

# **+GREEN PARTY OF MICHIGAN HANDBOOK and OPERATIONS MANUAL**

PO Box 504

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313-815-2025

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## **TABLE OF CONTENTS**

### **OFFICERS**

#### **CHAIR**

##### **COMMITTEE MANAGER** (Vice-Chair)

Currently, Art Myatt; [almyatt@yahoo.com](mailto:almyatt@yahoo.com); 248-548-6175 (land line); 248-224-0623 (cell); 607 N. Wilson, Royal Oak, MI 48067.

##### How the SCC Operates

How the SCC Operates is a document maintained by the Vice-chair/SCC Manager/SCC Whip. it is kept in the GPMI google Drive account. Anyone with the link - [https://docs.google.com/document/d/1lQA3aiw5KIQj5Hm78UmW2IIR82grlOoCINisupuOv\\_Y/edit?usp=sharing](https://docs.google.com/document/d/1lQA3aiw5KIQj5Hm78UmW2IIR82grlOoCINisupuOv_Y/edit?usp=sharing) - can view the document.[1]

##### List of SCC Members

A record of current SCC members shall be maintained by the Vice-chair/SCC Manager/SCC Whip. This record is a spreadsheet entitled "SCC voting members" which is kept in the GPMI Google Drive account. Anyone with the link - <https://docs.google.com/spreadsheets/d/1iYoG8-kNgwcMFJ-RQz2m7lQRszKSq3NzqPzfePRYtlc/edit?usp=sharing> - can view the spreadsheet.

##### List of Proposals Before the SCC

The Vice-chair/SCC Manager/SCC Whip is responsible notifying the committee of the timeline for deciding on a proposal, and for seeing that the text of each proposal being considered by the SCC is available to all members in the "Proposals" document. The name of this document will be "Proposals." Like the SCC Members spreadsheet, it is kept in the GPMI Google Drive account. Anyone with the link - <https://docs.google.com/document/d/1lZfV2neCLb3BHZ1HJDMZoqiGyq--kDKSe8zbqrOVLmk/edit?usp=sharing> - can view the document.

#### Committees / Working Groups

The Grayling SMM (September 26, 2015) adopted the following statements of purpose for our three official committees.

A) Platform Committee: The Platform Committee shall co-ordinate a proposed GPMI platform for at least every even-numbered year, as well as issue papers and positions, and

submit them to the SCC for review and to an SMM for final approval. All Platform Committee members must be members of GPMI, expeditiously approved by the SCC or an SMM.

B) Media Committee: The Media Committee is delegated the SCC's authority to write and publicize press materials on GPMI's activities and policy positions, and may speak to the media on behalf of GPMI. All press materials produced by the committee shall conform to GPMI's platform and other stated policy positions, and shall not significantly extend those positions. All Media Committee members must be members of GPMI, expeditiously approved by the SCC or an SMM.

C) By-Laws Committee: The By-Laws Committee shall be responsible for maintaining the GPMI by-laws, including making any needed text changes that do not alter the content, meaning, or effect of the by-laws; reviewing proposed changes to the by-laws presented to it, and reporting on each such proposal to the SCC and to an SMM. It shall make the current by-laws available in hard copy at each SMM, and to all members and locals in at least one generally-accessible non-proprietary electronic format. All By-Laws Committee members must be members of GPMI, expeditiously approved by the SCC or an SMM.

The Vice-chair/Committee Manager is responsible for maintaining a list of GPMI committees on the GPMI Google Drive account. The name of this document is "GPMI committees." Anyone with the link -

[https://docs.google.com/document/d/1mS4PTxtVbLX0Mm9SqJ-8\\_rhbIbziDBhvDs3YXe9IKPE/edit?usp=sharing](https://docs.google.com/document/d/1mS4PTxtVbLX0Mm9SqJ-8_rhbIbziDBhvDs3YXe9IKPE/edit?usp=sharing) - can view the document.

## **TREASURER**

The Report, prepared for the advanced packet for each SMM, shows two funds, reflecting State regulations for political party accounting and usage of funds. Money not specifically designated for the administrative fund will be deposited into the political fund. It is permitted to move money from the political fund to the administrative fund, but not the reverse. Therefore, keeping the administrative fund balance high enough to keep the account open permits spending the money as needed.

The bank statements are received via snail mail but it is thought to be possible to see the statement online rather than to wait for a mailed copy before preparing a report.

## **ARCHIVIST (formerly SECRETARY, renamed by SMM in Kalamazoo, March 25, 2017)**

[committee materials, too? possible examples:]

[Media Committee -- media list; PR samples/standard formats/graphics used, etc.; tips?]

[Platform Committee -- current platform (and all past platforms?); 2-page flyer excerpts, platform summaries, etc.; outline of platform process & timetable;

something on white papers and/or other ways to take positions?][2]

## **MEMBERSHIP MANAGER, Paul Homeniuk, 2014-2016**

*Formatting note - This is intended as living document and becomes a new version each time it is updated or altered by the current Membership Manager. Please note the new version in the*

*footnote. The naming convention is Year, month, change number. For example this document is 2016-3-1, 1 denoting the first, or original document*

Official purview of the Membership Manager as stated in our current Bylaws.

Article IV, Section 6 — Membership Manager: The Membership Manager is responsible for keeping records of membership and sending out annual requests for donations; coordinates with the Treasurer when donations come in, supplies membership forms for meetings and other events, and supplies current member contact information to all appropriate officers.

Article IV, Section 1, paragraph A is also very relevant as it insures that any officer may draft additional help as she/he requires.

These By-Laws outline the minimum expected of an officer. Each officer may operate as he/she sees fit within the principles of The Green Party of Michigan. The Membership Manager who drafted this document believe and recommends to all future Membership Managers that it is far more effective to beg forgiveness than to ask permission. In other words, do what you need to advance the principles and growth of the Green Party of Michigan and let the membership stop you if they see fit. You will feel, and be, most effective in your role if you are proactive rather than reactive.

This manual is accompanied by digital copies and support files passed to each new Membership Manager. These documents include templates, lists, and passwords needed to carry out the functions of the Membership Manager. All membership lists shall be maintained exclusively by the Membership Manager and distributed within the party to elected officers as requested. We do not share or sell our member list with outside parties. Any passwords should be shared only with appropriate personal and the integrity of those passwords remains the responsibility of the Membership Manager. For example, sharing the password for the e-mailing list with the Communications Manager so that she/he may send out newsletters is appropriate. Sharing access to that email account with a member so that they can send a personal email to all members is not appropriate.

The Membership Manager, will maintain a single master list of membership in excel format. Only the Membership Manager may alter this list, though she/he may accept updates, corrections, and changes to membership data from others. The Membership Manager is responsible for confirming/accepting the validity of these changes and must be the one to actually alter the Master list.

## TRANSITION

The outgoing Membership Manager is responsible for transferring all documents, print and digital to the incoming Membership Manager. This shall be done within 72 hours of a new Membership Manager being elected. The outgoing Membership Manager shall make themselves available to the new Membership Manager as needed to show them the ropes and answer questions. It is strongly encouraged that an in-person work session be scheduled within

the first week of a new Membership Manager to go through the materials, digital and print, and provide training on how the job has been accomplished to that point.

It is recommended that in addition to any digital transfer of materials a USB or flash drive of all files be physically passed on to the incoming Membership Manager. Also, any envelopes, forms, handouts, stamps, etc. remaining in the outgoing Managers inventory be passed along within this initial transition session. Please remember to share access to any Google documents or contact information to other officers that the Membership Manager works closely with such as Local Liaisons, Communications Manager and Treasurer.

## ADDING NEW MEMBERS

Through the Website:

The Michigan Green Party website is built on the Weebly.com platform. (See code sheet for username and password) New member contact forms are created on site and sent automatically to the designated email address so please be certain that this is updated on the website to reflect the email address that the new Membership Manager choose to use. Each time a New Member form is completed on the Website, the Membership Manager will receive an email copy of the form. Within 24 hours of receipt please respond to the new member with a welcome packet. It currently consists of a Welcome letter (template is provided but update and personalize as needed), a copy of the current By-Laws of the organization, and a copy of the "There is a Difference" handout.

When you send the Welcome packet please copy the Chairperson, the local liaison, and the yahoo groups manager (currently Lou Novak). The Chairperson should send a brief Welcome letter, the local liaison should check to see if there is a local for their location and give them the appropriate contact information. If there is no local near, he/she should still send a welcome note and perhaps contact information for other Greens near them. The Yahoo Groups manager should see the new member is added to the appropriate on-lists. It is strongly recommended that you ask these officers to blind copy the Membership Manager on their welcome emails so that we can make certain new members are getting the attention they deserve. If the follow through is not happening we are shooting ourselves in the foot and other steps must be found.

As soon as the welcome packet is sent, add the information to the Master Membership List in excel. With the list open, go to the Member mailing account at michgreenparty@yahoo.com and open the contacts tab. Add the First name, Last name and email address to the contacts. Save the contact and then assign it to two groups. The first is Members, this is a full list of email enabled Green Party members, the second group is a mailing group, which ever group number you are up to. These groups are no more than 50 members and make it easier to do mass mailings. As of this writing we are working on Group 10.

Last but not least, inform the webmaster of the new members and she/he will update the running count of new members on the web page.

The membership Manager can go to the Weebly platform or simply request from the Webmaster a report of all new member forms and it will be downloaded. The website also has a contact the membership manager form that is for general questions and information requests. These will be automatically forwarded to the Membership Manager also but the subject heading

will New Contact Form as opposed to New Member Form. Reports of these forms is also available. Handle these or forward onto to the appropriate officer.

#### Through Paper Forms

Occasionally new member forms will come into the Party P.O. Box. The keeper of the box should send them on to the membership manager. Enter them into the master list and send a welcome package. If they do not have a email address, send a welcome package through regular mail. Enter them into the Master List but add them to the No Email Tab on the Master List file also.

The Membership Manager should also make available paper form blanks for the use of any local or tabling events that may arise. There is a template of the current form in the appendix of this document as will as a digital file. The Membership Manager should keep track of any forms she/he sends, digital or paper and follow-up after the event to make certain the completed forms are forwarded to the Membership Manager.

Bring blank Membership forms to all State Meetings and events. If new people sign up there, have them complete the entire form, even if you are entering them into the List on a laptop. This will provide hard copy and will allow you to send out Welcome Packets to all. Handle as you would through the website memberships.

#### Verifying Voting Rights

The appropriate section of the By-Laws is Article II, Section 2 - It states that you must have been a member for 60 days prior to a meeting to have voting rights at that meeting. The Master List file has a column to enter the year and month that they joined. You may use this info on the Master List to verify voting rights. A green folder with all the meeting packet inside is given to each voting member when you check them in at a meeting. Those who do not have voting rights yet should get a different color folder with the meeting packet. The Green folder will have a label on them with a sequential numbers and a place for the member to write their name. This will let you know at a glance how many voting members have been verified for the meeting.

Past experience has demanded that the members put the name on the folder as soon as they receive it because through the course of the day papers get mixed up and having names on the folders avoids a lot of debate and hassles.

The Membership Manager or their designated deputy is expected to "check-in" all persons at a State Meeting and should be asked to verify the credentialed count prior to any business being conducted at the meeting.

#### Annual Membership Fundraising Mailing

This typically EOY (end of year) mailing is authorized specifically in the By-Laws and requires no further approvals of content or budget. Its design is up to the Membership Manager and any help he/she seeks out in the process. A few notes for successful mailings follow.

- It should go out the week prior to Thanksgiving. Years of direct market research show this period is optimal for catching year end gift giving.
- It should go out regular mail, not electronically.
- The package should include a pre-addressed return envelope.

- The letter should be one page and include the “Ask” in the first paragraph.
  - It should suggest (not insist upon) a timeline for returning their donation.
  - A form asking for the member to update their information is a good idea as long as it includes a place for them to check an amount they wish to give. (Most people need to see the “Ask” several times before they actually write the check)
  - No more than one additional piece should be included in the package. That may be a brochure or handout about party happenings, a membership card, an “I donated” sticker or other such acknowledgment but do not overwhelm with too many papers in your package.
  - The return envelope should be coded to identify the mailing that it came from.
- A sample packet is included in the materials passed on to the new Membership Manager.

Return envelopes from mailings should be given to the Membership Manager unopened. The Membership Manager records contact updates and, after recording the donations, passes the checks to the treasurer within 5 business days.

You should see a larger number of returns in the first two weeks, with a decreasing amount of returns coming in subsequent weeks. While you may see a few stray donations coming in for some time to come, you should consider the response done at six weeks from the mailing drop date. This will allow you to track the success of your package and make changes or adjustment for future mailings. Keep record of the number of responses in each week, dollar total in each week, and the number of members who provided updated contact information. Depending on the package design there will be other factors worth tracking to determine the success of future packages vs past packages.

#### Notice of Meetings

Working in cooperation with the Meeting Manager, the Membership Manager shall send out email notices of all meetings to the full membership with agenda and packet materials at least 30 days in advance of the meeting date. The Membership Manager will provide the Meeting Manager with an updated list of all members who do not have email access such that the Meeting Manager may send out regular mail notices to these members in time to have them in their hands prior to the thirty day notice requirement.

#### Reports

The Membership Manager shall provide a report in a timely fashion to be included in Meeting packets for each State Membership Meeting. A sample report is provided in the Appendix of this document but the Meeting Manager may report whatever he/she feels relevant. It is recommended that an analysis of the EOY mailing be included in the report for the first SMM of the year. Number of new members, recruiting events, and membership profiles/demographics are all suitable items to report on but are by no means the only possible things to report on.

#### Optional Duties

The Membership Manager may take on any number of issues that may help or enhance the membership of the Green Party of Michigan. This may include demographic surveys, marketing

plans for growth, organization of recruitment efforts and any other fun wonderful things you may dream up to promote the membership and its growth.

Appendix / Templates

Welcome Letter Template

Member Registration Form - Would not let me insert in Google.docs

Membership Report Sample

End of Year (EOY) Mailing sample - Would not let me insert in Google.docs

Welcome to the Greens!

I have copied Rod and Tom on this because they are our local liaisons and should be able to get you in touch with a local near you. Lou should be able to get you on the Greens discussion list, and Chris is our current Chairperson and likes to say hi to new folks. Lots of good things are happening. This year we updated our By-laws and are in the midst of efforts to grow the party. There are lots of opportunities to get involved. We will be making a big push to get a lot of Greens running in local elections. We are backing Fracking bans, marijuana initiatives, efforts to better monitor and phase out old pipelines, and many other worthy "Green" causes. We are also gearing up for the Presidential campaigns of 2016. The Greens have some strong candidates seeking to be the Green Party's Presidential nominee and I encourage you to check them out. They represent a very diverse range of viewpoints and we hope to have a Michigan debate featuring all of them in early 2016. You have picked an exciting time to go Green!

I have attached a copy of the by-laws and a handy "there is a difference" sheet. Check the website regularly for updates and feel free to talk with any of us about your ideas and ways you can jump into the fray.

Membership Manager Report

SMM March 19, 2016 - Lapeer, MI

Since September of 2015 we have added 28 new members. This brings the new member count for 2015 to 72. The new members are still overwhelmingly white and male but are younger than our average.

We are two short of having 600 clean member records. We have members now in 54 of Michigan's 83 counties (an increase of three counties).

I should be done with the membership manager portion of the Operating manual in time for the March meeting and whoever takes over the position. I will provide them with files, templates and other related materials and will schedule time to sit down with the new Membership Manager to go over things so that we can keep the ball rolling.

The End of Year fundraising mailing did not go out. There seem to be some communication issues with paying the more than reasonable cost of the mailing that is required under our by-laws. The cost benefit ratio of these sorts of things is a no brainer and if I am elected to the treasurer position I will make certain that this is the last such mailing to be missed.

We still have much more to do if we truly want to grow. We need to do a far better of job of actively recruiting women, the young and people of color. We have seen improvements in our “passive” recruiting but we need to be more active if we are serious about growth. Our website has climbed from an average of 22 unique hits each day to an average of 94 unique hits each day (total page hits per day have climbed to an average of 355 compared to 105 a year ago) This would indicate that more of our members are using the website also.

We need to get the locals being more active at recruiting and we should be doing more with college campuses.

I have seen improvement in our growth and communications, but am disappointed we are not farther along in implementing the growth plan that the membership adopted early last year. I hope the new Membership Manager will better success with fully implementing it.

## **MEETING MANAGER**

“The Meeting Manager arranges state membership meetings and nominating conventions and provides a yearly schedule of these by date and region; keeps track of and delivers supplies for SMMs and conventions, including AV equipment; and is responsible for notifying all members of these meetings at least 30 days in advance.”

“A list of who holds each party leadership position (officer or national representative) listed in this Article, each SCC rep seat, and each Committee Chair shall be made available at each SMM.”

The By-laws require at least three meetings annually, which may include the convention as one of those three. Meetings are arranged so as to alternate geographically to allow the most members to attend a distance-convenient one and as a method of growing the party by having visibility across the state. [Here might be a good place to list the last 3 yrs. of locations.]

For those who are unable to attend in person, but would be able to do so electronically, or to view the meeting later, volunteers should be solicited to arrange for “streaming” and to monitor comments emailed in during discussions, reading them aloud to the participants, although there is a definite challenge to do so without interruption. Placing emailers in the stack may help.

“A Local may volunteer to host state meetings and training in its area.” [Art. III, Sect. 2, A]. The local would likely be familiar with potential conference sites. Hosting is most helpful if the local finds a suitable venue, or up to 3 options, and, quotes added by Linda Cree, “being sure [each] had the equipment and space needed,” and gathers the necessary information for a decision to be made: dates available within the time frame, Wi-Fi, parking, expected costs. The local would “get a good group rate at a nearby motel, let GPMI folks know about nearby eating

places, line-up a speaker, possible action,” activities, sights to see. Also, asking if the venues have a marquee and if “Welcome Green Party of Michigan” could be on it.

## Minutes of State Membership Meetings

Recording of Minutes is not stated in the By-laws, merely keeping those records. It appears that the Meeting Manager could/should draft or hire someone to do so. Taking minutes of a GPMI meeting is a definite challenge--at the Fall 2015 meeting, both a volunteer and the Meeting Manager attempted to produce a good set, with a copy of the agenda spaced out to fill in and it still took days afterwards and passing it by attendees to do so. There is “herding cats” and then there is a GPMI SMM.

One typical format of a State Membership Meeting:

Friday evening: Locals gathering, which may include overnights.

Saturday morning: business

Sample Agenda

Lunch

Early or late afternoon: a public meeting, with a speaker of interest to that region, if not to the whole state, to attract area residents in order to grow that Local. Evening socializing at or after dinner.

Sunday--committee meetings, future focus.

Additional possibilities during the weekend might include an action, service project or other activity that could bring exposure as well as give us some progressive teamwork as we “walk our talk.”

### NOTICE

The Meeting Manager notifies the membership of the specifics of the meetings--dates, times, place(s), expected costs, food and lodging options, Wi-Fi, parking, sights to see, activities--the required number of days in advance.

The M.M. calls for agenda items with the estimated time and any AV equipment needed. The M.M. also calls for officer and committee reports for the meeting packet, with a deadline. The Reports should be provided in .txt for ease of editing and formatting to include briefer (more likely to be read) reports together on a page. The M.M. also invites members to facilitate a meeting or part of the meeting (to develop leadership).

Supplies: large Green Party sign(s) for outside, signs for directing members to the meeting within the facility. The Membership Manager might be bringing: name tags, markers, membership forms, folders or cards for voting.

The Meeting Manager arranges for “coffee” for the mornings and breaks: coffee, tea, cream, sugar, cups, plates, stirrers, napkins, utensils if needed.

The Meeting Manager should arrive 30 minutes ahead to assure all is set up, setting the registration near the entry door, locating restrooms, menus for ordering lunch if it is to be brought in.

At the beginning of the meeting, the Meeting Manager welcomes attendees, thanks those who should be thanked, announces the “housekeeping details” such as food arrangements and location of restrooms, asks for a voting credentials determination and then hands the meeting over to the facilitator, or facilitates if no one has accepted the task.

Facilitator first asks participants to introduce themselves by name and city, including those who are listening electronically. Any latecomers in person or electronically should be introduced at an appropriate break in the meeting.

During discussions, a person may volunteer or be asked to be the “stacker.” The stacker lists, in order, those who wish to speak to the issue. The facilitator may comment to repeat a question or statement for all to hear, to clarify or ask for clarification, but if wishing to speak on the issue, must also ask to be listed in the stack.

### [Consensus Model for State Meetings\[3\]](#)

Sample Meeting Notice

Sample Agenda

Convention: in even-numbered years, GPMI holds its convention to nominate candidates for state and federal positions. Candidates are asked to complete a “vetting” questionnaire. The meeting manager will assist in providing enough copies of the questionnaires for attendees.

The convention may be a full weekend, nominating candidates on Saturday. A county caucus may be carried out at the convention if, for example, those who would assemble one are attending the state convention; it could be during lunch or immediately after the state meeting.

If the convention carries over into Sunday, additional candidates could be nominated. These may include members who were unable to attend on Saturday or those who, after observing and reflecting upon Saturday’s process, decided overnight to be willing to campaign for an office.

At any rate, on Sunday, we have a chance to double-check that all the forms are filled out and to handle any business that needs to be considered. The Sunday session is usually over early in the afternoon.

## **ELECTIONS COORDINATOR [4]**

How to Be(come) a GPMI Candidate (latest update 2015/10/06)

[list of past candidates? (with results?)]

Essential Forms for Candidates[5]

State Forms

Federal Forms

GPMI Forms (Vetting Questionnaire)[6]

Latest Rules for State Nominating Convention (2014; latest update 2014/06/04;  
2016 draft rules now before SCC [as of 2016/01/28])

GPMI Caucusing Manual (latest update 2015/10/04)[7]

[list of campaign advice/training materials available?]

[list of candidate campaign summaries, experience-based tips, etc. available?]

[procedure for appointing election challengers/poll-watchers? (Nov 2009 draft for by-laws exists; so does procedure adopted by SCC in Dec 2009)][8][9]

## **LOCALS LIAISON / LOCALS**

Sample Registration Form for Locals

Sample By-laws for Locals

Consensus Model for Local Meetings

Form for Reports

Locals hosting: "A local may volunteer to host state meetings and training in its area."

[Art. III, Sect. 2, A]. See under Meeting Manager. The primary reason to host an SMM would be the publicity value; secondarily, to acquaint members outside of the region with its concerns.

## **COMMUNICATIONS MANAGER**

Website

Blog

Facebook

Other Social Media

Printed Literature

Platform

Trifold

Other

## **MERCHANDISE / OFFICE MANAGER**

Mail--The PO Box keeper should pass all envelopes received to the Membership Manager at the Friday of each week that they arrive.

Tee Shirts

Hats

Bumper stickers

Buttons

Yard Signs  
Placards  
Banner(s)

## **REPRESENTATIVES TO GP-US**

Duties as Delegates / Alternate Delegates

### GP-US Committees

National Committee  
International Committee  
Campaign Committee  
Presidential Search Committee  
Eco-Action Committee  
Platform Committee

## **OTHER PROCEDURES**

### **Revocation of Membership**

Below is the procedure for removal of members from the original bylaws of GPMI (referred to as revocation of membership in the 2015 bylaws). It was decided during discussions leading up to the 2015 bylaws that this procedure did not need to be part of the bylaws, but could be moved to the GPMI Handbook for reference, in case it was ever needed. The office referred to as Secretary/Record Keeper below is now called Archivist.

*Section 2: Removal of Members [adopted May 19, 2002]*

*A) Initiating membership revocation:*

*i. Members may submit a Petition for Removal to the State Central Committee (SCC). A revocation petition summarizing the allegations against the member facing removal and justifying a removal action shall be signed by ten members in good standing representing at least two locals. A petition for removal should begin with the language, "We move to exercise our right of association and disassociate and expel \_\_\_\_\_ for any and all of the following reasons: We believe that \_\_\_\_\_ has engaged in behavior inimical to the aims of the GPMI, which may include but is not limited to violations of the Ten Key Values or the By-Laws, or persistent disruption of party activities. Specific reasons for this request include:"*

*ii. Signatures on petitions shall be dated within six months of the submission date.*

*iii. The timetable for scheduling and beginning the discussion of the petition shall begin upon receipt of a physical petition. E-mail may be used to expedite and facilitate the proceedings but is not a suitable substitute for a physical document.*

*B) Distribution and notification:*

*i. The Secretary/Record Keeper shall ensure that a copy of the petition, including any amendments, and notification of the dates of the removal discussion and vote are sent to each party to the petition at least 15 days before the removal discussion is scheduled to begin. The copy sent to the member facing removal shall be sent via certified mail, personal service, or other method which provides confirmation of receipt.*

*ii. The Secretary/Record Keeper shall send notice of the outcome of the proceedings to the member facing removal within 2 days after a decision is reached.*

*C) Preparation for discussion of petition:*

*i. The SCC shall schedule a discussion and vote on the removal between 15 and 30 days after receiving the petition.*

*ii. Prior to beginning the removal discussion, the SCC shall make any necessary inquiries of the members submitting the petition to clarify the petition. The results of these inquiries shall be forwarded to the entire SCC.*

*iii. The results of these inquiries shall be kept as part of the GPMI's permanent records and a copy shall be sent to the member facing removal.*

*iv. All parties to the petition, the member facing removal and the complainants, shall receive access to the SCC e-mail list for the duration of the discussion of the petition upon individual request. Requests may be made to any SCC member, who shall transmit them to the SCC.*

*D) Discussion of petition: During the SCC discussion of the petition,*

*i. The SCC shall give the member facing removal an opportunity to make a written response via the SCC e-mail list, which may include statements from other members.*

*ii. The SCC will then have 10 days from the beginning of the removal discussion to discuss and vote on the motion.*

*iii. Once discussion is complete, but prior to the final vote, an SCC member may propose limiting action on the petition to a suspension of the subject's membership for six months.*

*E) Resolution of petition: Once the discussion is complete:*

*i. If a proposal to limit action on the petition to suspension is passed, the SCC shall vote on the question "Shall the GPMI suspend \_\_\_\_\_ for a period of six months?"*

*ii. If there is no proposal to limit action on the petition to suspension, or if such a proposal is offered and defeated, the SCC shall vote on the question "Shall the GPMI disassociate from \_\_\_\_\_ by revocation of his/her membership?" An affirmative vote is a vote to remove, with a 3/4 supermajority needed to pass the motion and effect the removal.*

*iii. SCC members who are parties to a removal petition may vote.*

*iv. Prepaid membership dues shall be refunded in full after a vote to revoke membership.*

*v. Half of prepaid membership dues shall be refunded after a vote to suspend membership.*

*F) Effects of suspension and expulsion:*

*i. An individual whose membership has been revoked is no longer a member of the GPMI. Individuals conducting GPMI or GPMI local events open to the general public may bar the former member from participating.*

*ii. An individual who has had their membership suspended is still a member of the GPMI, but may not participate in any event or activity restricted to members in good standing and may not cast votes as a GPMI member. They shall not be barred from GPMI events and activities open to the general public.*

*G) Normalization of membership status:*

*i. Former members whose membership has been revoked may apply for membership one year after revocation.*

*ii. Suspended members shall have all privileges of membership reinstated after six months.*

*H) Appeal:*

*i. An individual may appeal to an SMM to reverse suspension or the revocation of their membership, according to the following procedure.*

*ii. The appeal must be made within 6 months of the SCC's decision to revoke membership.*

*iii. The appellant must notify the Meeting Manager of the intent to appeal no less than three weeks before the SMM.*

*iv. The appeal must be made in person and accompanied by a petition signed by 10 members representing at least two locals requesting reversal of the membership revocation or suspension.*

v. The SMM must allocate at least 15 minutes for discussion of the appeal, and the appeal must be resolved before election of Officers and discussion of By-Laws, Platform, or other proposals.

vi. A decision by an SMM to reverse an expulsion or suspension shall be effective immediately.

[end of Section 2, original bylaws]

## **Removal of Officers**

*This procedure has been copied from the 2008 bylaws.*

Members may initiate removal proceedings against party leaders: [revised Nov. 2001 to change 2 members to 10 members of 2 locals] Any ten GPMI members, representing at least two different locals, may allege that any GPMI officer or National Representative is in contempt of the goals of the Green Party of Michigan and invoke the procedure in Section 12 of this article to seek removal of those person(s) from their leadership position in the GPMI.

Section 14: Procedure for addressing removal complaints:

A) To institute a recall proceeding against a party officer or National Representative, the ten GPMI members must prepare and submit to the SCC a written complaint summarizing the allegations against the persons targeted for removal and justifying the removal.

B) The SCC shall ensure that copies of the complaint are forwarded (or made accessible) to all GPMI members at least 30 days before a meeting where the removal will be scheduled for discussion. If a complaint is initiated and received by the SCC not later than 15 days before a previously scheduled state quarterly meeting the SCC may elect to schedule discussion of the recall at that quarterly meeting or to call a special meeting of all GPMI members for that purpose within 45 days of the date the complaint is filed.

C) At the meeting where the removal is to be discussed, the motion will be handled as follows:

i) complainants will have up to 10 minutes to explain their complaint and make the case for removal without interruption.

ii) the target(s) of the complaint will, collectively, have up to 20 minutes to respond to the complaint and defend their actions without interruption.

iii) the complainants will have up to 5 minutes to restate and summarize their complaint

iv) the targets will have up to 5 minutes to rebut.

D) Once the discussion is complete the GPMI voting members in attendance shall immediately vote on the question

"Shall (GPMI party officer or national rep) \_\_\_\_\_ named in this complaint be removed from office?" An affirmative vote is a vote to remove, with a 3/4 supermajority needed to pass the motion and effect the removal (and with abstentions counting as negative votes). A separate vote will be held for each person targeted in the complaint with the results of each vote entirely separate.

[end 'removal of officers' from 2008 bylaws]

Disputes between Locals

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## **Candidate Recruitment**

A while back (2008), the State Central Committee decided that GPMI would determine a list of "Announced Green Party Candidates" by May 13 -- the deadline for Democrats and Republicans to file for the August 5 primary. Some groups using candidate interviews or surveys to make endorsement decisions build their processes around this date, when they have a list of "official" candidates visible on the Secretary of State's Web site. The purpose of our new list is to legitimize our serious candidates.

To get on the list, someone seeking the GPMI nomination for an elected position must:

1. Be a member of GPMI.
  2. Announce her/his intention to run (not stand) for a specific partisan office on the ballot.
  3. Have provided answers to the GPMI Vetting Questionnaire.
  4. Have formed a candidate committee -- registered with the appropriate office (Federal Election Commission, Secretary of State, or County Clerk) for the office he/she is seeking.
  5. Have a bank account for that committee to receive donations to the campaign.
  6. Have prepared a basic written campaign statement, outlining what he/she sees as the main issues relevant to the office sought and how he/she proposes to deal with those issues.
  7. Get the personal endorsement of three other GPMI members.
- [from John Anthony LaPietra]

\* [=====] \*

### **Where the Candidate-List Proposal Stands {by jalp 2017-07-17 9am}**

AFAIK, no change since I sent this message:

Subject: Reviewing Status of \*PROPOSAL\* re: List of [Announced/Recognized/\_\_\_\_] Candidates for GPMI Nomination

Date: Fri, 23 Jun 2017 14:23:31 -0400

From: John Anthony La Pietra <jalp5dai@att.net>

To: YahooGroup address for MI Greens State Central Committee <MIGreensSCC@YahooGroups.com>

One of the things I'm on the agenda to do at tomorrow afternoon's South Central Michigan Greens meeting is to recap the status of a \*PROPOSAL\* made last month. The \*PROPOSAL\* is not yet formally on the table, of course; I'm not trying to say it is. I wouldn't mind if this message stimulates more discussion on the idea, but my main purpose is to make sure I can tell our local members the truth about where it stands -- as much as they ask about. So I want to recap the facts; if I'm missing something or incorrect on something, please let me know. (Off-group is okay with me.)

\* Erin Fox formally supported the \*PROPOSAL\* -- but, while others have made positive comments, there has not been a second formal support that would put it on the table. (If I'm wrong about that, this may have already passed by consensus -- even without being a no-brainer.)

\* There has been some discussion about the name of the list, but no decisions made. (One vote for "Announced", and one thinking that's not clear as to what and suggesting "seeking state G parties nomination" instead.)

\* There has also been some discussion about the criteria, but no firm decisions about what if anything to change in my original message -- which I will paste in at the end, below my initials. Ideas I can find having been offered so far include:

- + creating a similar list of required or preferred criteria for GPMI financial support
- + having tougher requirements of candidates for higher-level (or wider-area) offices
- + requiring a commitment to being a Green, and possibly excluding members of other parties (from the list or even from nomination/endorsement)
- + requiring that the candidate be qualified to hold the position

jalp

[=====]

from the original post on this \*PROPOSAL\*  
(sent 2017-05-28 am09:25; re-sent 05-29 pm07:46)

The idea was that -- since some groups using candidate surveys or interviews to make endorsement decisions build their processes around the primary deadline date, by when they have a list of "official" candidates visible on the Secretary of State's Web site -- we could try to legitimize any serious candidates in a similar way before deciding whether or not to officially nominate them, and help them get full and proper consideration by those groups and by the media.

In 2007 and 2008, we did this -- though I don't think we took as much advantage of it as we should have. To get on the "announced candidate" list (as it was then called), someone who sought the GPMI nomination for an elected position had to meet these standards at least:

/=====\  
1. Be a member of GPMI.

2. Announce her/his intention to run (not stand) for a specific partisan office on the ballot.

3. Have provided answers to the GPMI Vetting Questionnaire.

4. Have formed a candidate committee -- registered with the appropriate office (Federal Election Commission, Secretary of State, or County Clerk) for the office he/she is seeking.

5. Have a bank account for that committee to receive donations to the campaign.

6. Have prepared a basic written campaign statement, outlining what he/she sees as the main issues relevant to the office sought and how he/she proposes to deal with those issues.

7. Get the personal endorsement of three other GPMI members.

\=====/  
A proposal passed in September 2007 included this process point: "If a person whose record indicates they do not support the GPMI platform or the 10 Key Values manages to manipulate the rules and qualifies for this list, he or she may be removed by a 2/3 vote of the SCC." (I think the idea was not to add to the SCC's workload, but to enable some action between SMMs if necessary.) Anyway, discussing whether or not to include some variation on this idea would certainly also be part of discussing the overall

\*PROPOSAL\*.

As I commented last weekend:

/=====\  
This is not a huge burden for anyone whose decision to run happens before the convention -- and could probably be shouldered by a late decider not too long after the convention. We could revive the list for the new election cycle we're in, and perhaps add some of these other items we've talked about last year or earlier this year:

\* A commitment to sharing information about surveys, debates/forums, etc. with other GPMI nominees/endorsees.

\* A commitment to participate as far as possible in all applicable surveys, interviews, or other media opportunities.

\* Working with locals/members in the jurisdiction of the office for which one is running.

\* Having an online campaign presence, and having it co-ordinated with GPMI and other nominees/endorsees.

\* Getting some amount of Green-sanctioned how-to campaign training.

\* Getting some amount of Green-sanctioned how-to campaign training.

(Maybe some of these items actually fit under #2 above, as part of a definition of what's enough effort to be running instead of standing. And in that vein, we could decide that -- while we won't ban standing for office entirely, we won't provide GPMI funds to a campaign that doesn't qualify for the list.)

If people don't like the label "announced", I'm open to another . . . "accepted", "acknowledged", "certified", "recognized", almost anything but "late for dinner". But I think it's an idea worth some effort to consider reviving and updating.

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I am definitely open to discussing possible friendly amendments -- and not only in the name of the list. ("Qualified for endorsement" was a term discussed in later 2007 -- reflecting the aim of getting endorsing groups to consider our candidates.) But I want us to have something in place before the next SMM -- in some ways, the sooner the better, so we can publicize it to the world as well as to our current members.

<END section on "serious candidate list" qualifications>

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## **Caucus, Convention, and Local**

There has in the past been some confusion about what Green Party of Michigan (GPMI) locals can and cannot do. With an influx of new members, we are going to have that confusion again. I hope this little essay can avoid some of that.

First, let's look at the bylaws about locals:

### Article III – Locals

#### Section 1 — Locals Defined :

- A) A local may be created by three or more GP-MI members living in a single county or up to three contiguous counties.
- B) For a local to become official, its membership must submit to the state leadership, in a format provided, the name of the local, the names and current contact information of its members, its officer structure (if it has one), and its official contact person(s) for the flow of information to and from the state leadership.
- C) Once the requisite documentation is submitted, the local is automatically an official affiliate of GP-MI and may conduct appropriate business and activism as such. The affiliation may only be ended by a decision on an announced agenda item at an SMM.
- D) Each local of up to ten members may appoint one rep to the SCC. Each local of 11 or more members may appoint two reps to the SCC.

#### Section 2 — Responsibilities of Locals :

- A) A local may volunteer to host state meetings and training in its area.
- B) Locals may meet and organize as seems best to them, but are responsible for providing a quarterly update to the appropriate Locals Liaison as to their numbers, structure, and efforts.
- C) Locals are responsible for having their reps be active on the SCC. If a rep is not active, the local may be invited to replace that rep.

It is really useful to discuss what GPMI locals are **\*\*NOT\*\*** in order to extend our understanding of what they are.

There are two types of local events defined by state election law that are often confused with “Locals” as defined above. These two events are the Congressional District Caucus and the County Caucus. Both of these events are ephemeral gatherings with the sole purpose of nominating candidates for partisan office for a particular election. They are typically held for a few hours or possibly for a couple of days before the election and then they are finished until the next partisan election.

A GPMI Congressional District Caucus would consist of all GPMI members residing in the specified attending a face-to-face meeting for the sole purpose of selecting the GPMI candidate for that district. The event would be organized by the state party. The wording (“would be”) is chosen because, since GPMI has been on the ballot in Michigan, no Congressional District Caucus has been held. Candidates for the federal House of Representatives have been nominated at a State Nominating convention or, for a district entirely within Wayne county, at a Wayne County Caucus.

A GPMI County Caucus has been held, typically in Wayne, Oakland and Macomb Counties. There may have been similar events in other counties that I am less aware of, as there may be in the future. They all follow the same rules defined by the state. These are similar to a Congressional District Caucus in that they are held for a few hours on a given day (or days) within the time window specified by Michigan election law – before the date of the primary election that will determine Republican And Democratic candidates for an upcoming partisan election.

The legal responsibility for organizing that caucus is with the state party, not with the local (if there is a local in that county). If the GPMI members in a given county wish to hold a county caucus to select local candidates, they need to get authorization from the state party to do so, whether there is a local (or possibly several locals) in that county or not. To repeat, a GPMI county caucus is not the same thing as a GPMI local.

The caucus can select candidates for all partisan offices with districts entirely within the given county. This includes, in the case of Wayne County, a congressional district. For all counties, it includes County Executive, Treasurer, Sheriff, and other county-wide partisan offices as well as County Commission and Township offices, park board offices, etc.. It does not include congressional districts that are partially within the county and spill over into another county or other counties. City Council, school board, library board and other offices, while elected, are nominally non-partisan and are not nominated by any GPMI body.

We have on occasion held all three (Wayne, Oakland and Macomb) county caucus events in the same venue and on the same day. Each caucus consists of the residents of that county and each caucus elects its own Chair and Secretary to handle the required paperwork which must be filed with the appropriate county clerk.

The point is, whether there is a GPMI “(Name of) County Local” in that county or there is not, there can be a County Caucus. A GPMI local is a permanent organization that can do many activities that are political in nature, but it cannot select candidates to be on the ballot, not even candidates for offices whose districts are entirely within the county. Michigan election law controls here.

When there has not been a caucus, GPMI candidates for any partisan office may be selected at the state nominating convention. there are, as usual, complications. If there has been a county caucus prior to the convention, and that caucus has considered candidates for, let us say, Sheriff, without making a nomination, the convention should not subsequently nominate someone for Sheriff in that county. It is even possible to hold a county caucus in the same venue and at the same time as the state nominating convention. What is not complicated is that locals do not nominate candidates for the ballot in Michigan.

Because caucuses (or caucii, if we are following Latin rules for the plural) and locals are going to involve the same GPMI political activists in the same area, it's easy to understand why caucuses and locals can get confused. As long as we remember that a caucus is a short event defined by Michigan election law and locals are permanent organizations defined by GPMI bylaws, we should be able to keep the confusion to a minimum.

What a local can do is endorse candidates in local non-partisan elections. Having endorsed a candidate, members of the local might also campaign for that nominally non-partisan candidate. That's a whole other discussion when it comes to candidates who are active Democrats, Independents, Socialists or Libertarians seeking endorsement. This does happen. We have even had candidates in a Democratic Party primary election seek our endorsement. My personal opinion is that whether this is a good idea depends on the character and history of the person seeking endorsement. That's what makes it a lengthy discussion whenever the question comes up.

One simple rule that applies is that, while a local might consider endorsement, a caucus exists for the single purpose of nominating GPMI candidates and does not do endorsements at all.

[Art Myatt, April 2, 2017]