



Organizational Structure

Version November 26, 2018

I. Introduction

The purpose of the organizational structure and this document is to organize the Libertarian Party of New York into five divisions based on categories that group and define responsibilities of every division, committee, subcommittee, and appointed position in order to effectively carry out projects and tasks for the party.

II. Overview

A. Organizational Hierarchy

1. The organizational structure consists of a hierarchy of three different levels of organization: divisions, the general committee, and subcommittees.
2. Divisions.
 - a. A category with a set of defined responsibilities to carry out different tasks for the LPNY.
 - b. Headed by the Division Director.
 - c. Divisions shall work with each other to carry out different aspects of party projects.
3. There shall be a general committee in each division chaired by the Division Director.
4. The general committee of each division shall have the authority to appoint subcommittees as it deems necessary.

B. Division Directors

1. **Appointment of Division Directors**
 - a. Division Directors shall be nominated by the Chair or the State Committee and confirmed by the State Committee.
2. **Duties.** Division Directors lead their division, carry out, and/or delegate tasks for which their division is responsible and report their activities to the State Committee. They shall submit a proposed budget to the Finance Division and are responsible for overseeing the approved budget for their Division.
3. **Powers.** Division Directors shall have the following powers within their division.
 - a. Create and make appointments to division positions with State Committee approval.
 - b. Create new subcommittees with State Committee approval.
 - c. Appoint members to the general committee and subcommittees.
4. **Dismissal.** Division Directors may be dismissed by a majority vote of the State Committee.
5. **Vacancies.**
 - a. In the event that the Division Director position becomes vacant and a Deputy Director has been appointed, the Deputy Director shall assume the role of Acting Division Director until a new Division Director is appointed by the Chair and confirmed by the State Committee.
 - b. The State Committee shall have the power to fill vacancies of division subcommittees when the Division Director position is vacant.

C. Rules for Committees and Subcommittees

1. All LPNY members are eligible to be a member of any committee, subcommittee, serve as Division Director, or in an appointed position.

V. Divisions

This article lists the description, responsibilities, subcommittees, and positions of each division.

A. Administrative Division

The **Administrative Division** is responsible for the day-to-day operations of the Libertarian Party of New York. The general committee shall be the Administrative Committee.

1. **Training and support.** Developing methods for training and supporting other divisions and members of those divisions. Develops curricula to train and support each Division including course development and online education.
2. **Record keeping.** Responsible for maintaining policies, procedures, guides, and historical documents.
3. **Information Technology.** Responsible for all aspects of technology, including website operations, data management, technology services, and working with other divisions in the party that need technological resources.
4. **Institutional Knowledge.** Responsible for maintaining institutional knowledge of the LPNY to include, but not limited to: job descriptions for each position within the organization, policies for each division, glossary of terms, field manuals (Guides and Handbooks), and transitions (passing the torch).
5. **Volunteers.** Responsible for recruiting and maintaining relationships with volunteers, maintain and update a field manual for volunteers, manage and place volunteers where they best fit, and work with political campaigns to place volunteers.
6. **Legal.** Legal support including but not limited to election law, ballot access, liabilities, contracts, and employment law.
7. **Vetting.** Responsible for interviewing potential employees and volunteer positions that require State Committee approval.
8. **Strategic Planning.** Responsible for creating and organizing detailed plans and goals to support the goals of the party.

B. Communications Division

The **Communications Division** is responsible for communicating the policies, positions, and opinions of the Libertarian Party of New York to the public at large. This includes maintaining the content of the website, managing and maintaining the social media presence, managing relationships with all media and press, and communicating with the members of the party. The general committee shall be the Communications Committee.

1. **Public Relations.** Responsible for all aspects of the LPNY's public relations including, but not limited to: messaging, media relations, and membership communications.
2. **Website Content.** Responsible for upkeep of the content of the party's official website.
3. **Blog & Newsletter.** Responsible for operating the blog and newsletter.
4. **Social Media.** Responsible for maintaining and building a strong social media presence increase the social media reach/following of our audience. This also includes targeting new demographics with the intent to build our social media reach/following and increasing our audience. This includes managing the social media accounts of Libertarian Party of New York and appointment of account administrators.
5. **Issues.** Responsible for identifying Libertarian positions on current issues.
6. **Messaging.** Responsible for strategizing methods for delivering libertarian views to the people of New York State.
7. **Media & Press.** Maintain a database of all media outlets in New York as well as key national media outlets, and the creation of press releases.
8. **Public Relations.** Responsible for maintaining a database of all media outlets and key journalists throughout New York as well as key national media outlets. Maintain relationships with key journalists. Drafting press releases.

C. Outreach Division

The **Outreach Division** is responsible for grassroots-level contact between the Libertarian Party of New York and the public at large. The general committee shall be the Outreach Committee.

1. **Chapter Development.** Responsible for identifying potential county chapter leaders by seeking and vetting Temporary County Chairs and supporting the formation of county-level parties.
2. **Civic Engagement.** Increasing voter registration.
3. **Coalition building.** Work with organizations that are niched to specific issues that are aligned with the party platform such as gun rights, pro-legalization, etc.
4. **Events.** Planning and implementing statewide events such as the state convention, monthly social events, and political events.
5. **Event Sponsorship.** Work with organizations to determine which events we will participate in and/or sponsor.
6. **Youth Outreach and Campus Building.** Work with partisan (College Libertarians) and non-partisan (Young Americans for Liberty, Students for Liberty, etc.) student groups to set up additional chapters throughout the state.
7. **Coordination with other organizations.** Maintaining useful contacts and coordination with student organizations, recruiting key demographics to the party, developing contacts with other grassroots-level organizations, and establishing county chapters for the party.
8. Identify and work with conventions, conferences, and events throughout New York. Additionally, the Division will assist in training and supporting county Libertarian parties on successful event planning techniques and strategies.
9. **Target New Demographics.** Identify and target new demographics who would have a high likelihood to be interested in the Libertarian Party.
10. **Networking.** Frequent networking events and interact with other professionals and groups.
11. **Grass-root Event Organizing.** Organize City Council, County Commission and other rallies.
12. **Maintain Vendor Relationships.** Identifying and negotiating with vendors associated with event production.
13. **Calendar of Events.** Maintain and update a database of all conferences, conventions and events throughout the state.
14. **Training and Support.** Maintain and update a field manual on event production as well as train and support county parties.
15. **Events.** Responsible for organizing events, determine which events we want to attend, develop ideas for rallies. Also works on managing and organizing events, including the annual state convention.

D. Political Division

The **Political Division** is responsible for recruiting and training Libertarian candidates for public office. This shall include working with volunteers and maintaining a list of all elected and appointed offices. The Political Division shall provide support to Candidates such as assistance with filing the proper paperwork, and assisting campaign strategy, and managing petitions. The Political Division will also support the Libertarian Party Presidential nominees. The general committee shall be the Political Committee.

1. **Candidate recruitment.** Recruiting candidates to run for office
2. **Candidate support.** Responsible for supporting candidates, providing resources, and training candidates to run successful and effective campaigns.
3. **Database of Offices.** Maintain a database of all elected offices and appointed offices on the website.
4. **Placing Volunteers.** Identifying and placing Libertarians who are interested in working on campaigns.
5. **Situational Awareness.** Staying on top of media and current events and distributing that to Candidates so we are in the know and can react appropriately.
6. **Petitioning.** Creating, organizing, and distributing petitions.
7. **Vetting.** Vetting of candidates not covered by a chapter.

E. Finance Division

The **Finance Division** is responsible for creating a budget and developing fundraising campaigns and implementing those ideas. The general committee shall be the Finance Committee.

1. **Budget.** Create an annual budget by determining how much money to allocate to divisions and to party functions (events, petitioning, lawsuits, etc.) to be submitted to the state committee for approval.
2. **Fundraising.** Creating fundraising ideas and implementing those campaigns.
3. **Interface with other divisions.** Work with other divisions to determine where funds should be allocated.