

Policies of the State Committee

100 The Responsibilities of State Committee Members

101. Each Member of the State Committee shall work diligently to advance the purposes of the Organization, outlined in the Constitution.

102. Each Member of the State Committee shall seek to attend each State Committee meeting.

103. Each Member of the State Committee shall disclose conflicts of interest to the State Committee, when and if any arise.

200 Conducting State Committee Business

201 Regular Meetings

201.1 The State Committee Meetings shall hold a regularly monthly meeting at 8:00 PM on the third Wednesday of each month, via an electronic meeting platform established by the technology director and approved by the chair.

201.2 The State Committee may by resolution postpone or cancel a regular monthly meeting, except that the State Committee shall not go three consecutive months without meeting.

201.3 A new State Committee shall meet after it is elected, at the conclusion of the Convention at which the members were elected.

202 Special Meetings

202.1 As provided for in Article V, section 1 of the Bylaws, meetings may be called by the State Committee itself, by the chairperson, or by the vice-chair, with at least thirty-six hours' notice to members of the State Committee.

203 Email voting in the State Committee

203.1 The Chair may send out electronic mail ballots on any question co-sponsored by at least 3 members of the State Committee, on matters that can normally pass with a simple majority.

203.11 The period for voting on a question by electronic mail shall remain open for seven days. Members may vote "yes," "no," or "acknowledged." There shall be no mechanism by which a Member of the State Committee may alter her or his vote once it has been cast. By the end of seven days, a motion is considered passed if at least $\frac{3}{4}$ of the membership of the State Committee have voted, and if a majority of the membership of the State Committee have voted "yes." If a motion fails to pass, any member may present the motion again at a regular meeting of the State Committee.

204 Interim Chair

204.1 When there is no chair or vice-chair, the State Committee may appoint an interim chair from its members to act, until such time as an elected chair or vice-chair is available to resume her or his role.

300 The Use of State Committee Funds

301. Appropriation required

301.1 State Committee funds may only be spent by an agent after authorization by the State Committee. Authorizations are by majority vote of the Committee consistent with FEC and OCPF reporting standards. The Treasurer shall maintain all financial records and reports on a cash basis.

302. Political Neutrality

302.1 State Committee funds and employees may not be used to support candidates for election to the State Committee.

303. Employment

303.1 State Committee Members may not be paid for their work for the State Committee. They may be reimbursed for reasonable expenses if the State Committee approves funds for the purpose.

304. Self-dealing

304.1 Firms owned by State Committee Members may do business with the State Committee, but the State Committee or shall be prepared to demonstrate to the Membership that the firm so employed is charging competitive rates.

305. Bank accounts

305.1 The primary signatory on bank accounts shall be the treasurer, or another State Committee member designated by the chair and approved by majority vote of the State Committee. The chair shall be a signatory, but shall not serve as primary signatory once the primary signatory has been legally established.

400 Officers and Directors

401.1 As provided in Article V, section 2 of the Bylaws, the Officers of the State Committee are a chair, a vice-chair, a secretary, and a treasurer.

401.2 The State Committee shall appoint persons of the State Committee to fill the following roles: Operations Director, Political Director, Communications Director, Membership Director, and Technology Director.

401.21 None of the four officers may serve as Operations Director or Political Director.

401.22 Only Voting Members of the State Committee may serve as Operations Director or Political Director. The other Offices may be held by any member of the Organization. Directors who are not Voting Members of the State Committee are invited to all State Committee meetings.

401.3 Each Officer or Director may work with Organization members and other volunteers perform her/his duties, but the Officer and Director remain entirely responsible for seeing that those duties are performed.

401.4 Each director shall be prepared to report on the state of her or his domain, to any meeting of the State Committee, and will make a point of informing the State Committee about important developments and difficulties.

401.5 Each officer or director shall be responsible to the Organization and to the members, to faithfully discharge the duties of her or his office(s).

500 Officers

501 The Chair

501.1 The chair presides at all State Committee meetings at which he or she is present, unless he or she recuses him or herself, or by 2/3 vote for cause the State Committee insists on such a recusal.

501.2 The chair is the honorary spokesperson for the Organization, working with the Communications Director on messaging.

501.3 The treasurer is the primary signatory on Organization bank accounts.

501.4 When a director has resigned from her or his role, or is otherwise unavailable and there is need to act, the chair may appoint an interim director until the director returns to her or his role, or the State Committee takes action to name a new director.

502 The Vice-Chair

502.1 The vice-chair shall remain abreast and informed about actions taken by the chair, and shall be prepared to step in to fill the role of chair whenever the chair her or himself is not available.

502.2 The vice-chair is authorized to step into the role of chair, when it is clear that the chair is unavailable to fill her or his responsibilities.

503 The Secretary

503.1 The secretary prepares the agenda for all meetings of the Organization or State Committee.

503.2 The secretary takes minutes of all meetings of the Organization or State Committee.

503.3 With the technology director, the secretary makes State Committee minutes available to the members, and maintains the electronic archival record of state committee minutes in a form and location generally accessible to members.

504 The Treasurer

504.1 The treasurer maintains the Organization's financial records.

504.2 The treasurer manages the Organization's financial accounts and donation systems.

504.3 The treasurer files Federal, State and other financial reports as required by Federal or State law or regulation.

504.4 The treasurer is a co-signatory on Organization bank accounts.

504.5 The treasurer serves as comptroller, ensuring that funds are received, spent, and reported in compliance with Law and Organization By-Laws and State Committee actions.

504.6 The treasurer will be prepared to present a financial report, including income and expenditures for the prior year, to any meeting of the Organization.

600 Directors

601 The Operations Director

601.1 The operations director oversees and supports the non-political activities of the State Committee.

601.2 The operations director coordinates fundraising for the Organization.

602 The Political Director

602.1 The political director coordinates with affiliates.

602.2 The political director handles outreach to activists and politicians on issues in line with the purposes of the Organization..

602.3 The political director oversees and supports candidate recruitment and candidate support.

603 Communications Director

603.1 The communications director shall be responsible for official communications in print or electronic format from the Organization.

603.2 The communications director shall be responsible to handle press inquiries, and content represented on social media platforms.

603.3 The communications director shall be responsible for direct outreach to media outlets.

604 The Membership Director

604.1 The membership director maintains the membership and mailing list records of the Organization. Records include but are not limited to records of current and past members, people who contacted the Organization, donors, and volunteers, including names, addresses, other contact information, and volunteer tasks.

604.1 The membership director will be responsible to conduct member outreach, coordinating with the communications director when appropriate.

604.2 The membership director responds to member questions and concerns, and notifies members when their memberships have expired or will expire.

604.3 The membership director supplies membership and other information, for the good of the Organization and its purposes, consistent with State Committee policy.

605 The Technology Director

605.1 The technology director maintains the Organization website and other electronic sites.

605.2 The technology director ensures that Organization electronic sites are appropriately owned or registered by the Organization.

605.3 The technology director makes certain that the chair and vice-chair have archival records of electronic site passwords and other necessary ownership data.

1000 Standing Rules

1100 Membership Dues

1100.01 In setting dues for each category of membership, the State Committee shall be certain that the amount paid more than covers the marginal cost of the membership.