LIBERTARIAN PARTY OF COLORADO

STANDING RULES AND SPECIAL RULES OF ORDER (LAST REVISED 9/14/26)

STANDING RULES:

<u>Meetings</u> (Resolved on: 2016-05-09; Amended 2025-12-08)

The regular monthly meeting of the Board shall be held virtually during the evening on the second Monday of the month. The board may also elect to have a physical location(s) for the meeting to allow members to watch and/or participate in the virtual meeting.

<u>Minutes</u> (Resolved on: 2016-05-09, 2016-11-15; Amended 2025-12-08)

1. The recording secretary shall record the language and the names of the maker and seconder for every main motion, as well as for every amendment which substantially alters the meaning of a main motion; and the presiding officer shall conduct a roll-call vote for such motions and amendments with an objection, which the recording secretary shall also record.
2. The Secretary shall provide a draft of the minutes to the officers and committee chairs within 7 days after the adjournment of the meeting.
3. The minutes shall be published on the party's website in the section designated for Board Records within 24 hours after they are approved by the Board.
4. Each motion shall be recorded in a master Motion Reference Index to be supplemented with notes from each Director as appropriate.

<u>Expenditures</u> (Resolved on: 2016-05-09)

1. The Board shall maintain a reserve which is the greater of $1,500 or three months' recurring expenses; motions which would entail spending part of the reserve must be passed by a two-thirds vote.
2. An Officer may be reimbursed up to $100 for an urgent expense without requiring a vote of the Board, provided the expense is not recurring and does not require spending any part of the reserve

<u>Monthly Board Reports</u> (Resolved on:2016-05-09; Amended: 2021-10-11, 2025-12-08)

Director's monthly board reports are due by the Thursday before the regularly scheduled board meeting and shall be published to the Party website by noon on the Saturday preceding the regularly scheduled board meeting for viewing by membership and Board members.

Decorum (Resolved on: 2016-05-09)

In any communications between Board members in their official capacities, every effort shall be made to treat other Board members and their ideas/work with respect and dignity and for disagreements to be professional and de-personalized.

Agenda (Resolved on: 2021-11-12; Amended 2025-12-08)

Agenda items for a regular Board Meeting must be submitted to the Secretary up to and including the Thursday preceding that Board Meeting. After approval by the Chair, the Agenda shall be published on the Party website by noon on the Saturday preceding that Board meeting. Agenda items submitted after the Thursday deadline must be moved as amendments to the Agenda at the time of the Board meeting.

Passwords (Resolved on: 2017-01-09)

Every director shall keep and maintain a document containing all of their passwords for any Party accounts in the root directory of their Google drive.

SPECIAL RULES OF ORDER:

Meetings (Resolved on: 2026-09-14)

The corresponding Chair or Secretary shall send by e-mail to every member of the Board body (board or committee), at least 24 hours before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. If an alternative, additional, or backup text/chat channel is necessary for the conduct of business, the access information for that channel shall also be provided.

Email Voting (Resolved on: 2016-05-09; Amended 2025-12-08)

The board may vote through email on any routine matter of business. Any substantial matter must be decided at a regularly called or specially called meeting of the Board. Any Board member may challenge whether an item of business presented for email voting is routine which will automatically remove it until the next regularly or specially called meeting of the Board. Any items to be voted by email shall be given to the Chair (or acting Chair in the absence of the Chair) for presentation to the Board. Voting shall be open for three business days (holidays as recognized by the State of Colorado) upon which time the Chair or the Secretary will declare voting closed and the vote recorded for inclusion in the minutes of the next meeting. A motion will pass by a majority of participating Board members. Items which require a larger percentage of the vote as per parliamentary procedure or LPCO governing documents do not qualify for email voting.