

# **LPTexas County Chairman's Manual:** **from the perspective of the county chairman**

## **Introduction and Thanks**

All election procedures are governed by the Texas Election Code currently (June 2003) found online at <http://www.capitol.state.tx.us/statutes/eltoc.html>. I had intended to include a copy of the current election code with this manual, but since the election code is apt to change every legislative cycle, the information would soon be outdated and confusing. With that said, please note that overall this manual can only be considered accurate for the 2003-2004 election cycle. Hopefully if I am not around to make biennial updates, someone else will pick up where I leave off. I would like to thank those who have gone before me in this endeavor: Jumping Through the Hoops by Bruce Baechler, and County Chairman Handbook by Texas Rhizome Club. I would also like to thank Barbara Cunningham for help with election code research.

The portion of the election code of most concern to the Libertarian Party official is chapter 181. Except where noted within the code or within chapter 181, all election procedures governing the Libertarian Party are herein contained. People sometimes refer to *other portions* of the election code when citing procedure county party chairman must follow. These people are most often INCORRECT. I encourage you to become familiar with the Texas Election Code as I have, but please make chapter 181 your focal point. The Texas Election Code is generally favorable to minor parties (other than ballot access). Our rules and procedures are generally simpler than those for major parties. Please do not burden yourself with rules and regulations meant only for officials and candidates of the major parties.

In this manual, I will explain in detail the legal requirements of County Chairman and additional actions I think are implied by the election code. Unfortunately no "County Chairman's Manual" can ever be complete. There are always activities and duties that some people deem 'requirements'. I can only inform you of the legal duties. All other actions are optional and at your discretion. I will though also include a brief section on campaign finance, specific to county parties, and candidate recruitment. For ease of transmission, all files herein contained are in PDF format. If you are reading this in electronic format, you have already figured out how to read PDF.

I encourage you to activism beyond the legal duties. To discover successful methods of organizing and growing the Libertarian Party in your area, contact county chairmen and activists around the state who are part of successful local organizations. They will be far more help than any "County Chairman's Manual".

## **Four legal duties of County Chairmen:**

- 1) Accept ***Application for Nomination*** and report
- 2) Oversee Precinct Conventions
- 3) Organize and hold County Convention and report
- 4) Support District Conventions as needed

## 1) Accept *Application for Nomination* and report

### Why an application?

The two old political parties hold taxpayer- and candidate-funded elections called ‘primaries’. The Libertarian Party of Texas, unlike the two older parties, does not choose candidates by the ‘primary’ process.

We nominate candidates by the ‘convention’ process.  
(TX election code Sec. 181)

Because we do not choose candidates in ‘primaries’, our potential candidates **DO NOT** pay filing fees or collect signatures like the older parties’ candidates.

A potential candidate filing an *Application for Nomination* is the first step in the convention process.

### The Application

Any person wishing to become a candidate and run for office with the ‘Libertarian’ label must first ‘apply’ by completing an *Application for Nomination*.  
(TX election code Sec. 181.031)

The potential candidate ‘applies’ with us to use the ballot access obtained by the state party. Why do I say ‘potential candidate’? The potential candidate will not become the *actual* candidate until approval at convention.

Potential candidates can obtain this application from the Secretary of State’s office or download the required form from their website (<http://www.sos.state.tx.us/elections/forms/index.shtml>). The *Application for Nomination* is also included with this manual. To make it easy for the potential candidate, you may wish to provide the form.

A package of forms including the *Application for Nomination* will likely also be sent by the Secretary of State to all county chairmen in November 2003.

### What to do with the form?

If the potential candidate wishes to run for a local office (Justice of the Peace, County Judge, etc.) he should return the completed, notarized form to you. If the potential candidate is seeking a district level (State Representative, US Representative, etc.) or state level position (US Senator, Governor, etc.), the form must be sent by the potential candidate to the chairman of the state Libertarian Party.

Note: district offices may be entirely contained in a county, but the form still needs to be sent to the state party chairman.  
(TX election code Sec. 181.032a)

Potential candidates must deliver the completed *Application for Nomination* to the appropriate chairman between December 3, 2003 and 5:00pm January 2, 2004.  
(TX election code Sec. 181.033)

### Nomination Process

After applying for candidacy, the potential candidate is then nominated at the county convention and either accepted or rejected as a candidate. I will cover the conventions (precinct and county) in further detail in the next section.

## What's Next?

You will need to keep all the *Application for Nomination* forms you receive on file for two years.  
(TX election code Sec. 181.034)

Also, if you receive *Application for Nomination*, you will need to fill out the *List of Candidates Who Have Filed Applications for Nomination* form. Yes, another form!

This form summarizes all the people wishing to be nominated who filed with you. This summary form will need to be sent to the Secretary of State's office within 10 days after the *Application for Nomination* deadline. The Secretary of State's mailing address can be found at the end of this manual.  
(TX election code Sec. 181.032b)

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## 2) Oversee Precinct Conventions

After acceptance of the *Application for Nomination*, the next steps are in preparation for the precinct conventions.

On the same day the old parties hold primary elections, the LP will hold precinct conventions.

### When? Where?

Parties nominating by convention are directed to hold precinct conventions on the first Tuesday in March. This is a change from previous years. In June 2003, the governor signed a bill changing the primary election and precinct convention day to the first Tuesday.  
(TX election code Sec.181.063, Sec.174.022, Sec.41.007)

Unfortunately minor parties have once again been overlooked by the legislature. They failed to change TX election code Sec.181.064c which still states that precinct conventions are to be held the second Tuesday in March to match TX election code Sec.41.007. I have received a note from the Secretary of State's office confirming that the first Tuesday in March is the correct date.

Precincts are the regular voting precincts of a county, not the larger areas of jurisdiction of some offices (Commissioner Precinct, Constable Precinct).

I bet you are wondering if there is a form to fill out. Of course!  
One copy of *Notice of \_\_\_\_\_ Convention* listing the time and place for all county precinct conventions must be filed with the county clerk and another copy posted at the county courthouse on the Commissioners Court Bulletin Board at least 10 days before the conventions.  
(TX election code Sec.181.064, Sec. 174.023)

The word "precinct" goes in the blank because this form is also be used to announce the county convention.

Multiple conventions held in the same location are not prohibited by the election code, with the understanding that multiple conventions *must* still take place. In Brazos County, we rent one room of the local convention center and split up by precinct to hold our conventions. This way instruction can be given to everyone at the same time.  
(TX election code Sec.181.063, Sec.174.022b)

Primary parties must conduct their precinct conventions between 7-9 pm, but the election code doesn't appear to hold convention parties to the same standard. I do recommend we follow the same time restrictions. Why? If we wait until after the primary polls close, we will be able to determine if any of our participants have already affiliated with another party.

## So who can participate?

Participant qualifications are largely the same as for regular voting. They must be registered voters and reside in the precinct of the convention that they attend.

*(TX election code Sec.181.065)*

Also, They must not be 'affiliated' with another party.

*(TX election code Sec.162.001a1)*

This means that they cannot have voted in either of the primary elections earlier in the day or participated in the precinct convention of another convention party (ie. Greens), or be an official of another party.

## Precinct chairmen

As county chairman, you will need to appoint precinct chairmen for all precincts that will be holding precinct conventions.

*(TX election code Sec.181.004a3)*

This is easy if all precinct conventions are held in one location. As county chair, you can be a precinct chair, but only for the precinct in which you reside. Chairmen **cannot** be potential candidates for office.

*(TX election code Sec.161.005)*

## Precinct Convention

After precinct chairs are appointed, the precinct conventions can begin. Each precinct chair becomes the 'temporary precinct convention chairman'.

*(TX election code Sec.181.066a).*

Each temporary convention chairman will need to complete the **Roster of Participants**, a roll sheet of who attended that specific precinct convention prior to the start of the precinct convention. This will also serve as a list of delegates for the county convention.

*(TX election code Sec.181.066b)*

This **Roster of Participants** takes on greater importance this year as it will serve as the first signatures needed for our ballot access campaign. The lists must include each participant's residence address and voter registration number. The **Roster of Participant** form was designed to fulfill this requirement.

*(TX election code Sec.181.005a)*

Greater detail concerning the procedure to supplement the **Roster of Participant** form with petition signatures is not included in this manual although a **Petition to place nominees on November General Election ballot** form has been included. Details concerning our ballot access drive will be provided at a later date. Information can also be found in the Texas Election Code.

*(TX election code Sec.181.006)*

Precinct convention participants will need to sign an **Oath of Affiliation of Political Party** and have their voter registration card stamped "LIBERTARIAN".

*(TX election code Sec.162.007)*

County chairman serving during the 2002 election cycle were provided stamps by the state party. If you have taken over for a previous county chairman, please see that the stamp was among the items transferred to you. You may purchase your own stamp or request one of the several stamps still available if you are a new county chairman.

If Precinct convention participants do not have their card, issue them a **Certificate of Party Affiliation**.

*(TX election code Sec.162.007c).*

You might have a precinct convention where the precinct chairman is the only participant! That is okay, but he still needs to go through all the motions. Remember each precinct convention will need the **Roster of Participant** and **Oath of Affiliation of Political Party** forms.

## Convention Business

After all the forms are filled out, we can get down to business. The 'temporary' chairman calls the convention to order. The first item of business is to select a 'permanent' convention chair. This can be the same 'temporary' person or someone else.

After the permanent chair is seated, the precinct convention can elect any other officers deemed necessary (secretary, etc...) and conduct business.  
(TX election code Sec.181.066d)

Business may include debating a local platform change to present to the county convention, debating a proposed state platform change, or adjourning immediately. Remember all precinct convention participants are automatically made delegates to the county convention (LPTX rules Sec.IV1). Please remind the precinct convention chairmen to make an announcement to this regard.

## After the precinct convention

The permanent convention chairman needs to sign the **Roster of Participants** and make two copies. The original and one copy must be given to the county chairman within three days. The additional copy must be sent to the state chairman within the time allotted for the ballot access drive.  
(TX election code Sec.181.067, TX election code Sec.181.005a)

As county chairman, I would collect the copies to be sent to the state chairman from the precinct convention chairman and send them all in one bundle. These requirements are easily met if the precinct conventions are all held in the same location with a copy machine near by.

The **Oath of Affiliation of Political Party** form also needs to be given to the county chair. The county chairman should preserve all these forms for two years.

Precinct conventions are often very short, about 10-15 minutes, but as the party grows larger and interest increases, precinct conventions will get longer and grow in importance.

Note: Four forms required for precinct conventions:

- #1 **Notice of \_\_\_\_\_ Conventions**
  - #2 **Roster of Participants**
  - #3 **Oath of Affiliation of Political Party**
  - #4 **Certificate of Party Affiliation**
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### 3) County Conventions: easier than you think

After the precinct conventions, the county convention is the most important party event held at the local level, but don't let this intimidate you. County conventions are easy to plan, easy to organize, easy to hold, and easy to report.

**Who?** A county convention is a caucus of all delegates chosen at the precinct convention and others as allowed by those delegates.

**Where?** As long as the location is publicly accessible, ANY place within the county will do. Private homes, restaurants, and library meeting rooms have been used as convention locations by county parties in the past. You need to take into account the potential number of attendees when you look for a location to hold the convention.

**Why?** The county convention is the means by which the Texas Election Code provides for 'convention parties' to choose candidates that will appear on the general election ballot. The county convention will also choose delegates to the district and state conventions and elect a county chairman.

**When?** The first Saturday after the second Tuesday in March as set by the election code. (*TX election code Sec. 181.061c*).

### Convention Preparation

Before we can get to the details of the county convention, planning must be finished. You need to select a place to hold the county convention. Any location chosen for a precinct convention should also be acceptable for the county convention. Base the choice of your location largely on the expected number of delegates attending.

File one copy of *Notice of \_\_\_\_\_ Convention* listing the time and place of the county convention with the county clerk and post another at the county courthouse on the Commissioners Court Bulletin Board at least 10 days before the convention.

(*TX election code Sec. 181.064*)

The word "county" goes in the blank because this form may also be used to announce the precinct conventions. You can deliver this form to the county clerk at the same time you turn in the precinct convention announcement form.

Also before the county convention, you will need to receive from the precinct chairs the lists of all those selected as delegates to the county convention.

(*TX election code Sec. 181.067*)

This is so you will know whom to seat and not seat.

### Beginning the Convention

While going into detail on the precinct conventions, the state election code is relatively silent concerning the organization of the county convention. I follow the pattern of the precinct convention, but nowhere is this required. Information can also be found in the *LPTexas Rules Section IV*, found on the state party website. (<http://www.LPTexas.org/rules.html>)

After the delegates have been certified as precinct convention attendees and seated, the 'temporary convention chairman' (TempCC) calls the convention to order. The TempCC can be anyone who is interested in helping organize the convention, but is most often the county chairman. The convention also should select someone to serve as convention secretary to take minutes. After call to order, the delegates may vote to accept any non-precinct convention attending people to be participants.

*[For example: George made it to a precinct convention, but his wife had to work. They both attend the county convention. George is automatically a delegate, but his wife is not. Those who did attend precinct conventions and thus have been seated as delegates **MAY** allow George's wife to also be seated as a delegate, but they **ARE NOT OBLIGATED** to do so. What happens if an angry mob shows up to take over the county convention demanding that you not choose Joe Nominee as your candidate for County Judge because he will take votes away from their candidate? Unless these people attended a precinct convention, you **DO NOT** have to allow them to participate. This is how the precinct convention helps protect our party from being taken over by outside factions.]*

## Convention Business

After adding additional delegates, if any, the convention should choose the 'sitting convention chairman' (SitCC). Usually the TempCC becomes the SitCC. The SitCC then begins taking candidacy nominations from the floor. Remember only those people who filed the **Application for Nomination** forms can be nominated. A person that filed an application but no longer wishes to run can decline the nomination.

At the county convention, nominate candidates for all races whose district is entirely contained within the county *even though* district candidates filed their **Application for Nomination** with the state chairman. For example: Harris county is a large county with a large population. Many district races are wholly contained in Harris county. So any US Representative, TX Representative, or TX Senate district which does not cross county lines should be nominated at county convention. This only effects some counties with large populations (>130,000 people).

After nominations are made, the nominated are asked to speak on their behalf. This allows them to 'convince' the delegates that they would make the best candidate. Also give opportunity for any present to speak on behalf of "None of the Above" if they think the nominated is unfit to be the candidate. Remember by party rules, NOTA is always a choice. (*LPTexas rules Sec.IV 5.j.7c*)

After the aspiring candidates have spoken, it is time to vote. You can vote in any matter the delegates choose: paper, acclamation, etc... Since I know who will be nominated (remember they all had to apply), I like to print paper ballots. If you use some secret method, ask the convention secretary to tabulate the results.

It is also important to note that ALL DELEGATES at the county convention are entitled to vote in EACH race, even though the delegate himself may not live in the jurisdiction of the office. This is different than the primary parties to which you may be more familiar. For example: a county convention delegate from county commissioner precinct #2 **is entitled** vote for whom the party nominee for county commissioner precinct #3 will be. This includes races for state and national legislature, once again **ONLY IF** the district is wholly contained within the county. (*LPTexas rules Sec.IV 5.c.1*)

The convention will also need to select a new county chairman to serve for the next two years. This can be performed in the same manner as choosing the candidates. Take nominations, allow for a short speech (remember NOTA), and vote. If your county has other officers, they can be selected now also. County Chairman candidates need not to have submitted an **Application for Nomination**.

The convention will also need to select delegates to the district and state conventions.  
(*TX election code 181.061a&b*)

District convention delegates will attend the district convention to choose candidates for district office (those offices with constituents in more than one county). State convention delegates will attend the state convention and choose candidates for statewide office. There is no limit to how many delegates can be chosen. Please report the names of district and state delegates chosen to the respective convention organizer or state party chairman. There is no special form to fill out for this, but it is a courtesy which will greatly speed the seating of official delegates. Now that I think about it, I should make a form for this too.

Please make sure that all decisions, candidates chosen, delegates selected, etc... are recorded by the convention secretary in the minutes of the convention.

After all the convention business is completed and any optional business discussed, the SitCC should adjourn the convention. Optional business once again includes rules changes, platform amendments, etc...

There is still one more form to fill out. The nominated candidates need to be reported to the County Clerk or the Secretary of State.

We have that local/district distinction to deal with again. Any candidate nominate for a local, county race is reported to the county clerk for your county. Any candidate nominated at the county convention for a district race (US Representative, TX Representative, TX Senate, etc...) is reported to the Secretary of State.

The county chairman needs to fill out form ***Certification of Nominees for the November, (year) General Election*** summarizing the results of the county convention for each category (local/district). If you have any local, county candidates, fill out one form with all the results and send to the county clerk. If you have any district candidates, fill out an additional form and send it to Secretary of State. ***Certification of Nominees for the November, (year) General Election*** forms need to be sent within 20 days. (TX election code 181.068b)

Keep copies for your records and send a duplicate to the state chair.

Note: Forms required for county convention:

#1 ***Notice of \_\_\_\_\_ Convention***

#2a ***Certification of Nominees for the November, (year) General Election (local races)***

#2b ***Certification of Nominees for the November, (year) General Election (district races)***

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## 4) Support District Conventions as needed

Candidates who wish to run for an office with boundaries encompassing more than one county or part of a county are chosen at a DISTRICT CONVENTION. The Texas Election Code has even less to say about district conventions than about county conventions, once again leaving most of the details up to us.

The purpose of a District Convention is to nominate candidates for those offices that have boundaries crossing county lines. These offices include State Board of Education, State Senate, State Representative, and US Congressman.

How do you know what district candidates need to be nominated if their ***Application for Nomination*** has been filed with the state chairman? Good question. The state party chairman will direct the party secretary to notify the respective county chairman of the need to hold district conventions within 20 days after the ***Application for Nomination*** deadline. (LPTexas Rules Sec.IV3)

In years past, the state party has been lax with the notification deadline, so keep an eye out for notice after the 20 day time period.

## District Executive Committee

The county chairmen from counties wholly included in the district and one precinct chairman chosen from those county areas partially in the district comprise the District Executive Committee and plan the District Convention. One District Executive Committee is formed for every district race under consideration. The committee should also select one of the members to serve as chairman. (LPTexas Rules Sec.III3)

You may not have a precinct chairman in the partial area of your county contained in a district. Our party rules do not address this situation. Since there is no binding rule, use your discretion when making a decision in this case.

The District Executive Committee has complete control over the time and place of the convention, but by law it must occur on the second Saturday after the second Tuesday in March.  
(TX Election Code Sec. 181.061b)

Though the District Executive Committee is limited to those chairman or precinct chairman living within the district, delegates are not so limited. There is no prohibition in our rules concerning the selection of district convention delegates. Any person living within the county may be a delegate to a district convention though he may not live within the district itself. Also, people chosen to be district convention delegates need not be present at the county convention. At your county convention, if you do not have anyone wishing to be a delegate to district convention for which your county is part, please nominate as a delegate the *district candidate himself*. Once again, please remember to record this in the convention minutes. This will help to eliminate paperwork confusion if an eligible district fails to hold a convention.

The attendees to the district convention should largely follow the pattern of events for the county convention with the understanding that the only business is to nominate and choose the candidate for their district race. The convention, after call to order by the chairman, should choose a secretary to take minutes. Any person who has filed an **Application for Nomination** for that office should be formally nominated and accepted or rejected by the delegates.

## Notification???

There is no public notification requirement similar to that with precinct and county conventions. Why? The participants of a district convention are solely those delegates chosen at the county convention. Precinct and county conventions are open, public events according to the election code. District conventions on the other hand are strictly party functions, and while may be publicly witnessed, are closed to delegates only.

## Reporting

One last form must be submitted. The District Executive Committee chairman should complete the **Certification of Nominees for the November, (year) General Election** form to report the district convention results to the Secretary of State within 20 days. (TX Election Code Sec. 181.068b)

Note: Forms required for district convention:

#1 **Certification of Nominees for the November, (year) General Election** (district races)

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## Wow! Is that all?

I know. I know. Complicated, right? Just imagine what it was like trying to figure all this out the first time! In the Libertarian Party of Texas, we have a horrible problem of reinventing the wheel every election cycle. I have taken on the responsibility of assisting county chairman to fulfill their basic duties outlined in the Texas Election Code and LPTexas Rules. This leaves your time free to dedicate to activism, candidates, etc... Please, if there are any questions or confusions, contact me. Don't just stuff everything into an envelope, drop it in the mail, and cross your fingers. I'm here to help. I only ask that you show me some patience. Thank you.

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## **Omissions:**

**Things I forgot to add that will disrupt the careful formatting  
I have done if added in their proper location**

### 3) County Conventions: easier than you think

#### Beginning the Convention

If the delegates to the county convention choose to add non-precinct convention participants, have those people sign an *Oath of Affiliation of Political Party* and stamp "LIBERTARIAN" on their voter registration card at before they are seated.

***There may be other omissions and errors in this manual. If substantial errors or omissions are found, please notify me so I can inform the county chairmen of the correction.***

## **2004 ELECTION CLYCE CALENDAR**

The following calendar summarizes the important deadlines detailed in the manual above. Please use this as a quick reference after a detailed reading of the instructions.

December 3, 2003	Filing period opens. Beginning accepting <b><i>Application for Nomination</i></b> forms.
January 2, 2004	Filing period for <b><i>Application for Nomination</i></b> closes at 5:00pm
January 12, 2004	Deadline to submit <b><i>List of Candidates Who Have Filed Applications for Nomination</i></b> to Secretary of State.
February 23, 2004	Deadline to submit <b><i>Notice of _____ Convention</i></b> to the county clerk announcing precinct conventions.
March 2, 2004	Hold precinct conventions after 7:00pm.
March 3, 2004	Deadline to submit <b><i>Notice of _____ Convention</i></b> to the county clerk announcing county conventions.
March 5, 2004	Deadline to collect <b><i>Roster of Participants</i></b> from precinct chairmen.
March 13, 2004	Hold county convention.
March 20, 2004	Hold/attend district convention if applicable.
April 2, 2004	Deadline to submit <b><i>Certification of Nominees for the November, <u>    (year)    </u> General Election</i></b> to county clerk for local races and/or the Secretary of State for district races nominated at county convention.
April 9, 2004	Deadline to submit <b><i>Certification of Nominees for the November, <u>    (year)    </u> General Election</i></b> to the Secretary of State for district races nominated at district convention.
May 14, 2004	Deadline to submit <b><i>Roster of Participants</i></b> from precinct conventions to state party chairman for submission as part of our ballot access drive. (But don't wait this long. Try to send by March 5, 2004)
June 12, 2004	State Convention, location to be decided.
November 2, 2004	General election day and end of 2004 election cycle.

## **Forms included with this manual**

All of the forms mentioned in this manual are included on the Compact Disc electronic version of this manual plus one. I have included ***PETITION TO PLACE NOMINEES ON NOVEMBER GENERAL ELECTION BALLOT*** though the details concerning this form are not contained herein.

All files are in PDF format and may be read and printed using Adobe Acrobat Reader.

### ***Application for Nomination***

This form is to be completed and notarized by the potential candidate and submitted to the county chairman if the person is seeking a local office or the state chairman if the person is seeking a district or statewide office. Please note that the electronic version was downloaded from the Secretary of State's webpage. I did not convert this form from the paper version as with the others; therefore, the form is in LEGAL SIZE FORMAT (8.5in x 14in). You will need to set your printer to print 80% of normal to fit this on one normal size page of paper. Please print both pages of this form as page two contains the applicant oath.

### ***List of Candidates Who Have Filed Applications for Nomination***

This form is completed by the county chairman and sent to the Secretary of State's office, Election Division. Please see instructions and calendar for deadline. You may need to print more than one form if you have a large number of potential candidates. I have designed this form so it can be completed in electronic format and then printed. Just type on the screen to fill in the blanks and then print. Use the "RESET" button on the form to clear all.

### ***Notice of \_\_\_\_\_ Conventions***

You will need to print two copies of this form. Complete one for the precinct conventions and one for the county convention. Make copies of each and submit all four to the county clerk prior to the calendar deadline.

### ***Roster of Participants***

You will need to print one form for each precinct convention that will be held. If all the precinct conventions in your county will occur in the same location, this form can be distributed to precinct chairmen conveniently.

### ***Oath of Affiliation of Political Party***

You will need to print one form for each precinct convention that will be held. If all the precinct conventions in your county will occur in the same location, this form may be distributed to precinct chairmen conveniently. Have precinct convention participants and delegates added by the county convention sign their name in the large white space under the oath.

### ***Certificate of Party Affiliation***

This form is completed by the county chairman and given to people who neglected to bring their voter registration card to the precinct convention.

### ***Certification of Nominees for the November,       (year)       General Election***

You may need several copies of this form. Use it to report the results of your county convention to either the county clerk for local races or the Secretary of State for district races and to report the results of the district convention to the Secretary of State. I have designed this form so it can be completed in electronic format and then printed. Just type on the screen to fill in the blanks and then print. If you would rather, just print out the number of blank forms you will need. Use the "RESET" button on the form to clear all.

## **Other Information Contained on this CD**

If you have access to the form of this manual on compact disc, you will find several other useful PDF files.

### ***Campaign Finance Guide for Political Parties***

If a political party raises and spends money to support or oppose candidates or measures, it is defined as general-purpose political committee.

A political committee must have a campaign treasurer appointment on file with the reporting authority before it may engage in certain activities. A group becomes a political committee by virtue of its campaign finance activity, not by filing an appointment of campaign treasurer.

A county executive committee of a political party is not required to appoint a campaign treasurer unless it accepts more than \$5000.00 in political contributions or makes more than \$5000.00 in political expenditures in a calendar year.

This threshold, and thus reporting requirements, will most likely NOT be met by most Libertarian county parties, but I have included the file from the Texas Ethics Commission for reference.

If you are reading a form of this manual that does not include this PDF, it can be found as of June 2003 at <http://www.ethics.state.tx.us/guides/party.pdf>

### ***Libertarian Party Candidate Recruitment Manual***

The National Libertarian Party produced a candidate recruitment manual in 2001. It contains several examples of successful techniques, including a method used in Texas in 2000, to increase the number of quality candidates seeking office as Libertarians.

For those of you wishing to move beyond the legal duties of county chairman, this manual is included as a reference.

The online version can be found at <http://www.lp.org/campaigns/crm/> for those who may not have access to the version included with this electronic manual.

### ***"Libertarian Viewpoint"***

The National Party has also designed a news-style tabloid with Libertarian news and positions. I have included the PDF version of this tabloid for your reference. It may give you some ideas for prospecting.

### ***Petition to Place Nominees on November General Election Ballot and Instructions***

These forms have included in anticipation of our ballot access drive. They are not normally forms used by county chairman. They are included for reference.

## **IMPORTANT ADDRESSES FOR THE 2004 ELECTION CLCYE**

David DeLamar  
Chairman, Libertarian Party of Texas  
PO Box 98131  
Lubbock, TX 79499-8131

Secretary of State  
Elections Division  
PO Box 12060  
Austin, TX 78711-2060

*(please send all forms to the Secretary of State by registered mail, return receipt requested)*

Current LPTexas leadership contact information can be found at  
<http://www.lptexas.org/leadership.html>

### **Helpful webpages and resources**

*(current as of June 2003)*

#### **Secretary of State's webpage, Elections Division**

<http://www.sos.state.tx.us/elections/index.shtml>

#### **Libertarian Party of Texas Rules online**

<http://www.lptexas.org/rules.html>

#### **Texas Election Code online**

<http://www.capitol.state.tx.us/statutes/eltoc.html>

#### **Texas Ethics Commission (campaign finance information)**

<http://www.ethics.state.tx.us/>

#### **Libertarian Party Candidate Recruitment Manual**

<http://www.lp.org/campaigns/crm/>

#### **Libertarian Party Campaigning and Organizing Manuals**

<http://www.lp.org/campaigns/crm/>

<http://www.lp.org/services/s99/>

#### **Adobe Acrobat Reader**

<http://www.adobe.com/products/acrobat/readstep2.html>