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# GREEN PARTY OF MICHIGAN

## HANDBOOK AND OPERATIONS MANUAL

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February 2020

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## I. INTRODUCTION

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The purpose of this document, frequently referred to as “the Handbook” is to provide the detail for official duties and processes that are left out of the GP-MI bylaws for the sake of brevity. In that respect, this document is an extension of the GP-MI bylaws.

This document also defines the mechanism for updating the Handbook in order to keep it synchronized with changes within the party. Recent changes brought about by the development of the GP-MI data driven web application are examples. Sections pertaining to the use of this resource are found throughout the Handbook. They will need to be revised as the application continues to mature.

Primarily, the Handbook contains definitions for processes and duties related to each officer. It also considers the SCC and other GP-MI Committees, as well as general membership.

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## II. REVISIONS TO THE HANDBOOK

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An Ad hoc, ‘Handbook Committee’ was established at the 2019 Spring SMM and will exist indefinitely until its members agree that the first version of the Handbook is complete.

Since the Handbook is an extension of the GP-MI bylaws, any changes to the Handbook must conform with statements in that parent document. Statements in the Handbook that do not conform with the GP-MI Bylaws are invalid.

The GP-MI bylaws committee should be consulted regarding any proposed change to the Handbook.

Any GP-MI Officer who will be affected by a proposed change to the Handbook should be consulted regarding the matter.

If the Bylaws Committee approves a proposed change to the Handbook by consensus, and if no affected officer is in opposition, then the change is formally adopted.

Alternatively, proposed changes to the Handbook may be adopted at an SMM by the same processes that bylaws changes are adopted.

Changes to the Handbook that are made outside the SMM should be reported at the following SMM.

Proposals to update the Handbook may be made by any GP-MI member, committee, or local group by a submission to the SCC.

A history of revisions should be maintained in the Archive on the GP-MI website and will include a copy of every adopted version. These should be made conveniently accessible to the leadership for review.

The Archivist should be responsible for maintaining the library of Handbook revisions.

The GP-MI Committee Manager should be responsible for keeping the most recent version of the Handbook on our website where it is accessible by any GP-MI member.

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### III. ORIENTATION FOR NEW MEMBERS

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PDF

Welcome to the Green Party of Michigan! This Chapter of our official **Handbook** will give you some general information about the Green Party, what to expect, and where to find more information that may be useful for you.

**The “Green Party” may refer to state parties, a national federation of state parties (GP-US), or an international party.**

When you join the Green Party of Michigan (GP-MI), you become a member of the state party. There is no individual “membership” at the national level. The Green Party of the United States (GP-US) is a federation of state parties. One of the most important functions of the GP-US is the nomination of the president and vice-president candidates in the presidential election years. To read more about the structure of the GP-US, you can access information on administrative matters, including the committee structures, and historical information at <https://gpus.org/>. General public information about the national Green Party is available here: <https://www.gp.org/>.

Internationally, A Green party is a formally organized political party based on the principles of green politics, such as social justice, environmentalism and nonviolence. Greens believe that these issues are inherently related to one another as a foundation for world peace. Green party platforms typically embrace social-democratic economic policies and forming coalitions with other left-wing parties. Green parties exist in nearly 90 countries around the world; many are members of Global Greens. Source: [https://en.wikipedia.org/wiki/Green\\_party](https://en.wikipedia.org/wiki/Green_party).

#### **The four pillars and the ten key values**

The four pillars of the Green Party are **grassroots democracy, social justice and equal opportunity, ecological wisdom, and non-violence**. The four pillars, together with these six additional key values, form the basis of our political philosophy: **decentralization; community-based economics and economic justice; feminism and gender equity; respect for diversity; personal and global responsibility; and future focus and sustainability**. An explanation of these ten key values may be found on the GP-US website here: [https://www.gp.org/four\\_pillars\\_ten\\_key\\_values](https://www.gp.org/four_pillars_ten_key_values) GP-US has an extensive platform that reflects the ten key values, and can be accessed here: <https://www.gp.org/platform>.

#### **Green Party of Michigan**

There are many local groups affiliated with the Green Party of Michigan (GP-MI). You may already be familiar with a local group. If not, you can refer to the GP-MI website at <https://www.migreenparty.org/> where you will find a link to the local groups. Some are more active than others. If you live in an area covered by a local, you can contact the official contact person for the local to get more information. You may have already been contacted by a local group. Each local may have a Facebook group and a website listed on the locals page on the website. We encourage new members to become active in a local group and become acquainted with other members.

The activities within the state party are all handled by volunteers. There are no paid positions in the administration of state party business or activities. We encourage you to be involved in the state activities, and also to be active with other groups within your community that share our Green values.

There are usually four statewide membership meetings held throughout the year. They are held at various locations – sometimes hosted by one of the local groups. New officers are elected at the first meeting of the year, generally held in the spring. The membership is the main decision-making body of GP-MI, and important business is conducted at the membership meetings. Between meetings, business is handled by the State Central Committee (SCC), composed of the elected officers, representatives from each active local and caucus, as well as delegates to the National Committee. Members of the SCC are expected to participate in the business of the SCC, which is handled by online discussions.

### **Accessing information on the website**

To access some of the information and documents on the website, it is necessary to establish an account as a new user. Use the Member Login and register as a new member by choosing a username and password. You can then access documents including the by-laws and platform. The by-laws provide a list of all the elected positions with a brief description of their function. You can also access from the documents list the platform, the SCC Manual, treasurer reports and videos of membership meetings. If you have any problems establishing an account or navigating the website, contact the Web Steward at [websteward@migreenparty.org](mailto:websteward@migreenparty.org)

As a member, you are responsible for making changes in your address, telephone number, name, and email address. You will need to log in to do that.

You may be interested in serving on one of our standing committees. A list of the committees is on the website with contact information for each committee chairperson. You can also learn more about the committees in the Chapter of the Handbook on Committee Manager.

### **Interaction between GP-MI and GP-US**

Any decisions by GP-US are made by the **National Committee**, which consists of delegates from each affiliated state and caucus. The number of delegates allocated to each state is determined by a number of factors, and is re-calculated every few years. Michigan currently is allocated 6 delegates and 6 alternate delegates. The delegates and alternates are elected at the same time officers are elected. Besides the National Committee, there are several standing committees at the national level that take care of administrative and election matters, and some that deal with important political issues. Most committees allow 3 representatives from each state to serve on their committees. A full

list of the committees and other information about them can be found here:

<https://gpus.org/committees/> Most committees allow observers if there are more than 3 persons from one state who are interested in the committee. There are 2 or 3 committees that require the members to be elected by the National Committee. Representatives who wish to serve on the committees must be approved by their state party or caucus. A representative can be added at any time during the year by the approval of the SCC or the members attending a membership meeting. You can request a member of the SCC to forward a request to be approved as a representative to the SCC. Or you can request to be approved at a state membership meeting or by submitting a proposal to be approved to the Meeting Manager.

Take some time to browse the Green Party state and national website, and browse through the state Handbook to learn more about GPMI. We look forward to working with you.

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#### IV. DUTIES AND PROCEDURES - GP-MI MEMBER

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[PDF](#)

[Website](#)

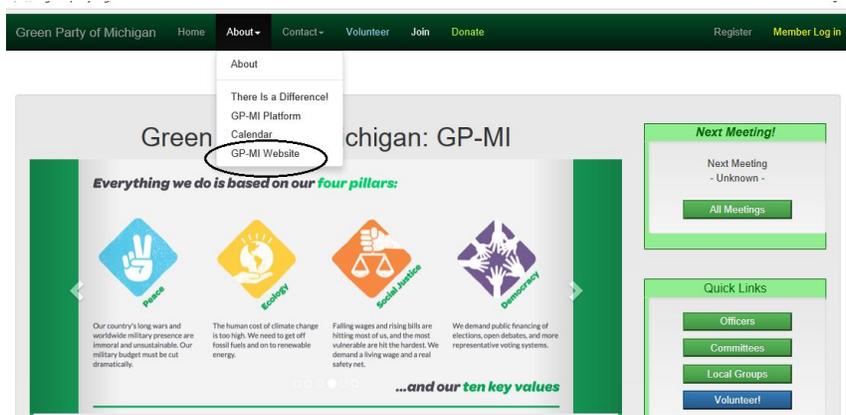
To join the GP-MI, someone might fill out a paper form at an event, send U.S. Mail to our PO Box, or scan and attach a form to an email addressed to a GP-MI officer. Participation can occur while attending a State Membership Meeting, (SMM), or via email with individuals or groups.

People can also join and participate through our website at <https://migrreenparty.org>. From this website, members may:

- Update personal profile and contact information
- Access important resources that are reserved for members-only
- Post original articles for others to view
- Participate in online discussions and decision making
- Volunteer to contribute to the GP-MI in selected areas

Details for joining online and using the GP-MI website can be found by taking this link: [GP-MI Website - Member](#). The linked document is a part of this Handbook. Its text is not included here only to help manage the content.

This information is also available under the “About” tab in the website’s nav bar, as shown here:



All questions, comments, bug reports, and suggested site improvements should be directed to the Web Steward: [websteward@migreenparty.org](mailto:websteward@migreenparty.org). This may be done by clicking the sidebar button on the splash page called 'Bug Report'.

Other officers may be reached by their official GP-MI email addresses. These can be found under the "Contact" nav bar button on the website. For convenience, they are also listed here:

**Archivist:** [Archive@migreenparty.org](mailto:Archive@migreenparty.org)

**Chairperson:** [Chair@migreenparty.org](mailto:Chair@migreenparty.org)

**Committee Manager:** [Committees@migreenparty.org](mailto:Committees@migreenparty.org)

**Communications Officer:** [Communications@migreenparty.org](mailto:Communications@migreenparty.org)

**Elections Coordinator:** [Elections@migreenparty.org](mailto:Elections@migreenparty.org)

**Locals Liaison:** [Locals@migreenparty.org](mailto:Locals@migreenparty.org)

**Meetings Manager:** [Meetings@migreenparty.org](mailto:Meetings@migreenparty.org)

**Membership Manager:** [Membership@migreenparty.org](mailto:Membership@migreenparty.org)

**Merchandise Manager:** [Merchandise@migreenparty.org](mailto:Merchandise@migreenparty.org)

**Treasurer:** [Treasurer@migreenparty.org](mailto:Treasurer@migreenparty.org)

**Ways and Means Manager:** [WaysAndMeans@migreenparty.org](mailto:WaysAndMeans@migreenparty.org)

**Web Steward:** [WebSteward@migreenparty.org](mailto:WebSteward@migreenparty.org)

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## V. OFFICIAL DUTIES AND PROCEDURES - GP-MI OFFICERS

[PDF](#)

[Website](#)

This section lists responsibilities and processes that are common to all officers. Following chapters will detail the duties, procedures, and resources that are particular to each GP-MI office.

GP-MI officers hold positions of responsibility and trust. Officers are elected to posts with limited scope in order to efficiently delegate responsibility to members with specialized interests and capabilities. Officers are free to enlist help from other members as required.

## **Cooperation**

Officers should cooperate and collaborate with all other officers, placing principles ahead of personalities. All email sent to the official email account should be responded to within 48 hours.

## **Email**

Each office has an official email address. These should be used for all email involving the Office. The instructions for using GP-MI email are available to officers from their home page after logging into the GP-MI website.

## **Website**

Each officer should maintain up to date personal profile information on the GP-MI website, including a head shot image.

Each officer should manage the related officer information data on the GP-MI website. This includes a personal “blurb” that is intended to give the public an idea of your personal goals and why you took the position.

Each officer should store all GP-MI related electronic files on the GP-MI website. Access to them may then be assigned to the public, to GP-MI members only, or to yourself only. Shared links to these files will provide secure access whereas email attachments are easily misplaced and are not secure.

Details of how to use the website as an officer can be found by taking this link: [GP-MI Website - Officer](#). That linked document is a part of this Handbook. Its text is not included here only to help manage the content.

As the website evolves, that document should be revised. Responsibility for keeping the document current should rest with the GP-MI Web Steward.

All questions, comments, bug reports, and suggested site improvements should be directed to the Web Steward: [websteward@migreenparty.org](mailto:websteward@migreenparty.org).

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## A. ARCHIVIST

[PDF](#)

[Website](#)

The Archivist is the official resource for information regarding all GP-MI historical records. The Archivist collects and organizes assets that are determined to have a long-term value and provides access to them for authorized members. The archived material may be digital files but may include physical objects, documents, and recordings.

The Archivist uploads all digital files to our website. The descriptions and the locations of all archived physical objects are also saved to our website, as are links to archived videos. Instructions for using the web site as the Archivist can be found by taking this link: [GP-MI Website – Archivist](#).

The Archivist may search for material that is to be archived, and material may be offered through the website or through email. But certain material is archived automatically and will require little or no action from the Archivist. For example, bylaws changes, SMM attendance lists, and SCC Forum files are automatically saved and cataloged when they are entered on or uploaded to our website.

The Archivist has three primary responsibilities:

1. Collecting and organizing GP-MI material that has historical significance.
2. Improving and maintaining the integrity and accessibility of the GP-MI archive.
3. Providing authorized GP-MI members with information about, and access to archived material.

#### COLLECTING AND ORGANIZING ARCHIVE MATERIAL

Archive material has traditionally been saved to and shared from multiple locations. These include personal computer drives, online blog sites, and local residences. Finding these repositories can require some persistence. Valuable resources may be discovered within a trove of items that have no enduring value. The Archivist should expect to spend time searching the Internet and conversing with long-time members for clues. And then more time for follow up investigation will be required. In the future, the Archivist will likely spend less time deliberately searching for material, but that is currently not the case.

Once located, digital files or descriptions of physical objects should be uploaded to our website, as specified in the instructions linked above. The Archivist will describe, categorize, and cross-reference the material so that it can be located quickly.

#### ARCHIVE MAINTAINENCE

The Archivist should routinely monitor the archive and take note of changes. Copies of the same resource should be resolved. Recently added cross referencing categories may be assigned to material that was previously archived.

The Archivist should not remove material from the archive without consent from all the other GP-MI officers. There is actually little reason to remove material that has already been categorized. It adds nothing to storage costs, and will not hinder searching that is done over multiple fields such as date range, author and file name, and more than a dozen cross-referencing categories. Of course, duplicated entries should be resolved.

#### PROVIDING AUTHORIZED GP-MI MEMBERS ACCESS

Every GP-MI member has access to our website's archive feature. However, they may be unaware of it, or they may need help using it. The Archivist should be ready to help with general or specific requests for archived material.

It is possible that a member will request something that the Archivist cannot immediately produce. In this case, the Archivist should explain the difficulty and then vow to find it. The Archivist may ask to enlist the requesting member's help with the endeavor. The Archivist should make an entry in the web application with as much detail about the missing item, along with a comment that it is missing and being sought.

As with other GP-MI officers, all email from the Archivist should be sent via the official GP-MI account: [archive@migreenparty.org](mailto:archive@migreenparty.org), in accordance with the resolution at the February 24, 2018 SMM in Grand Rapids, and for many practical reasons.

Finally, the Archivist is expected to present the Archivist's Report, to be included as part of the SMM 'Packet' to the GP-MI membership 30 days before each meeting. Information about data updates and missing items should be stated in the report.

## B. CHAIRPERSONS

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[PDF](#)

[Website](#)

The Chairpersons\* are the official representatives of the GP-MI to the world outside. The chairpersons are also key to maintaining smooth operation of the GP-MI. This will consist of submitting status reports and updates to the website or at a State Membership Meeting (SMM), participating on the State Central Committee (SCC), and may include performing tasks that other officers would ordinarily complete if they are unavailable. Much of the Chairperson's interaction within the GP-MI will happen through the GP-MI website. Instructions for using the website as a Chairperson can be found by taking this link: [Website-Chairpersons](#).

### REPRESENTING THE GP-MI

As the GP-MI representative to the public, the Chairpersons should respond to all phone calls, emails and other communications within 48 hours of their receipt. If the Chairpersons are unable to immediately provide requested information or material, the Chairpersons should respond by explaining the difficulty while also promising to follow up by finding whatever information is required. Requests for information or materials that are not for public consumption should be answered with the reason for the denial. The Chairpersons should document all official correspondence and make this information available to the GP-MI in reports to the SMM and through the GP-MI website. Official GP-MI email accounts should be used exclusively for all official email correspondence. The Chairpersons should not use personal email accounts for GP-MI business.

The chairpersons are responsible for communicating to the national Secretary and national committee co-chairs, the election of the delegates and representatives that are made during the annual meeting after the elections are made. The chairpersons should also forward to the appropriate standing committee or the national Secretary, any proposals made by GPMI that require handling at the national level. They are also responsible for timely reporting to the SCC any information received from the public or the national party that may affect the operation of the GPMI or any members of GPMI.

Because the SCC is important to the efficient operation of the party, special duties are assigned to the chairpersons in the event that the Committee Manager for any reason is not performing duties necessary to the operation of the SCC. At the request of three members of the SCC, the chairpersons may be requested to review the state of enforcement and maintenance of the SCC and assume responsibilities or assist in the administration of the SCC as required in the Manual for Operation of the SCC. [\[Link to the manual should be provided here.\]](#)

The Chairpersons should decide between themselves how their own responsibilities will be allocated.

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Footnotes:

\*[MI-GP Bylaws](#) Article V, Chairpersons definition.

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### C. COMMITTEE MANAGER

[PDF](#)

[Website](#)

The Committee Manager has the following general responsibilities:

#### **1. Oversight of the State Central Committee (SCC)**

The SCC is the decision-making body of GP-MI between State Membership Meetings (SMM's). The SMM is the supreme decision-making body.

The primary responsibilities of the Committee Manager for oversight of the SCC are included in the separate document in this Handbook entitled [Manual for Operation of the GPMI State Central Committee](#), which is also part of this Handbook. The Committee Manager is the Administrator of the SCC, which includes the following responsibilities:

- Inviting and assisting all members of the SCC to sign up on the listserv
- Enforcement of Posting Guidelines
- Providing all new members of the SCC with a digital copy of the Manual, and providing the new members with information to access the current list of members with their contact information.
- Maintaining a current list of all SCC members, with their title or qualifying role for membership on the SCC, and an email address. A current list must be available to all members on the SCC.
- Monitoring the status of proposals made in the committee, and providing the timeline for the decision-making process.
- Handling the process by which voting on the SCC takes place

- Including a report of the actions taken by the SCC in the Committee Manager report that is furnished for the State Membership Meetings (SMM's).

**2. Oversight of the other standing and ad hoc committees.** The three other present standing committees are the Media, Platform, and By-laws committees. The Committee Manager also serves as the administrator of any listserv available for committee use. Oversight includes keeping the list of members for each committee on the website up to date, compiling reports on the committee activities for each Statewide Membership Meeting (SMM), and assuring that the members of each committee have email contact information for the other members on their respective committees. The committee lists should also have contact information for the chairperson of each standing committee.

The following purposes and responsibilities for the standing committees were approved at an SMM in Grayling on September 26, 2015:

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 bylaws 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.

\*Minimum requirements for serving on other standing and adhoc committees:

1. Be a member in good standing.
2. Make a commitment to participate in the committee meetings and the work to be performed by the committee.

The individual committees may adopt other reasonable requirements for membership on their respective committees.

3. Making recommendations for necessary amendments to the Handbook for any of the duties and responsibilities of the Committee Manager as well as recommendations for changes to the any of the information for operation of the standing committees.

4. Updating files on the website relating to committee members and functions.

Instructions on how to use the web application can be found by taking this link: [GP-MI Website - Committee Manager](#). That linked document is a part of this Handbook. As the website evolves, that document is revised. The Websteward is responsible for keeping that document current in consultation with the Committee Manager. All questions, comments, bug reports, and suggested site improvements are directed to the Web Steward: [websteward@migreenparty.org](mailto:websteward@migreenparty.org)

It is important that the lists of committee members be up to date, as the Meeting Manager is responsible for posting a current list of the various committees at each State Membership Meeting.

### OPERATION OF STANDING AND AD HOC COMMITTEES

Each Committee selects a chairperson who is responsible for seeing that the committee carries out its duties and responsibilities. The committee may determine how and when it meets or communicates online in order to carry out its business. If the committee uses a listserv the Committee Manager acts as an administrator of the list together with the chairperson of the committee. Any new documents or reports prepared by the committees are forwarded to the Committee Manager for proper inclusion on the website or in reports.

\*Article V, Section 2 of GPMI bylaws: “Rules for membership on specific committees are contained in the Handbook.”

#### D. COMMUNICATIONS OFFICER

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Nothing yet...

#### E. ELECTIONS COORDINATOR

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Nothing yet...

#### F. LOCALS LIAISON

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[PDF](#)

[Website](#)

The Locals Liaison<sup>1</sup> (LL) is the official source for all information regarding GP-MI Local Groups, (locals). Any statements about GP-MI Local Groups are unofficial unless they come from the Locals Liaison and are published to our website. Instructions for using the web site as a Locals Liaison can be found by taking this link: [GP-MI Website – Locals Liaison](#).

It is important to note that although the Locals Liaison and the Web Steward can insert and update GP-MI local group information, they should refrain from doing so if possible. Typically, locals will [insert and update their own information](#) from the website after clicking the splash page sidebar

button for 'Local Groups'. Once local group information has been submitted, that group's Contact Person will be able to update the information when necessary. Expecting a GP-MI officer to make data changes on behalf of our locals is to accept the risk that errors will be made. Officers may want to help members with data entry, but this practice conditions them to rely on a central authority rather than to accept responsibility.

The MM has three primary responsibilities:

1. Providing local groups with helpful suggestions and information about GP-MI protocols.
2. Improving and maintaining the integrity and accessibility of GP-MI local group data
3. Responding to members and other officers regarding the status of the local groups.

Note that increasing the number of local groups is not an explicit objective for the LL.

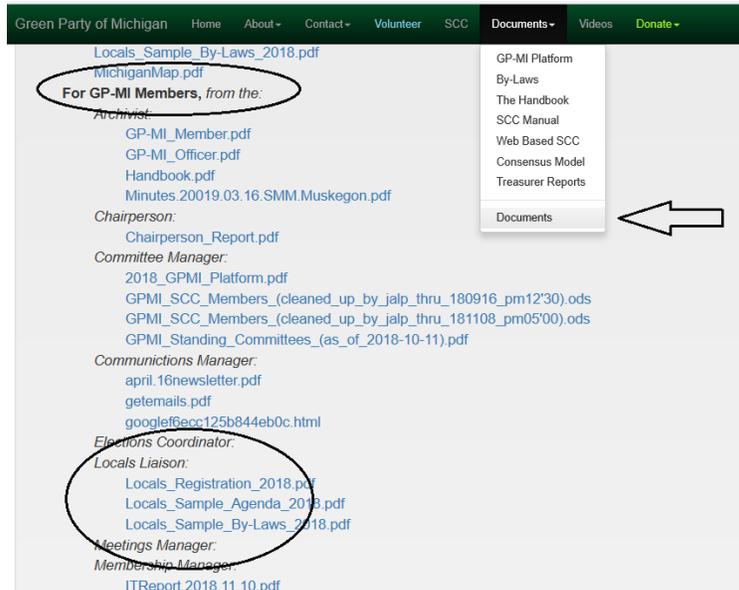
#### PROVIDING INFORMATION

New and prospective local groups will need information, but even more importantly, they need to feel welcome. The Locals Liaison should respond as quickly as possible to emails from local groups. If questions cannot be answered immediately, an acknowledgement should be sent saying that they are being investigated. It may be wise to copy to other officers or informed members.

Prospective local groups may wish to register from the website, (most convenient) or by submitting a paper form. That form is available for download from the GP-MI website, but the LL may find it necessary to print or attach it to an email.

Two other documents are currently available for download from the website. They are templates for a local group to use when crafting their bylaws and meeting agenda.

The LL has uploaded these files to the website and made them available to all GP-MI members by following the steps listed in the [GP-MI Website - Officer](#) section of the Handbook. Members will find the files under the Documents tab, "from the Locals Liaison", as shown below:



The LL may add to this list of documents as needed.

The LL should routinely communicate with all local groups just to keep a channel open. Topics of discussion may include fundraising, candidate selection and support, proposed speaker or action events, and more. Attending local group meetings is encouraged where that is feasible.

### LOCAL GROUP DATA INTEGRITY

The LL should routinely monitor local group data and take note of changes. Rumored changes should be verified by consulting the website and with the group itself. The LL should reach out to groups that seem stagnant. It is possible that the group membership or structure has changed but the website data has not been updated.

**Note:** the LL should not alter a local group’s data at the direction of anyone other than the exiting local’s Contact Person. If that is not possible, others in the local group should be consulted before a change is made. When a local’s Contact Person changes, the incumbent Contact Person should make the change on the website. Note that the website does not (yet) tracks changes to local’s data.

### RESPONDING TO MEMBERS AND OFFICERS REGARDING LOCAL GROUP STATUS

Members who are new to the GP-MI often ask is there are local groups in their area. If the new member lives in a county that is scoped by one or more local group, those local contact persons receive automatic email notifications when the member joins. The LL also receives an automatic email in every case. The LL should send a welcoming email to the new member with information about area local groups, and on how to start a new local.

All email from the LL should be sent via the official GP-MI account: locals@migreenparty.org, in accordance with the resolution at the February 24, 2018 SMM in Grand Rapids, and for many practical reasons.

Finally, the LL is expected to present status updates on the list of local groups prior to each SMM. This Locals Liaison Report is part of the SMM 'Packet' that goes out to the members 30 days before each meeting. If data updates are not available for certain locals, that should be stated in the report.

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Footnotes:

- 1 [MI-GP Bylaws](#) Article V, Locals Liaison definition.
- 2 The Membership Manager maintains the official GP-MI membership list, which includes members who have unsubscribed from our notifications list.
- 3 [MI-GP Bylaws](#) Article V, Section 4: Treasurer definition.

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## G. MEETINGS MANAGER

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[PDF](#)

[Website](#)

The Meeting Manager<sup>1</sup> (MM) is the official source for all information regarding GP-MI meetings. Any statement about the details of an upcoming meeting are unofficial unless they come from the Meeting Manager and are published to our website. Instructions for MM on using the web site can be found by taking this link: [GP-MI Website - Meeting Manager](#).

The Meeting Manager is responsible for planning meetings, notifying the membership of upcoming meetings, and coordinating activities at the meetings.

### PLANNING OF MEETINGS

The Meeting Manager schedules the dates and locations for State Membership Meetings (SMM's) and Nominating Conventions one year or more in advance.

The MM should solicit input from local groups and other GP-MI officers while preparing the meeting schedule. New local groups should be encouraged to consider hosting a meeting.

Geographic areas should be staggered within the schedule to convenience members from all around the State. This will also maximize GP-MI visibility. The MM may plan to meet in counties with no local group or registered members for this reason.

Planning for Nominating Conventions requires cooperation with the Elections Coordinator to assure that the procedures and timing of the Conventions meet election law requirements.

The Meeting Manager should consult the Treasurer before selecting a venue. Other officers and local group members should also contribute to the planning. An appropriate facility should include the following:

- Adequate space for seating
- Tables for sign-in/registration, refreshments, and for meeting materials
- Wi-fi

- microphones
- image projector and screen
- adequate electrical outlets
- dry-erase board or easel with paper and markers
- reasonable meeting room rate, as determined by the Treasurer

## MEETING NOTICE

Meeting information should be published to the GP-MI website as soon as it is available. Many details will be unresolved for meetings that are several months away, but the MM should publish and update scheduling plans as they develop. For example, a Spring SMM may be planned for Colon, MI at some time in March with other details unresolved. In that case, the MM should publish that information with the statement that details will be included when they are available.

If the SMM schedule is not complete for the year ahead, the Meeting Manager should publish an article to the website that announces the need for hosts for the unassigned meeting, and request for help in filling the vacancies.

GP-MI Members should be notified of an upcoming SMM by email and/or US Mail at least 30 days<sup>2</sup> before the meeting date. The notice should include:

- Details of the location and time of the meeting
- Contact information for a local member who will be ready to help with directions.
- Live-stream information with details on how members can participate remotely
- Other helpful information, such as driving directions, parking locations, nearby lodging, and restaurants in the area.

The notice should also include a link to the “Packet” of material that will be referenced at the meeting. The Packet will have been uploaded to the GP-MI website. Packet materials for an SMM will contain the following items.

- The proposed agenda
- Reports by officers of activities and status updates since the previous SMM
- Reports from national committees
- Reports from caucuses
- The exact wording for any proposed changes to the GP-MI Bylaws.
- Other proposals that will be discussed and voted upon at the meeting
- Information about planned presentations or general business discussions.

Packet materials, except for proposed bylaws changes, may be revised or added to the Packet as the meeting date approaches. Copies of the packet should be printed prior to the SMM and placed in folders for distribution at the meeting. The number of copies should equal the number of members expected to attend.

The Meeting Manager should work with the Membership Manager to send out meeting notices. The Membership Manager will implement the GP-MI “Marketing Email” system<sup>3</sup>. The Membership Manager will work with the Treasurer to send US Mail notices to members who cannot be reached by email. The Treasurer has the GP-US printer ready for this and other printing jobs.

The Meeting Manager should post a total of two articles on the website for each SMM. The first should include as much information about the upcoming meeting as possible, as soon as information is known. This article should be updated as more is known. The second article should be an accounting of what happened at the SMM. This should include links to the attendee list, video recording, minutes, and other pertinent information. This article should also be published as soon as possible after the SMM and updated as more information becomes available.

## MEETING COORDINATION

The MM should work with other officers and members to ensure the following objectives are met:

- Minutes of the meeting are recorded and published to the website. The Archivist typically handles these details.
- The meeting is video recorded and made available (only) to GP-MI members. The Archivist typically handles these details.
- The meeting is live-streamed with a means for members to participate remotely. The Archivist typically handles these details.
- Necessary supplies are on site. Typically, the Membership Manager brings these. They include:
  - Folders containing the Packet materials
  - Signs for directing members to the meeting
  - Name tags
  - Markers and pens
  - Current membership list that includes 'Member Since' information.
  - Sign in sheets
  - Membership forms
  - Cards for voting
  - Equipment and peripherals like extension cords
- Required material is posted<sup>4</sup>. This includes:
  - A list of Officers and National Delegates
  - A list of SCC representatives
  - A list of Committees and Committee Chairpersons
- Arrangements are made for beverages and refreshments.

## CONDUCTING THE MEETING

The Meeting Manager should arrive at least 30 minutes early and begin preparations, which include

- Getting coffee ready
- Arranging tables, preferably in a 'U' shape
- Post signs for directions to the meeting
- Help set up the registration table
- Test that AV equipment and WiFi are working
- Post required materials.

The Meeting Manager or someone appointed by the MM should start the meeting on time by welcoming attendees and making announcements concerning:

- The location of rest room facilities and any other housekeeping details
- Where to sign in and/or register as a new GP-MI member

- The procedure for establishing voting credentials
- The location of posted materials
- The GP-MI [Consensus Model](#)
- The proposed meeting agenda

The MM should ask members to briefly introduce themselves by stating who they are and why they came.

The MM should ask for consensus on who will facilitate various parts of the meeting. Someone may be selected to preside over the proposal discussion/debate/decision portion, while someone else might facilitate the other agenda items. The facilitator may be the Meeting Manager.

Once the facilitator has been chosen, the agenda should be reviewed, revised, and adopted. Special attention should be paid to the needs of visiting guests or presenters.

After the agenda is formalized, the meeting can proceed in accordance with the GP-MI Consensus Model.

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Footnotes:

- 1 [MI-GP Bylaws](#) Article V, Section 7: Meeting Manager definition.
- 2 [MI-GP Bylaws](#) Article IX: Amendments may only be made at an SMM and require a 30-day notice.
- 3 The Membership Manager maintains the official GP-MI membership list, which includes members who have unsubscribed from our notifications list.
- 4 [MI-GP Bylaws](#) Article V, Section 1B: Postings required at an SMM.

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## H. MEMBERSHIP MANAGER

[PDF](#)

[Website](#)

The Membership Manager<sup>1</sup> (MM) is the official source for all information regarding GP-MI membership. Any statements about the membership list are unofficial unless they come from the Membership Manager. Instructions for MM on using the web site can be found by taking this link: [GP-MI Website - Membership Manager](#).

It is important to note that although the Membership Manager and the Web Steward can insert and update GP-MI membership information, they should refrain from doing so if possible. Typically, individuals will insert their own personal information after clicking the “Join” button on the GP-MI website. They will then be able to update this information after logging in to the website. Expecting a GP-MI officer to make data changes on behalf of our members is to accept the risk that errors will be made. Officers may feel good about helping members with data entry, but this conditions them to rely on a central authority rather than to accept responsibility.

The MM has three primary responsibilities:

1. Improving and maintaining the integrity of GP-MI membership data.
2. Responding to members and other officers regarding membership data
3. Sending notices to GP-MI members and others on behalf of the GP-MI

Note that organizing membership drives is not an explicit duty of the MM.

#### MAINTAINING MEMBERSHIP DATA INTEGRITY

Since the GP-MI web application and Marketing Email system has replaced disconnected spreadsheets and Yahoo! Email, management tasks have become simpler. That said, improving the integrity of the membership data takes time and effort.

When email bounces back either from the MM officer email account or the Email Marketing account, the MM should go to the website and mark the record "Email Unknown". Then the MM should try to contact the member by phone or US Mail. The Membership Manager should ask them to create an account on the website and review/update all their personal information.

When US Mail is returned, the MM should click the "Bad Address" button for that member. ". Then the MM should try to contact the member by email or phone. The Membership Manager should ask them to create an account on the website and review/update all their personal information.

When members state that they wish to end their membership, the MM should save a comment in that member's profile data and then click to "Delete" them. The website instructions linked above show how to undelete a deleted member. (The MM can view deleted member data.)

**Note:** the MM should not delete members at the direction of anyone other than the exiting member or, in the case of death, the member's family or legal agent. This applies to other changes in the member's data. The MM should not change membership data at the direction of any officer or individual other than the affected member. Note that the website tracks changes to membership data along with time and person who made the change.

#### RESPONDING TO MEMBERS AND OFFICERS REGARDING MEMBERSHIP DATA

**Note:** There is uncertainty over exactly who can access GP-MI membership information. It was decided at the February 24, 2019 [SMM in Grand Rapids](#) that the information would not be shared with any outside person or organization. Since then some members insist that we should regularly update the GP-US, but no regulation has been cited and the mechanism for providing these updates has not been provided.

When someone joins or updates their personal information on our website, an automatic email notice goes to the MM, the Locals Liaison, and the contact person for any Local that includes the person's county. The member does not receive a notice. It is up to the MM to welcome the new member or to confirm the data change with a customized email that fits the purpose. Text templates are available to the MM for download from the website. The MM can add/update/replace these documents. We currently attach our by-laws and the 'There is a Difference' graphic to welcoming emails. All email from the MM should be sent via the official GP-MI account.

The MM has a special role at the State meetings. With the help of others, the MM should check people in before and during the meetings. The MM should prepare two membership lists before the meeting with the column for "Date Joined" included. This is used to determine each member's voting privilege. Members who have been with us 60 days or more are given a green voting card. Otherwise, they get a white one, to be used if consensus allows them to vote.

The MM also maintains a sign-in list at the door. This is a feature on the GP-MI website. It collects attendee data that will be included with the meeting minutes. It has the added benefit of allowing members to quickly view and update their contact information.

The MM should coordinate with the Meeting Manager to provide stick-on name tags, pens and markers, paper, voting cards, extension cords, and anything else that might be helpful.

The SMM and nominating convention are good times to solicit new members. The MM should have membership forms ready and keep a laptop and smart phone on the ready. Paper forms are recommended, but the MM should make doubly sure we can read what's been written on them. Data on the paper forms needs to be keyed into the Join page for it to become official. It should be done as soon as possible. It can be done without logging in by hitting the 'Join' button.

Special meeting registration forms should be used for conventions. A complete record of attendance should be maintained. There may be new members, visitors who are not members, speakers, presidential candidates, and members of the press. The registration forms should indicate whether or not the person is a member, and otherwise indicate the person's reason for attending the convention.

When a member is removed from the membership list, the Communications Manager, the State Central Committee, the Locals Liaison and the Local should be informed. If that person is also a member of any committee at the national level, the secretary of the national Steering Committee needs to be notified that the person is no longer a member of the party, so the person's name can be removed from the committee. This should be sent to [secretary@gp.org](mailto:secretary@gp.org). The secretary should be asked to notify any committee chairs as may be necessary.

Finally, the MM is expected to submit a report prior to each SMM to be included in the 'Packet' one month prior to each meeting. It may be convenient to use a previous MM report as a guide.

## SENDING GP-MI NOTICES

The MM typically handles the technicalities of launching bulk email ('Marketing Email') to the membership for upcoming meeting announcements, for fundraising campaigns, and for other of purposes of general interest. This is because the MM is the keeper of the official (most current/accurate) GP-MI membership list. Sharing the list via email is not secure and should be avoided. The GP-MI Marketing Email system tracks members who have clicked to 'unsubscribe' from our announcements, as required by law. A shared list may not contain that information. Other email systems such as Mail Chimp also include a button for users to 'unsubscribe'. But Mail Chimp does not share this information with the GP-MI. We need to avoid the situation where a member unsubscribes from GP-US email only to then receive more email from us! We have one membership list. We have one bulk email system. The Membership Manager is most familiar with both. The MM can view and download the list of unsubscribed members. When members unsubscribe from the GP-MI Marketing Email, that does not in itself warrant an end to U. S. Mail solicitations.

Any officer wishing to send bulk email on behalf of the GP-MI should provide a pdf file or text and image files, along with instructions on which members to target. The request could include its own email list, such as for people or businesses that might make contributions. Note that our Marketing Email system will not send to 'unsubscribed' members even if they are on a new list.

The MM works with the Treasurer on U.S. Mail solicitations<sup>3</sup>. The MM will produce the list for address labels and upload that to the Treasurer. When the Treasurer has printed the labels and other materials, the MM should help organize the tasks of preparing the batch of envelopes.

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Footnotes:

1. [MI-GP Bylaws](#) Article V, Section 6: Membership Manager definition.
2. The Membership Manager maintains the official GP-MI membership list, which includes members who have unsubscribed from our notifications list.
3. [MI-GP Bylaws](#) Article V, Section 4: Treasurer definition.

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## I. MERCHANDISE MANAGER

Nothing yet...

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## J. TREASURER

[PDF](#)

[Website](#)

The Treasurer<sup>1</sup> (MM) is the official source for all information regarding GP-MI finances. No member can commit to financial obligations on behalf of the GP-MI without expressed prior consent by the Treasurer. Instructions for the Treasurer on using the web site can be found by taking this link: [GP-MI Website - Treasurer](#).

Careful consideration is needed when choosing a Treasurer and/or Designated Record Keeper. This person plays a large role in maintaining the public trust by spending contributions responsibly and legally, as well as complying with all of the disclosure filing obligations.

The Treasurer has seven primary responsibilities:

1. Meticulous tracking of expenses and contributions.
2. Managing bank, phone, stripe, and USPS accounts
3. Record Keeping
4. Ensuring Party Compliance with reporting requirements and deadlines

5. Responding to members regarding financial questions and uploading quarterly financial summaries to the GP-MI website.
6. Maintaining the party's tax-exempt postal rates by using and keeping up with the USPS program
7. Collaborating with the Membership Manager on a minimum biyearly solicitation to all members

#### TRACKING OF EXPENSES AND CONTRIBUTIONS

This section needs editing.

#### MANAGING BANK, PHONE, STRIPE, AND USPS ACCOUNTS

This section needs editing.

#### RECORD KEEPING

This section needs editing.

#### ENSURING PARTY COMPLIANCE WITH REPORTING REQUIREMENTS AND DEADLINES

This section needs editing.

#### RESPONDING TO MEMBERS AND UPLOADING FINANCIAL SUMMARIES TO THE WEBSITE

The Treasurer needs to coordinate with the Meeting Manager regarding SMM and other meeting expense projections before contracts are signed.

The Treasurer needs to coordinate with any member before financial obligations are made. The Treasurer should not wait for an invitation before talking with members who are rumored to be planning to commit GP-MI financial resources.

This section needs editing.

#### MAINTAINING THE PARTY'S TAX-EXEMPT POSTAL RATES BY USING AND KEEPING UP WITH THE USPS PROGRAM

This section needs editing.

#### COLLABORATING WITH THE MEMBERSHIP MANAGER ON A MINIMUM BIYEARLY SOLICITATION TO ALL MEMBERS

The Treasurer works with the Membership Manger on U.S. Mail solicitations<sup>3</sup>. The Membership Manager will produce the list for address labels and upload that to the Treasurer. When the Treasurer has printed the labels and other materials, the Membership Manager should help organize the tasks of preparing the batch of envelopes.

This section needs editing.

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Footnotes:

1. [MI-GP Bylaws](#) Article V, Section 4: Treasurer definition.

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K. WAYS AND MEANS MANAGER

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[PDF](#)

[Website](#)

(Draft)

The Green Party being a relatively small political party compared to the two parties of the duopoly and since the party and candidates take no PAC or major corporate contributions we must look elsewhere to achieve the goals of getting the public educated on the party's principles and funds and exposure for our candidates.

The Ways and Means Manager is an integral part of the support efforts for the candidates and the party. As the title implies: The Ways and Means Manager seeks actions (Ways) and systems (Means) to those ends. The Ways and Means Manager does not focus entirely to fundraising for Party and Candidates. It goes much further than funding. It also goes to recognition. Basically, the task is to make recommendations on matters of raising revenue and education about the Green Party.

The Ways and Means Manager shall coordinate efforts in innovative ways as well as traditional methods to achieve the ultimate goals assigned to the position. These can be accomplished through direct efforts between the Manager, the other Green Party officers (especially including the Locals Liaison, Treasurer, and the Membership Manager) as well as the membership in general. The scope that any plan to raise awareness of the Party and raising of funds is a large undertaking that must involve, at times, many GP-MI members and locals. There should be available a direct line of communication via the Locals Liaison to all the locals on plans of actions to make funds and to, at the same time, be as cost effective as possible. It is also crucial that the Ways and Means Manager provide the Membership Manager with timely emails on plans to be sent out to the membership. The Ways and Means Manager should also work with the Treasurer to see that any funds raised through the intention of raising funds for the party in general or for candidates should be "ear marked" accordingly so that these funds are kept track of in a proper manner and distributed as such.

The raising of funds may fall within one or both of two categories—long term/ongoing or a one time "event." If either of these are for the advancement of the party the funds will go into the general fund. If it is for candidates, it will go in a separate fund. The Manager will review any requests from Green Party candidates who are actively seeking election and submit to the SCC for approval. The "Candidate Monetary Request Form" will be a document outlining all the pertinent information on the candidate and way the money will be used. The "Form" shall be drawn up by a committee of three designated by the Manager and approved by the SCC. It is important that the Manager receives appropriate input from all state party candidates.

From time to time the Ways and Means Manager will need to send out marketing emails through the Membership Manager on projects and or events for either the party or for candidates. This may include a “Meet the Party” presentation(s) at local events throughout the state.

## L. WEB STEWARD

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[PDF](#)

[Website](#)

“Web Steward” is a term that Ellis Boal proposed at the February 24, 2019 SMM in Grand Rapids, as an alternative to the familiar but outdated term for a person who designs and maintains a website. The main objection at that time was the connotations with the stem in the compound word, which is “master”. “Steward” was gender neutral and seemed to imply service rather than power and control.

The points are well taken, but there are more concrete issues with the concept of “a person who designs and maintains” our GP-MI web application, regardless of the post’s title. The job is too big and too important for one person alone. The GP-MI is a growing enterprise. It’s large and complex now, but things should get even more involved in the future.

Content, resource, and data management must be handled by the various offices and members themselves. This is already being done. For example, people can become GP-MI members without having to wait for an officer to respond to an email. This greatly increases efficiency because work that was done in isolation and then copied or lost can now be persisted to our shared server without redundancy.

But when party officials are absent for any reason, we need someone on hand who is ready and able to step in as required. But here again, the Web Steward should refrain from entering and manipulating data that another officer was expected to enter. Instead, the Web Steward should assign the necessary user role to another officer and then show them how to enter the data.

A survey of the tasks this person might be called on to perform makes it clear that several people will be required to share this responsibility. The management tasks target the following areas:

- File resources from officers who are absent.
- Application Users and Roles definitions and assignments.
- Office/Delegate data and Officer/Delegate assignments.
- Committee data including committee definitions and member assignments.
- GP-MI member data
- Locals data.
- Treasurer’s data, including donations and contributions.
- Communications data including political candidates and GP-MI site contact Information.
- Chairperson data, including Nominations
- Meeting notifications details and marketing email
- Articles written to the site.
- Forums created and used.
- SCC discussion and decision area.

- Official email accounts and their use
- Domain name registration
- Databases including credentialing and backup
- FTP permissions and backup
- Hosting accounts
- Application improvements planning
- Communicate/collaborate with all officers, site users, and with software developer.

In other words, those in the Web Steward role are authorized to do anything within the application and its data and file resources, our email, and our hosting account. For this reason, the most important prerequisite for this post is trust.

Communication, coordination, and collaboration are essential, but if trust is lost, the position must be lost as well - immediately.

Trust is not lost by making a mistake. Trust is lost by being deceptive. Trust is lost by being indifferent to members who have questions or concerns. Trust is lost by failing to observe the critical nature of this position. Trust is lost when this position is used to prank or devalue others.

It is very difficult to remove a person from this position without damage to the organization. Therefore, we must be as confident as we can be in the candidates for Web Steward before 'handing them the keys'.

The Web Steward should take the time to practice with and test all the website functions. This includes but is not limited to creating, publishing/unpublishing articles, entering contribution and donations, uploading/downloading files to all areas, sending marketing email to the current member list, backing up and downloading the application and its database, and accessing our hosting account, (currently at GoDaddy).

Detailed instructions for managing each of the areas listed above are available online and are linked to this article.

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## M. DELEGATES AND NATIONAL COMMITTEES

[PDF](#)

### **National Delegates and Alternates**

#### **Representatives on National Standing Committees**

The Green Party of the United States (GP-US) is a federation of State Green Parties. Each accredited state party<sup>1</sup> and national caucus<sup>2</sup> is allotted delegates to the National Committee<sup>3</sup>, which is the final decision-making body of the Green Party of the United States. The number of delegates that each state may have is decided by a special committee that uses established criteria to set that number.

There are also a number of standing committees operating under the National Committee that carry out various tasks necessary for the operation of the GP-US.

Presently GPMI is entitled to six delegates and six alternate delegates on the National Committee<sup>4</sup>. If you are considering a position as a delegate to the National Committee, you should familiarize yourself with the duties that are entailed in that position (see endnote 3 below). The following is a brief description of obligations from the GP-US website:

In brief, delegates' obligations are fourfold:

1. To represent their caucus, state, territory, or district.
2. To inform state constituencies of GPUS proposals, votes, actions, and other matters.
3. To vote on proposals.
4. To further the work of the GPUS by serving on committees, or help provide a replacement volunteer from your state party or caucus.

Delegates (and alternates) to the National Committee are automatically members of the State Central Committee (SCC). They are responsible for carrying out their duties at the national level as representatives of our state party, and are also expected to actively participate in the operation of the SCC, which is the main decision-making body of GPMI between the State Membership Meetings (SMM's).

Representatives on the national standing committees are not required to be delegates or alternate delegates to the National Committee in order to serve on standing committees. Most committees allow up to three representatives from each state to serve on the committees.

Delegates and alternates, as well as representatives on the national standing committees, are generally selected at the first SMM of the calendar year, when elections are held. Although the national committee rules provide for two-year appointments on most committees, it has been the practice of GPMI to require that the delegates and representatives affirm their desire to remain on the committees each year in order to have their appointment extended beyond one year. If a member of a committee fails to do so, the member is removed from the committee.

Representatives on standing committees are not automatically members of the SCC, but have an option of joining the SCC if they agree to actively participate on the SCC. They are expected to be active on their respective national committees, and if they are not actively taking part in the committees, the co-chairs of the committees may contact the state parties and request that the state party replace the member with a different representative. If such a request is made, it should be referred to the SCC for proper action. The member should be given an opportunity to explain any reasons for non-participation, and agree to actively participate in order to remain on the committee. If the member thereafter remains inactive on the committee, or offers no explanation, the SCC votes on whether the person should be removed, with a 2/3 majority vote required to remove the person from the committee.

After elections in the spring any vacancies for delegates and other committee appointments before the next election may be filled by the SCC or at an SMM before the next regular election.

Delegates and alternates on the National Committee are subject to supervision by the state party. GPUS also allows observers on the National Committee. Any GPMI member is expected to carry out their duties and follow the appropriate rules set up at the national level for participation in the national discussion groups. They are prohibited by GPMI from making defamatory statements about the state party or members of the state party. If they fail to vote on matters requiring a vote, this fact should be considered if they ask to be re-elected to the committee. If behavior that is considered inappropriate is brought to the attention of the SCC, the Committee Manager should give a warning to the person that further inappropriate behavior may result in removal from the position by the SCC. Should the behavior continue, the SCC by a vote of a 2/3 majority may remove the person from the position of National Delegate, alternate or observer. Any delegates or representatives on standing committees who are removed from their positions may also be removed from the SCC unless another officer or local representative position qualifies them for membership on the SCC.

If a delegate does not wish to vote “yes” or “no” on a proposal the delegate may “abstain.” The use of “abstain” allows the delegate’s vote to be counted as part of the quorum required for the proposal to pass.

Alternate delegates do not vote unless delegates fail to do so. The Oxford Dictionary defines the noun “alternate” as used in North America as a “person who acts as a deputy or substitute.” Generally, voting on a National Committee proposal is open for a week of online voting. Alternate delegates are not allowed to vote until the last two full days of voting, which usually occur on a Saturday and Sunday, unless a delegate has asked a specific alternate to vote in their place. Otherwise, voting by any alternate may be made on the last two days of voting until six delegates and alternates have voted.

If the state party has sponsored a proposal to the National Committee that requires an affirmative vote according to national rules, the delegates or alternates that participate in the voting are expected to vote in favor of the state-sponsored proposal. Failure to do so should be a factor in determining whether the delegate or alternate should be approved for a subsequent appointment, or possibly removed from the committee.

Many matters decided at the national level are routine matters, or matters that would have little or no effect on the state party. However, some matters that may be controversial or have a direct effect on state party matters should be brought to the attention of the SCC for discussion. Some states actually consider all the proposals made at the national level and instruct their delegates on how to vote<sup>6</sup>.

The GP-MI Delegates select one of its members to be a liaison to the National Committee; to be responsible for reporting to the SCC all matters of concern. This delegate also reports to the Secretary of the National Committee and to the standing committee co-chairs any appointments or removals of members to the National Committee and standing committees between the annual elections<sup>7</sup>.

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Endnotes:

1. State Party Accreditation: <https://gpus.org/committees/accreditation/accreditation-information/>
2. National Caucus definition: <https://www.gp.org/caucuses>
3. Delegates and alternates should familiarize themselves with the National Committee: <https://gpus.org/national-committee/>
4. National Committee size and delegate appointment: <https://gpus.org/rules-procedures/#08>
5. <https://gp.org/cgi-bin/vote/propdetail?pid=963>
6. According to statements made on the National List.
7. National bylaws provide that an officer of the National Committee delegation or governing committee of the party responsible for that task may communicate appointments to the National Secretary and to the co-chairs of the relevant committees: Bylaw 3-2.7 <https://gpus.org/bylaws/#03>

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## VI. ORGANIZATION

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This section needs editing.

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### A. LOCAL GROUPS

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PDF

Since grassroots democracy is one of the four pillars of the Green Party, we depend on locals to be the “roots” for the growth of the party, and expect them to be active within the counties represented by the locals.

It is not difficult to form a local in the Green Party of Michigan (GPMI), but those wishing to form a local should understand that locals have certain expectations within the party. Locals are expected to meet periodically, organize activities to keep members informed, communicate with members of the local to keep them informed of party activities, seek out candidates to run for local office, assist candidates with their campaigns, and generally participate in state party activities. Locals also host State meetings and state nominating conventions, have public speakers, etc. Many locals hold social events with other locals within the State or privately for their own members. Locals will support causes and organizations that align with Green Party Values and our pillars. They also engage in

activities that educate the public about the Green Party of Michigan, the United States, and their own group.

Each local has at least one representative on the State Central Committee (SCC), and may have a second representative if the local has more than 10 members. The local's bylaws should state how the representative(s) are selected. Usually they are also officers of the local, but need not be. The local also needs to designate a contact person for the local. The SCC makes important decisions between statewide membership meetings (SMM's). Otherwise, the GPMI members are responsible for making decisions at the SMM's.

Locals are formed according to county boundaries as spelled out in the bylaws. There may be more than one local in a county. A local may encompass up to five counties, a single county, a city, township, village, tribe, or town. When forming a new local, it is important to consult with the local liaison who will help those forming the new local. The LL can help with creating by-laws, geographic questions, recruitment of members, etc.

Representatives on the SCC are expected to actively participate on the SCC, vote on necessary matters, and report to their locals on party matters addressed by the SCC.

At least three members are required for forming a local. Those wishing to form a local should become familiar with the bylaws relating to locals, and should contact the Locals Liaison (an officer of the party) regarding any questions and assistance required in establishing the local.

Locals are formed by completing the form for organizing the local that is provided on the website. There is a form available for suggested bylaws, and a suggested format for locals' meetings. The local is recognized by GPMI after it has completed the necessary form and adopted its bylaws. Copies of these forms, after completion, should be sent to the Locals Liaison. Many of the existing locals have co-chairs that are male and female. The Green Party of Michigan encourages diversity, yet in the event a male and female are not available, the local may do what best fits their situation and have one co-chair or two co-chairs of the same gender.

Locals are responsible for keeping the Locals Liaison informed when officers of the local are elected, any change in officers, and also must inform the SCC of the members of the local who are the official representatives on the SCC, and notify the SCC of any changes in representatives. The Committee Manager is responsible for admitting the representatives on the SCC. Address any information by email to [Committees@migreenparty.org](mailto:Committees@migreenparty.org).

Locals are also responsible for updating local information on the website. Instructions for updating local information may be found by taking this link: \_\_\_\_\_

Locals should periodically report to the Locals Liaison on planned activities and respond to requests for reports or information from the Locals Liaison.

Locals that wish to engage in fundraising should make themselves familiar with the requirements of fundraising by County parties through the state Bureau of Elections, and may also want to coordinate fundraising with Treasurer, or seek assistance from the Elections Coordinator

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## B. COMMITTEES

[PDF](#) [Website](#)

Nothing yet.

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### C. CAUCUSES

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[PDF](#) [Website](#)

Nothing yet.

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### D. STATE CENTRAL COMMITTEE

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[PDF](#) [Website](#)

Nothing yet.

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## VII. INDEX OF TERMINOLOGY

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**The leadership** – this phrase is used in the bylaws and Handbook in reference to the GP-MI officers and National Delegates. Article V, Section 1B

**Standing Committee** – this is a permanent committee.

**Ad hoc committee** – this is a committee that is not permanent.

This section needs editing.

