado/administrador de elecciones dentro de diez (10) días antes de la convención.



LPTexas _____ COUNTY, PRECINCT # _____

2022 CONVENTION MINUTES

MARK ALL BOXES COMPLETED. SIGN AND SUBMIT ALL RECORDS BY **MARCH 11th, 2022.**

Submit to: Records@LPTexas.org and local **County Chair**

- The **Temporary Convention Chair** (any participant if the current Precinct Chair is absent) verifies voter registration status of all who intend to participate in the Precinct Convention.
- Before any votes, all participants must complete the **Roster of Participants and Oath of Affiliation**. Note that per LPTexas Rules, general support of the LPTexas Statement of Principles is required to affiliate and become a Voting Member.
- Convention called to order on March 8th, 2022 at: _____ : _____ am/pm (circle one)
- Elect a **Convention Chair** (if you are the only person in your precinct, put yourself).

| | Full Name | Voter ID (VUID) |
|------------------------------------|-----------|-----------------|
| Convention Chair (required) | | |
| Convention Secretary (advised) | | |

- Elect Precinct Officers for 2022-2024 Term.

| | Full Name | Voter ID (VUID) |
|--------------------------------|-----------|-----------------|
| Precinct Chair | | |
| Precinct Vice Chair (optional) | | |
| Precinct Secretary (optional) | | |
| Precinct Treasurer (optional) | | |

- Elect Delegates to County Convention**
 - All verified participants in the Precinct Convention (listed on the **Roster of Participants and Oath of Affiliation**) are automatically elected delegates to the County Convention.
 - Additional nominations and elections may be made for those not present, but Oath of Affiliation must be completed before participation in County Convention. If applicable, check the box below:
 - Additional Delegates Elected** form is completed and attached.
- Adopt Precinct Bylaws (if applicable; typically skipped)**
 - Who made the motion? Name of person: _____
 - Was it seconded? Yes/No (circle one)
 - Did it pass? Yes/No (circle one)
 - If a counted vote was taken, how many for _____ and against _____
 - Did you: (check all that apply)
 - Adopt new bylaws? (Attach and send full text to LPTexas)
 - Re-adopt existing bylaws? (Attach and send with updated date and full text to LPTexas)
 - Amend existing bylaws? (Attach and send with updated date and full text with amendment(s) to LPTexas)
- Other Business (if applicable)**
 - Did you: (check all that apply)
 - Pass resolutions for the State Party Platform? (Attach and send to the County Chair)
 - Make any Precinct Rules? (Attach and send full text to LPTexas)
 - Conduct any other business? (Attach written motions or other notes and send with minutes)
- Convention Adjourned at:** _____ : _____ **am/pm (circle one)**
- The **Convention Chair must sign** all Precinct Convention records (minutes, roster, etc.) and submit proper documentation to **County Chair and LPTexas within 3 days of the Precinct Convention: March 11th, 2022.**



LPTexas _____ COUNTY, PRECINCT # _____

2022 CONVENTION MINUTES

MARK ALL BOXES COMPLETED. SIGN AND SUBMIT ALL RECORDS BY **MARCH 11th, 2022.**

Submit to: Records@LPTexas.org and local **County Chair**

- The **Temporary Convention Chair** (any participant if the current Precinct Chair is absent) verifies voter registration status of all who intend to participate in the Precinct Convention.
- Before any votes, all participants must complete the **Roster of Participants and Oath of Affiliation**. Note that per LPTexas Rules, general support of the LPTexas Statement of Principles is required to affiliate and become a Voting Member.
- Convention called to order on March 8th, 2022 at: _____ : _____ am/pm (circle one)
- Elect a **Convention Chair** (if you are the only person in your precinct, put yourself).

| | Full Name | Voter ID (VUID) |
|------------------------------------|-----------|-----------------|
| Convention Chair (required) | | |
| Convention Secretary (advised) | | |

- Elect Precinct Officers for 2022-2024 Term.



LPTexas _____ COUNTY
2022 CONVENTION MINUTES

Convention Called to Order on March 12th, 2022 at: _____:_____ am/pm (circle one)

MARK ALL BOXES COMPLETED. SUBMIT ALL RECORDS BY **MARCH 22th, 2022**.

Submit to: Records@LPTexas.org (and report certification of nominees to election authorities per TEC §181.068)

- Current County Chair (or other CEC officer) calls the meeting to order as **Temporary Convention Chair**.

| | Full Name | Voter ID (VUID) |
|--|-----------|-----------------|
| Temp. Convention Chair (required) | | |
| Temp. Convention Secretary (advised) | | |

Throughout convention, ensure that all voting procedures follow requirements set in LPTexas Rules and County Bylaws, and record the results of each vote as an attachment to these minutes.

CREDENTIALING:

- Verify all attendees were either participants at the Precinct Convention (listed on the **Roster of Participants at Precinct Convention**) or selected as delegates to the County Convention (listed on **Additional Delegates Elected at Precinct Convention** form).
- Verify valid voter registration and documented Oath of Affiliation for all delegates.
- If available, review County election records to ensure that delegates have not voted in the primary election of another political party this election cycle.
- Create a **roster** of participants for which quorum and vote totals will be used. **Attach roster to minutes.**

CONVENTION OFFICERS:

- Elect Permanent **Convention** Officers and appoint supporting roles according to needs and bylaws.

| | Full Name | Voter ID (VUID) |
|---|-----------|-----------------|
| Convention Chair (required) | | |
| Convention Secretary (strongly advised) | | |
| Parliamentarian (optional) | | |
| Sergeant at Arms (optional) | | |
| Other: _____ (optional) | | |

AGENDA:

- Adopt Convention Agenda**
 - Convention Chair proposes a convention agenda to define business items and order of consideration. (County Bylaws may already define the order of business for the convention. If so, that becomes the agenda without the need for any vote, and motions to modify the agenda should only be seeking to add items at the end of the agenda before adjournment.)

NOMINATIONS FOR PUBLIC OFFICE:

- Nominate Candidates for Public Offices**
 - Hold an election for each County and/or District race to be nominated by County, and for which at least one candidate filed an Application for Nomination.
 - Complete the **Certification of Nominees** form indicating all the nominated candidates for public office at the County level, including races for Districts that are wholly within the County. Make two copies: Retain original for the Convention Chair’s records, send one copy to the appropriate election authorities, and send one copy to LPTexas along with these minutes.
 - ADDITIONALLY, the Secretary of State may impose other reporting requirements (TEAM system). Contact the Elections Division and follow instructions: 1-800-252-8683, elections@sos.texas.gov

COUNTY EXECUTIVE COMMITTEE:

- Elect County Officers for 2022-2024 Term**

| | Full Name | Voter ID (VUID) |
|-------------------------------------|-----------|-----------------|
| County Chair (required) | | |
| County Vice Chair | | |
| County Secretary | | |
| County Treasurer (strongly advised) | | |
| Other Executive Committee Members | | |
| | | |
| | | |
| | | |
| | | |

- Fill out the **County Executive Committee Contact Form** (Attach and send with these minutes to LPTexas)

STATE AND DISTRICT DELEGATES:

- Elect Delegates and Alternates to State Convention**
 - All delegates and alternates elected must be registered voters in the county they are to represent, and they must be affiliated with the Libertarian Party. If their voter registration has not been verified at this point, please verify it prior to adjournment.
 - Per LPTexas Rules, election of delegates and alternates must be by secret ballot if the race is contested.
 - Complete the **County’s Elected Delegates to State Convention** form, attach and send along with these minutes to LPTexas.
 - Complete the **County’s Elected Alternates to State Convention** form, attach and send along with these minutes to LPTexas.
- Elect Delegates to District Conventions (if applicable)**
 - For each district requiring a nominating convention which overlaps the county, elect delegates to represent the county at that convention.
 - Note: There is no state law nor party Rule limiting the number of delegates to district conventions.
 - A popular way to handle this is simply to select the same people for District Delegates that were selected as State Delegates. Use the **Elected Delegates to District Conventions** form if relevant.

COUNTY BYLAWS:

- Adopt or Amend County Bylaws**
 - For each motion related to Bylaws that is proposed by a delegate and seconded by another, record the name of the delegate making the motion, the full text of the motion, the result (passed or failed), and vote totals if a counted vote is taken. Attach records with these details to these minutes.
 - Did you: (check one)
 - Adopt new Bylaws? (Attach and send full text to LPTexas)
 - Amend existing Bylaws? (Attach and send with updated date and full text with amendment(s) to LPTexas)
 - Reaffirm existing Bylaws? (Attach and send with updated date and full text to LPTexas)

OTHER BUSINESS:

- Other Business (if applicable)**
 - Did you: (check all that apply)
 - Pass resolutions? (Attach and send to the along with these minutes to LPTexas)
 - Conduct any other business? (Attach complete written motions or other notes and send along with these minutes to LPTexas)

Convention Adjourned at: _____:_____ **am/pm (circle one)**

- The Convention Chair should sign all County Convention records (minutes, roster, etc.) and must submit proper documentation to LPTexas no later than **March 22nd, 2022** to ensure elected delegates are credentialed before District and State Conventions. Any nominated candidates must be certified with election authorities no later than **20 days** after County Convention: **April 1st, 2022.**



COUNTY EXECUTIVE COMMITTEE CONTACT FORM

| | |
|--------------------|-----------------------|
| County Name | Effective Date |
| | |

Please provide COMPLETE contact information for all individuals elected as officers or other members of the County Executive Committee (CEC).

Office of Chair is REQUIRED

| | | |
|---------------------------------|--------------------------------|---------------------------------|
| Office | Full Name of CEC member | Voter ID (VUID) |
| | | |
| Street Address (mailing) | City | ZIP |
| | | |
| Phone | Email | Date of Birth (M/D/YYYY) |
| | | |
| Office | Full Name of CEC member | Voter ID (VUID) |
| | | |
| Street Address (mailing) | City | ZIP |
| | | |
| Phone | Email | Date of Birth (M/D/YYYY) |
| | | |
| Office | Full Name of CEC member | Voter ID (VUID) |
| | | |
| Street Address (mailing) | City | ZIP |
| | | |
| Phone | Email | Date of Birth (M/D/YYYY) |
| | | |
| Office | Full Name of CEC member | Voter ID (VUID) |
| | | |
| Street Address (mailing) | City | ZIP |
| | | |
| Phone | Email | Date of Birth (M/D/YYYY) |
| | | |
| Office | Full Name of CEC member | Voter ID (VUID) |
| | | |
| Street Address (mailing) | City | ZIP |
| | | |
| Phone | Email | Date of Birth (M/D/YYYY) |
| | | |

Use as many pages as necessary. Send this completed form to LPTexas along with minutes of meeting where elections took place and signed Oaths of Affiliation as needed for all elected officers.

Signed: _____

Page _____ of _____



ROBERT'S RULES OF ORDER CHEAT SHEET

Robert's Rules of Order is a manual of parliamentary procedures that governs most organizations with boards of directors. Robert's Rules of Order are a provision of each of the SMPS chapter's bylaws normally stated as the following:

"The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Chapter where they are not inconsistent with the provisions of the Articles of Incorporation or these bylaws."

TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

TIPS AND REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Source: www.boardeffect.com



| Action | What to say | Can speaker be interrupted? | Need a second? | Can this be debated? | Can this be amended? | Votes needed |
|--|---|-----------------------------|----------------|----------------------|----------------------|------------------|
| Introduce main motion | "I move to..." | No | Yes | Yes | Yes | Majority |
| Amend a motion | "I move to amend the motion by..." | No | Yes | Yes | Yes | Majority |
| Move item to committee | "I move that we refer the matter to committee." | No | Yes | Yes | No | Majority |
| Postpone item | "I move to postpone the matter until..." | No | Yes | Yes | No | Majority |
| End debate | "I move the previous question." | No | Yes | Yes | No | Majority |
| Object to procedure | "Point of order." | Yes | No | No | No | Chair's decision |
| Recess the meeting | "I move that we recess until..." | No | Yes | No | No | Majority |
| Adjourn the meeting | "I move to adjourn the meeting." | No | Yes | No | No | Majority |
| Request information | "Point of information." | No | Yes | No | No | No vote |
| Overrule the chair's ruling | "I move to overrule the chair's ruling." | Yes | Yes | Yes | No | Majority |
| Extend the allotted time | "I move to extend the time by _____ minutes." | No | Yes | No | Yes | 2/3 |
| Enforce the rules or point out incorrect procedure | "Point of order." | Yes | No | No | No | No vote |
| Table a motion | "I move to table..." | No | Yes | No | No | Majority |
| Verity voice vote with count | "I call for a division." | No | No | No | No | No vote |
| Object to considering some undiplomatic matter | "I object to consideration of this matter..." | Yes | No | No | No | 2/3 |
| Take up a previously tabled item | "I move to take from the table..." | No | Yes | No | No | Majority |
| * Reconsider something already disposed of | "I move to reconsider our action to..." | Yes | Yes | Yes | Yes | Majority |
| Consider something out of it scheduled order | "I move to suspend the rules and consider..." | No | Yes | No | No | 2/3 |
| Close the meeting for executive session | "I move to go into executive session." | No | Yes | No | No | Majority |

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.