

## **GPMI Approved Handbook Chapter (page #)**

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# I. Manual for Operation of the GPMI State Central Committee

As revised 04142020

This is part of the GPMI Handbook as referenced in the bylaws, and shall be included as part of the Handbook. A separate section on operation of State Central Committee is important because the committee should function in a manner that makes positive improvements to the Green Party of Michigan.

This part of the Handbook is for use by both the Administrator (currently the Committee Manager) and the members of the State Central Committee (SCC). When approved at a State Membership Meeting or by the SCC as an addition to the Handbook, the Administrator is granted the authority for enforcement of the guidelines, and has the responsibility to carry out other responsibilities for the proper functioning of the SCC.

The Administrator shall initially make all members of the SCC aware of this manual by emailing a digital copy of it to all the members of the SCC. The Administrator shall also send it to all new members of the SCC as they become members, and request that they review all rules for participation in the SCC.

The Administrator shall also maintain a current list of all SCC members, their title or qualifying role for membership on the SCC, and email address. A record of current SCC members is maintained by the Chair, Committee Manager and Locals Liaison in a spreadsheet entitled "SCC voting members," in the GPMI Google Drive account: <https://docs.google.com/spreadsheets/d/1iYoG8-kNgwcMFJ-RQz2m7lQRszKSq3NzqPzfePRYtlc/edit?usp=sharing>

This is important so that all members can communicate off list with one another when their communication does not need to be shared with the entire listserv.

**Purpose of the SCC:** The primary decision-making body is the State Membership Meeting. The SCC makes necessary decisions in between those meetings. Business of the SCC is conducted via a restricted group at [migreensscc@yahoogroups.com](mailto:migreensscc@yahoogroups.com). Only SCC members may post; attachments are permitted.

Group Email addresses:

Post Message: [migreensscc@yahoogroups.com](mailto:migreensscc@yahoogroups.com)  
Subscribe: [migreensscc-subscribe@yahoogroups.com](mailto:migreensscc-subscribe@yahoogroups.com)  
Unsubscribe: [migreensscc-unsubscribe@yahoogroups.com](mailto:migreensscc-unsubscribe@yahoogroups.com)  
List Owner: [migreensscc-owner@yahoogroups.com](mailto:migreensscc-owner@yahoogroups.com)

## **I. Posting Guidelines**

**A. Signing Posts.** All list posts should be signed at the bottom of every message with the first and last name of the author. Members should also identify their position.

**B. Relevance.** Posts unrelated to formal party business should not be sent to the SCC list. Messages of a personal nature are not considered relevant.

**C. General Netiquette.** In general, when quoting other messages, the person quoted should be properly cited, and extraneous text (including headers, footers, irrelevant messages to the section being responded to when replying to a digest, and the like) should be deleted. Non-substantive one-word replies generally should be sent off-list. Violations of General Netiquette

guidelines can result in written informal reminders from the Administrator. Repeated off topic posting, over-posting and other disregard for the purpose of the lists can be grounds for an official warning according to enforcement rules.

**D. Tone.** Insults, name-calling, sexist/sexual, racist, homophobic, or otherwise demeaning or degrading comments will not be tolerated. (Personal, one-on-one arguments are inappropriate and should be taken off list for one-on-one communication.) Hateful, abusive, and threatening language are prohibited. Attacks of a personal, ad hominem nature are prohibited. Making false and defamatory accusations on the listserv against another list member, candidate, committee, caucus or the Green Party of Michigan, that can be clearly and objectively disproved, is prohibited. If such accusations are made unintentionally, a retraction is called for. Failure to retract such allegations can result in an action by the Administrator.

All listserv members are strongly encouraged to bear in mind the official nature of the list and refrain from the use of obscene or otherwise offensive language in keeping with Respect for Diversity.

**E. Forwards of Private Messages.** Forwarding private messages to the list without the expressed written permission of the original author is prohibited.

**F. Forwards of Other Items.** Copyrighted material (newspaper articles, website content, etc.) and other items forwarded should be accompanied by, if applicable, a source URL, the name(s) of the author(s), and the originating source (if a publication).

**G. Proper Use of Messages.** List members retain their personal copyright for their original messages, but through use of the forum grant other members the right to publicly quote portions of their message in any medium, and the right to forward messages in their entirety to others so long as the author's name and web address is cited or linked.

## **II. Enforcement of Posting Guidelines**

The Administrator may deny access to the listserv or remove the posting privileges of members who violate the Posting Guidelines, and will notify individuals through a private email message of the violation. **No member who is offended by a post should respond on the listserv to any post that violates the above guidelines. The member should immediately inform the Administrator of the violation. Persons who respond to the violator to scold or complain are themselves in violation of the rules.**

The Committee Manager is the primary officer responsible for enforcement of the guidelines, proper dissemination of information to members, and contacting members who are not active as described below. The Chair will serve as a back-up in the event the Committee Manager for any reason does not enforce the guidelines or perform other responsibilities. At the request of three members of the SCC the Chair will review the state of enforcement and maintenance of the SCC, and if necessary assume responsibility or assist in the administration of the SCC. Both the Committee Manager and the Chair may form working groups as provided in the bylaws to assist in administration and enforcement of guidelines.

The process for dealing with violations will be as follows:

A. First Violation – Warning: Subscribers violating the rules for the first time will generally receive a communication from the Administrator about the inappropriate nature of the posting(s).

B. Second Violation within a six-month period – Probation: Should a second violation occur, the

subscriber will be notified and asked to review the rules, and subsequent postings will be subject to approval prior to posting for a period of time commensurate with the seriousness of the incident (one to four weeks). If deemed appropriate, the member will be asked to provide public apologies.

C. Third violation within a six-month period – Suspension of Posting Privileges: A third violation will result in suspension of posting privileges for a time commensurate with the seriousness of the incident (one to three months). At the end of the suspension period, the member must request reinstatement of posting privileges with the understanding that further violations will result in immediate suspension if the violations are made within one month of the suspension.

**D. Extreme incident: Posting of illegal material, purposeful dissemination of viruses or intentional unprovoked personal attacks will result in immediate suspension of posting privileges.**

### **III. Responsibilities of Members and duties of Administrator for Retaining Active Members.**

A. Members of the SCC have a responsibility to actively participate in the work in of the SCC. It is important for members to vote because of quorum requirements for voting. Members are responsible for reporting to the administrator any change in email address.

B. The administrator, upon being notified of a new member, shall invite the member to join the SCC, provide the member with a copy of the Manual for the SCC, and request that the member be familiar with the contents before posting on the SCC listserv.

C. If newly appointed members to the SCC do not respond to a request to join the listserv within 14 days, the person may not be added to the list of members unless the member later specifically requests to join the SCC.

D. The Administrator shall periodically contact SCC members who have not actively participated within the last 90 days (contacting "absent" members at least once every 4 months but immediately if a quorum is not reached for any vote), and request that they review the manual and affirm to the Administrator that they will be active and wish to remain on the committee. If no response is received from the member after 20 days, the Administrator shall remove the person from the membership list and inform the member of the removal. If the person is a representative of a local, the officers of the local shall be informed of the removal and allowed an opportunity to replace the individual.

E. Only recognized members of the SCC may participate in discussions on the SCC. The Administrator may allow other persons who are members of GP-MI to observe the discussions.

### **DECISION-MAKING / CONSENSUS PROCESS**

The SCC makes decisions by a modified consensus process. Any SCC member may present an idea for an action to be taken, such as sponsorship, recommendation to nominate or endorse a candidate or ballot issue or action taken by another organization, a proposal for a modification of the by-laws or of the GP-MI or GP-US platform. An SCC member may present an Idea on behalf of a GP-MI member who is not on the SCC. The SCC may fill vacant positions, subject to ratification at the next SMM. The SCC may not nominate candidates for public office or amend the GP-MI By-laws —these may be approved only at an SMM. NOTE: Any decisions made by the SCC may be reversed at a state membership meeting.

Postings need to be clear, as brief as possible, and easy to follow. We recommend that the most

applicable officers be consulted first to determine whether a proposal is even necessary, such as proposing a place for a convention when the Meeting Manager already planned a place for it. Other potential proposals can be most effective and efficient if the idea is "run by" a few members to fine-tune it. The idea is first discussed for clarification, to fill in details, to handle concerns.

When and if the idea is ready to become a proposal, the presenter will state "PROPOSAL" in the Subject line with a brief yet clear title. When the Idea has the explicit support of two other voting members of the SCC, it becomes a formal proposal to be decided and is given a date code. If the proposal does not receive two supports from other voting members within 14 days, the proposal is considered to have been withdrawn, and may be submitted by the proposer at a later date. During this time there may have been concerns expressed by voting members that can form a basis for amending the proposal and re-submitting it. The proposal may be withdrawn at any time by the member who submitted the proposal either before or after it is supported.

The Administrator will state the timeline for decision. Typically, a proposal is discussed on the SCC list for one week. Because this is an online discussion, and everyone is not on the internet at the same time, the week is measured in whole days following the day in which the Idea became a formal proposal. That is, it may be eight days after the Idea was first presented.

If the specific nature of the proposal requires a decision sooner, any SCC member may request it to be expedited, which reduces the process to two days, provided there are no blocking objections. The two-day process means two whole days following the day in which the Idea received two supports and became a formal proposal. Sometimes called "no-brainers," these should obviously agree with our platform and values. It is a legitimate objection that a quick decision is not necessary. Once this or any other objection is made, the one-week discussion period then applies.

During the discussion period, we try to arrive at consensus. A member with concerns about the proposal should express those concerns. If an amendment to the existing language of the proposal would remove the concern(s), a friendly amendment should be proposed with appropriate language necessary to alleviate any concern(s). The amendment then becomes part of the discussion. If the original proposer agrees to the amendment, and the proposal as amended receives the support of any two members the discussion continues on the proposal as amended. During the discussion period, the discussion time may be extended at the discretion of the Administrator, or at the request of the proposer. Extensions of the discussion period may be made in 3-day increments. The goal is to address all concerns that are raised, and give adequate time for the discussion. However, the discussion period may only be extended twice. A blocking objection may be removed by the objector at any time during the discussion period so as to facilitate consensus.

**USING BLOCKING OBJECTIONS.** Blocking objections should be used rarely. Any SCC member with a blocking objection should indicate that by using the specific phrase "blocking objection," so there is no ambiguity. If a member has a criticism that does not rise to the level of a blocking objection, it is helpful to state, "This is not a blocking objection."

**WHAT IS A BLOCKING OBJECTION?** No blocking objection should be made for the main purpose of forcing the proposal to a vote. Any blocking objection must relate to the proposal, and be something the proposer can do something about. The blocking objection should specify exactly what part of the proposal (underlying reason, language in the proposal, violation of a by-

law or Green Party principle, additional necessary matters to be considered, etc.), gives rise to an objection serious enough to kill the proposal. If the member objecting wants something added, changed, removed, or replaced, the member objecting should propose an amendment that would remove the particular objection whenever possible, rather than voicing a blocking objection. This helps to clarify the objection and promotes consensus. The Administrator may declare the blocking objection is not recognized as such if it appears that the member objecting has not adequately considered an alternative to voicing a blocking objection. The Administrator will explain clearly the reason for their decision.

The presenter may be able to modify the proposal to resolve an objection during the discussion period, whether it is a blocking objection or a lesser concern, with the support of any two members.

Consensus may be reached even if not every member supports the proposal. Those who disagree, but do not have a blocking objection may explicitly agree to stand aside. However, those who have concerns and do not stand aside, do not prevent the proposal from passing by consensus. It may be that some members who agree with the proposal or at least have no objection to it have said nothing. We do not require that every member express an opinion on every proposal.

If a blocking objection is not resolved during the discussion period, a vote is required. The voting period is also one week. Once voting has started, the proposal may not be changed.

Our modified consensus process is considerably less than perfect. Our process is as much expedient as it is principled. We still need to make decisions and move on. Our imperfect process allows us to do that.

Ideally, we would take as long as needed to resolve a blocking objection, and would resort to voting only if the issue itself needs to be acted upon. However, that's simply impractical in an online discussion. Many issues could be discussed indefinitely without ever being resolved. Thus we have decided on a time limit for discussing a proposal.

### **VOTING and RECORDS**

In the event of a vote, current By-laws require participation of at least 2/3 of the SCC membership for a quorum. Votes of "YES," "NO," and "ABSTAIN" count towards the quorum. A Proposal may fail if the SCC does not reach a quorum. A majority of at least 2/3 of those voting "Yes" or "No" is required to adopt the proposal.

One person may be an SCC member for more than one reason. For instance, she may be an elected officer and an NC Representative. Each person on the SCC gets one and only one vote.

Documents such as bylaws, the Handbook, list of current members, minutes of meetings and other documents are posted on the GPMI website at [migrreenparty.org](http://migrreenparty.org).

### **TWO WAYS TO PARTICIPATE ON the Listserv**

Ordinarily, every message sent to the group list will appear in your email, mixed in with all of your other email. Because those posting to the list do not always (to put it mildly) change the subject line when they change the subject, following the discussion can be confusing.

You may also go to Yahoo.com and establish an account. After your account is established, you may go directly to the list after log-in. Set your membership options—such as Daily or Digest. You may look at and search past group emails ("Conversations") and more on that site.

With Digest, you will receive all of the day's group emails in one lump. However, when members reply and retain every prior message in the chain, it makes it unnecessarily lengthy. And one may not delete or keep individual messages with Digest.

#### **AMENDING THIS MANUAL**

This manual may be amended by vote of the SCC in accordance with voting procedures outlined above.

## II. COMMITTEE MANAGER

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.**

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."

### III. Membership Manager

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.**

The MM has three primary responsibilities:

Improving and maintaining the integrity of GP-MI membership data.

Responding to members and other officers regarding membership data

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

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 try to contact the member by email or phone. The Membership Manager should update all their personal information.

**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.

#### 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.

When someone joins or updates their personal information on our website, an automatic email notice goes to the MM, the Locals Liaison, the contact person for any Local that includes the person's county, and any other member designated by the contact persons for those counties. 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.

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.

Footnotes:

[MI-GP Bylaws](#) Article V, Section 6: Membership Manager definition.

The Membership Manager maintains the official GP-MI membership list, which includes members who have unsubscribed from our notifications list.

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

#### **IV. Meeting Manager**

The Meeting Manager<sup>1</sup> (MM) is the official source for all information regarding GP-MI meetings. Any statements about the details of an upcoming meeting are unofficial unless they come from the Meeting Manager.

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

The ZOOM account is available for membership meetings and regular meetings by locals, caucuses, working groups and committees. The Meetings Manager maintains a calendar for scheduling ZOOM meetings, and should resolve any scheduling conflicts.

##### **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. A list of past meeting locations is available on the website, and is updated by the MM.

Planning for Nominating Conventions requires cooperation with the Elections Coordinator to assure that the procedures and timing of the Conventions meet election law requirements. Note that nominating conventions require 50-day<sup>2</sup> notice

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.

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.

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, restaurants in the area, and the availability of child-care.

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 work with the Treasurer to send US Mail notices to members who cannot be reached by email. The Treasurer has the GP-MI printer ready for this and other printing jobs.

## Meeting Coordination

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

- Written minutes of the meeting are recorded and published to the website. The Meeting Manager typically handles these details. The Archivist then catalogs them.
- The meeting is video recorded and made available (only) to GP-MI members. The Archivist then catalogs them.
- The meeting is live-streamed with a means for members to participate remotely. The Archivist then catalogs the results.
- Necessary supplies are on site. Typically, the Membership Manager brings these. They include:
  - o Folders containing the Packet materials
  - o Signs for directing members to the meeting
  - o Equipment and peripherals like extension cords
- Required material is posted<sup>3</sup> This includes:
  - o A list of Officers and National Delegates
  - o A list of SCC representatives
  - o 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 circle
- 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. The MM should also ask for consensus on who will fill the various roles listed in the

### [GP-MI Consensus Model.](#)

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.

#### Footnotes:

1. [MI-GP Bylaws](#) Article V, Section 7: Meeting Manager definition.
2. [MI-GP Bylaws](#) Article III, Section 1B - State Convention
3. [MI-GP Bylaws](#) Article V, Section 1B: Postings required at an SMM.

## V. Communications Manager

The Communications Manager (CM) oversees the various means of communication by the party to its members and communications with the public through the website, press releases, responses to requests for information, and social media. The CM may assist candidates with creating videos, literature, and other campaign information. The CM collaborates with other officers in carrying out required tasks.

The CM is included in any working groups and committees assigned to designing the layout and selecting content for the website. The CM is a member of the Media Committee and should take part in the preparation or review of press releases and other public communication developed by the Media Committee. Locals, caucuses, and candidates are responsible for their own press releases.

With respect to social media (Facebook, Twitter, YouTube, Instagram, etc.) the CM should review these media from time to time to assure that there is a responsible party member moderating these platforms. The CM should also have possession of the user names and passwords for these platforms in order to access them if necessary. The CM should also assure that at least two other members (including at least one other officer) have the necessary information for accessing these platforms. Locals and caucuses are responsible for their own social media sites and websites.

The State Central Committee adopted a proposal that prohibits archiving for public view our membership and committee meetings on YouTube (or other social media by inference), but does not prohibit live-streaming or other public accessibility to live meetings, such as ZOOM. Policies regarding retention of video and audio files will be published in the Handbook. YouTube videos created for educational or informational purposes should be made available to the public on the YouTube channel. The CM should oversee the YouTube channel to ensure that the videos posted are appropriate for public viewing.

The CM should work with the Merchandise Manager in the development of printed literature for statewide distribution, and when possible, provide digital copies to locals that can be printed in small amounts locally.

Communication to members generally consists of meeting notices, newsletters, and other information sent by email blasts to members. The CM should have the proper knowledge and access to software for sending out email blasts to members. The CM should engage other members, caucuses and locals in helping to maintain an electronic newsletter for distribution to members at least quarterly.

## **VI. National Delegates and Alternates**

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

#### **Participation with the Green Party of the United States (GPUS)**

The Green Party of Michigan (GPMI) encourages its members to become familiar with GPUS. Working with the national party gives members a broader perspective of how the Green Party functions in the US, and allows members to interact with Green Party members from other states. This allows sharing of ideas, and can be a very educational experience.

There are two ways that members can participate at the national level: 1) as a delegate from the state party to the National Committee (NC), which is the highest decision-making body of GPUS, and 2) as a representative on one of the many standing committees of GPUS that carry out administrative, outreach, formation of platform issues, and communication functions of the national party. These two opportunities are described below.

Delegates to the NC and representatives on the national standing committees are selected at the first SMM of the calendar year, when elections are held. Any GPMI member who wishes to be selected or remain as a Delegate (or Alternate) to the NC or as a representative on one of the national standing committees, should complete the application attached as Exhibit A to this Chapter, and submit it to the GPMI Meeting Manager at least 5 weeks prior to the spring election, so that it may be included in the meeting packet. It may also be completed by a member in person at the SMM. Although the national rules provide for two-year appointments on most committees, it has been the practice of GPMI to require that Delegates (and alternates) and committee representatives affirm their desire to remain on the committees each year in order to have their appointment extended beyond one year. If a Delegate or committee representative fails to do so, they may be removed from the position.

#### **National Delegates**

The Green Party of the United States (GPUS) 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 NC<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. The following is a brief description of obligations from the GPUS website:

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.

If you are considering a position as a delegate to the NC, the opportunities and duties for this position are in the link in endnote 3.

Delegates (and alternates) from GPMI to the NC are automatically members of the GPMI 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).

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 NC 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 the allotted number of votes have been cast

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>o</sup>

The GPMI Delegates select one of its members to be a liaison to the NC; to be responsible for reporting to the SCC all matters of concern. This delegate also reports to the Secretary of the NC and to the standing committee co-chairs any appointments or removals of members to the NC and standing committees between the annual elections . The NC also allows observers. If a Delegate or alternate wishes to remain as an observer at the end of their service as a delegate or alternate, they need to request to remain as an observer. Any member who wishes to be an observer on the NC must have the approval of GPMI, and may request that approval from the SCC or at an SMM.

## **Representatives on National Standing Committees**

There are a number of standing committees operating under the NC that carry out various tasks necessary for the operation of the GPUS. Information about them are on the GPUS website:

<https://gpus.org/committees/>

The real work of the party is done in the standing committees, and NC delegates are strongly urged to join at least one of these committees to fully participate in party work. Up to 3 members of any affiliated state party or caucus may be appointed to any of the GPUS committees unless committee rules specify selection by another means, such as election by the NC. All committee members must be formally appointed by their state parties, including NC delegates.

Representatives on the national standing committees are not required to be delegates or alternate delegates to the NC in order to serve on standing committees. 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 standing 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 or an opportunity to resign, and agree to actively participate in order to remain on the committee. If the member thereafter remains inactive on the committee with a 2/3 majority vote required to remove the person from the committee.

## **Committee Appointments Between Elections**

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.

All members appointed to the National Committee or GPUS Standing Committees are representatives of the Green Party of Michigan

All appointees of GPUS serving at the national level are subject to supervision by the state party, and are expected to adhere to the following rules:

1. Adherence to any protocols or rules of etiquette that apply to members serving on the National Committee and standing committees. Rules for the National Committee are provided to each appointed delegate. Each standing committee has its own rules, and should be provided by the co-chairs of the standing committees. Besides the rules of the standing committees, each appointee is expected to follow the listserv discussion protocols required of the National Committee Delegates.

2. If participating in in-person meetings (including those on ZOOM or similar online service), each appointee is expected to follow the protocols for Nonviolent Communication that are contained in the handout distributed at all GPMI State Party Membership meetings.

3. All committee representatives of GPMI are prohibited from making defamatory statements about GPMI or member of GPMI.

4. All Delegates and Alternate Delegates are expected to vote affirmatively on any proposal that is sponsored by GPMI.

Removal of committee appointments to the National Committee or standing committees.

If any unacceptable behavior is brought to the attention of GPMI, the Co-chairs should be informed, and request a written description of the behavior that is considered to be unacceptable from the appropriate committee chairs or other appropriate person. The GPMI co-chairs will then provide a copy of the "complaint" to the GPMI representative, and request that the appointee respond to the complaint, and invite the appointee to resign from the committee if desired. If the appointee does not wish to resign, the appointee may respond to the complaint, and present any information deemed to be relevant. The complaint and the response shall be presented to the SCC or at a State Membership Meeting if there is one scheduled within a reasonable time. The SCC or the members at an SMM will then be given an opportunity to vote on whether the appointee should be removed from the committee. A 2/3 majority vote is required to remove the person from the committee.

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>

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: Rule 3-2.7 <https://gpus.org/bylaws/#03>

## VII. Consensus Procedure for Meetings

### **General Description of Consensus and When It Should be Used:**

The word “consensus” means that all members must consent for a decision to move forward. This approach cultivates 100% participation and cooperation. It stands in contrast to the “majority vote” method, which is more expedient but tends to foster competition and division.

The procedure should strive for consensus but retain the option of a fallback vote where consensus cannot be achieved.

The consensus procedure outlined here has been formulated to conduct meetings fostering non-violent communication. The procedure may be modified for meetings attended by more than 50 participants as it is not recommended for groups of more than 50.

### **Preliminary Matters**

If at all possible, seating for members should be in a circle. In this way everyone will be seen and heard, and 100% participation can be achieved by simply “going around the circle”. Symbolically, the circle promotes the concepts of equality and democracy.

The meeting should start on time with **introductions**, having everyone state their name and why they came. This establishes the point that everyone is important and will be heard.

The Facilitator (who generally would be the Meeting Manager or someone designated by the Meeting Manager) will briefly define **Roles** necessary for conducting the meeting and determine the members who will fill these roles. Roles include:

**Facilitator** – Provides impartial management of the meeting.

**Co-Facilitator** (A Co-facilitator may be necessary if the Facilitator wishes to take part in the discussion of a proposal.)

#### **Time Keeper**

**Note Taker** - Functions as part of the meeting team, sometimes reading out a final statement of the proposal before the facilitator checks for consensus or reminding us to get clear on who is doing what next. (Notetaker can optionally also be responsible for keeping minutes of the meeting.)

**Peacekeeper**- The only person with prior permission to interrupt a speaker or speak without first being recognized by the facilitator. Also, it is important to note that the peacekeeper's comments are always directed at the whole group, never at one individual or small group within the larger group. Keep comments short and to the point. Generally would step in to be sure rules are

enforced.

**Stack Taker** - Keeps track of those who wish to speak on a subject and determines the order in which they are given the floor.

Once selected, the Facilitator will briefly **explain the decision-making process** and make a copy of a summary available to those who request it. It is important for everyone to know how to participate. The brief explanation will include:

**Hand Signals** for communicating with the facilitator:

**Terminology** used in our process.

**Amendment** – A modification to a proposal that is made by the proposal's author. This is typically done during discussion in order to achieve consensus.

**Blocking Concern** – This is a concern that is based on The Green Party Ten Key Values. If a majority of the plenary agrees that a concern is a valid blocking concern, (that the proposal violates our Core Values in some way), the proposal as worded cannot be accepted.

**Clarifying Questions** – These are questions that pertain only to the wording of a proposal. They do not include any discussion of the background facts, merit, or intention of the proposal being considered.

**Closing Options** – These are the three options available for a proposal that has non-blocking concerns after time for discussion has run out. They include tabling the proposal, sending the proposal to committee for more work, and voting with a 2/3 majority required for acceptance.

**Concern** – Any objection expressed by a participant towards a proposal. The concern may be based on practicalities, philosophical perspective, Green Party Principles, or just a gut feeling.

**Consensus** – The situation where a proposal, after discussion, has garnered no concerns, or has resulted in concerns that are not valid blocks and where the participants expressing concerns have agreed to stand aside.

**Fallback Vote** – This is one Closing Option available after a Proposal has failed to achieve Consensus and has not been validly blocked. A 2/3 majority is required to pass a proposal by a fallback vote.

**Motion** – A participant's suggested remedy to an issue. This will be followed by discussion and a decision by the plenary. This is the same as a Proposal.

**Plenary** – The entire group of participants involved in discussing an issue.

**Point of Information** – A participant has information that will clarify the issue being discussed and thus save time.

**Point of Order** – A participant's statement that the discussion process has broken down and needs to be addressed immediately. This is synonymous with Point of Process.

**Point of Process** – This is a participant's statement that the discussion process has broken

down and needs to be addressed immediately. This is synonymous with Point of Order

Proposal - A participant's suggested remedy to an issue. This will be followed by discussion and a decision by the plenary. This is the same as a Motion.

Stack - A list of names of participants who want to speak on the topic being discussed. Participants signal their desire to be included on the stack by raising a hand. Participants are called on in the order they were added to the stack. Every person on the stack will be called on to speak.

## **Flow Chart** for Consensus Procedure

### **Rules to Promote Respect**

When discussing the merits of a proposal, participants will address the facilitator or other official such as the note taker.

The facilitator will not allow comments and questions to be directed from one participant to another. This rule will be strictly enforced and is intended to avoid personality conflicts.

The decision-making process depends on vigorous debate about the merits of a proposal. When the arguments on all sides are fully aired, the group is most likely to come to a wise decision. While a participant may attack an idea in strong terms, the facilitator must never allow personal attacks, no matter how veiled.

Under no circumstances will the facilitator allow participants to speculate upon the motives of others. Not only is it impossible to prove what motivates another, it is entirely irrelevant! Issues, not personalities, are always to be the subject of debate.

The facilitator will not allow the use of such terms as "liar", "lie", or "fraud". If the facilitator allows personal attacks, a Point of Process should be made by the Peacekeeper or by any participant immediately, alerting the facilitator to the infraction.

If the facilitator allows personal attacks to continue, a Point of Process should be made to immediately replace the facilitator. If a participant continues with personal attacks after being warned by the facilitator, the facilitator will exclude the offender from all further discussion on the topic of discussion.

**Request that participants use paper/pen to organize their thoughts** order to make efficient use of discussion time.

[Meeting details, which include the meeting agenda, may be established by methods defined in another document. The meeting agenda will direct the course events that follow. This document focuses on the process for reaching decisions.]

### **Decision-Making Process**

1. The decision- making process begins with a **Proposal**, (aka a Motion) which may be required to be submitted in advance of the meeting.

A qualified Participant will describe a perceived need for a decision on some issue.

A proposed remedy submitted orally or in writing will constitute a Proposal.

2. Once a Proposal is duly noted, the Facilitator will ask for **Clarifying Questions**.

These pertain only to the wording and intended result of a proposal.

Debate and discussion about accuracy or validity of the Proposal are not permitted at this time.

The Note Taker will record all questions with the names of the Participants who asked.

After all Clarifying Questions have been asked, the **presenter will provide answers** directly or with the help of others.

3. A General Discussion will follow

This is a broad discussion of the related thoughts and ideas held by Participants.

The Facilitator will consult the Agenda and the Plenary to determine a time limit for discussion. The Time Keeper will make note and periodically interrupt discussion to remind Participants of the time remaining.

If many people want to speak, the Stack Taker will prepare the Stack

If a Stack is used, the Stack Taker signals when it is someone's turn to speak and announce who will follow.

Concerns are to be noted, but not discussed individually at this time. The focus should be on the Proposal as a whole.

The Facilitator will acknowledge points of agreement and disagreement, and examine the underlying reasons for both, which may be philosophical, principled, or based on practicalities.

If there are no concerns, the Facilitator will announce that a consensus has been reached.

### **Identify and Resolve Concerns**

If there are concerns, the Co-Facilitator will list them on the whiteboard, hearing briefly from each Participant who has a concern. An effort will be made to group concerns that share some commonality.

Discussion will proceed on one concern at a time.

The Facilitator will ask for ways to modify (Amend) the Proposal to make it acceptable to the Participants who had the concern and the one who made the Proposal.

If it becomes clear that agreement cannot be reached, the objection will be recorded and the Facilitator will move on to the next concern.

When an Amendment is made, the Facilitator will ask the Note Taker to read back the Proposal with its amendment.

The Facilitator will ask if there are other concerns. If none are expressed, the Facilitator will announce that a consensus has been reached. Otherwise, the process is repeated.

## Closing Options

If all concerns are not resolved before time runs out on the Proposal, the Facilitator will poll the Plenary to determine the next course of action, which may be 1) to table the Proposal until a future meeting, 2) ask opposing members to work out a solution in committee and then submit their solution as a new Proposal, or 3) vote on the issue, with a 2/3 majority required for approval.

Note that the Plenary may decide at any time that a concern is a valid **blocking measure** because it shows that the Proposal violates one of our **Ten Key Values** in a specified way. In that case, the Proposal as stated is rejected. Also note that a concern does not constitute a blocking measure unless it is shown to violate one of our Ten Key Values.

When a consensus has been reached, the Proposal is accepted. The Note Taker will record it as a Decision.

Resources and Reference Material:

<http://www.consensus.net/ocac2.html>

<http://www.txgreens.org/consensusprocess>

<https://www.greenparty.ca/en/party/documents/rules-procedure-abridged>

<http://sfgreenparty.org/about-us/14-consensus>

<http://sfgreenparty.org/about-us/>

<http://gp.us.org/organizing-tools/a-process-manual/>

<http://www.vagreenparty.org/consensus.html>

[https://treegroup.info/library/consensus\\_basics/](https://treegroup.info/library/consensus_basics/)

## VIII. Orientation for New Members

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://gp.us.org/>. General public information about the national Green Party committees 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. 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**

[We are in the process of moving our website. More information will be available later.]

As a member, you are responsible for making changes in your address, telephone number, name, and email address. Contact the Membership Manager for further directions.

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 chair person. 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 GP-MI. We look forward to working with you.