

# TCLP Policy Manual

## 1) Definitions

- The word “Term” (capitalized) shall mean the time from the adjournment of one biannual County Convention to the Call to Order of the next biannual County Convention.

## 2) Party Communications

### a) Primary Event Communications

Event communications channels are channels where the TCLPEC will always announce the dates and times of TCLP sanctioned events, including but not limited to:

- Business meetings of the TCLPEC
- Special meetings of the TCLP
- Precinct and County Conventions.

### b) Primary Event Communications channels

The primary event communications channels are:

- The Tarrant County Libertarian Party Facebook page.
- The TCLP Discord server, under the #tclp-scheduled-events channel

### c) Secondary Event communication channels

The TCLPEC may use any active Public Media Asset to communicate information about upcoming events. These channels shall be considered “secondary event communication channels”.

## 3) Public Media Assets

The TCLP administers several media assets for party purposes.

### a) Media asset list

The Public Media Assets of the TCLP are:

- The Tarrant County Libertarian Party Facebook page.

- The Tarrant County Libertarians Public facebook group.
- The Tarrant County Libertarian Party MeWe page.
- The TCLP Discord server.
- The TCLP Website ( [www.tarrantlp.org](http://www.tarrantlp.org) )
- The TCLP Mailchimp account.
- The Tarrant County Libertarians Meetup group.

## b) Authorization to use

At the beginning of each Term, the County Chair shall restrict all administrative and moderator access to all Public Media Assets, as well as posting access to any Public Media Assets that does not allow the public to post, to the current TCLPEC members.

All TCLPEC members shall be granted administrative access to any Public Media Asset at their request.

Any member of the TCLPEC may grant moderator access to a Public Media Asset to a person who is not a member of the TCLPEC at their discretion. Persons who are not TCLPEC members may be granted administrative access to a public media asset on a majority vote of the TCLPEC.

The TCLPEC may revoke and/or ban administrative or moderator privileges to any person who is not a member of the TCLPEC by a majority vote of the TCLPEC.

## 4) Volunteer Positions

The TCLPEC may recruit people to fill certain positions to advance the interests of the TCLP. These positions do not have to be filled, and one individual may perform the duties of more than one position, but may not use more than one title. Individuals may perform these duties without being appointed by the TCLPEC, but may not use the position title unless duly appointed. It is preferred, but not required, to be Voting Members of the TCLP. Positions are appointed or removed by the TCLPEC by a majority vote.

All at-large Directors of the TCLPEC may use the title “<department> Director” instead of the normal title given to that position.

## a) Leadership positions

Leaders in the TCLP are expected to help the TCLP achieve its objectives. Each leader is expected to attend TCLPEC business meetings and supply regular written reports to the TCLPEC outlining the activities occurring in that department since their last report.

### i) Elections Coordinator

The Elections Coordinator is responsible for coordinating our participation in the election process. This includes, but is not limited to:

- The Early Voting ballot board.
- Election volunteers of judges at polling places.

### ii) Events Coordinator

The Events Coordinator is responsible for ensuring that the TCLP conducts successful events. This includes, but is not limited to:

- Finding suitable locations or partner organizations.
- Outlining costs
- Coordinating volunteers to attend.

### iii) Community Coordinator

The Community Coordinator works to locate and partner with charities and other related organizations to help TCLP make a positive impact on the community.

### iv) Activism Coordinator

The Activism Coordinator is responsible for locating issue-specific groups in the DFW area to coordinate events with, and where appropriate organize TCLP-specific events such as protests or marches.

### v) Candidate Coordinator

The Candidate Coordinator works to recruit candidates for municipal, county, or district offices, helps those candidates establish their campaigns, and mobilizes the TCLP to assist in campaign activities such as block walks, candidate forums, etc...

vi) Marketing Coordinator

Works with creative people and businesses to design the TCLP's physical media assets such as:

- Flyers
- Yard signs
- Business cards
- "Slim jims"
- Leaflets

The Marketing Coordinator will also coordinate regular posting and report on our reach on all of our Public Media Assets.