



# **Operations Manual For The Libertarian Youth Caucus**

*Last Updated on March 3r, 2022*

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“The purpose of the Libertarian Party is to mobilize millions for freedom, not to yell on the sidelines, and that requires professionalism and a commitment to victory.”

*Theodore Gercken  
(Chair of the Libertarian Youth Caucus)*

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## **Introduction:**

This document is the Operations Manual for the Libertarian Youth Caucus (LYC) and is required reading for national, state, and local caucus leadership. It contains information on how the organization functions and what is required from particular roles. If you are serving in an aforementioned position, make sure to read this manual carefully, as it contains the answer to many often-asked questions, and understanding the procedures for action that it lays out will be critical to your job as they make the LYC as efficient and orderly as possible.

The Operations Manual is not a support document. It contains strictly factual information on the rights and responsibilities of everyone who directly interacts with the national Caucus in a leadership capacity. The LYC's Affiliate Support Handbook, which can be found at [www.lycaucus.org/affiliatesupport.pdf](http://www.lycaucus.org/affiliatesupport.pdf), has useful information and resources for Affiliate leaders on how to grow their branch of the caucus and what tools are most effective in accomplishing their organization's goals.

If you have any questions after reading this document or would like resources to be added, you should feel free to email the LYC's Chair at [chair@lycaucus.org](mailto:chair@lycaucus.org).

## **Mission:**

America has many organizations that exist to spread the ideals of Libertarianism to the next generation. However, as all but the LYC operate as non-partisan organizations, mostly even eschewing the Libertarian Party entirely, in favor of Republicans or Democrats, large-scale political activism is inefficient and, because of that, in many cases nonexistent. Students in these organizations may enjoy learning about Libertarianism and debating their friends, but they are not being equipped to make change in the broader world.

That is where the Libertarian Youth Caucus steps in. The LYC seeks not just to spread the message of liberty to America's youth but to cultivate future leaders and candidates for the Libertarian Party as their official youth wing. Our members go out into the world with party connections, knowledge of actual campaigns, and the toolset to start channeling their ideals into real-world action.

The LYC accomplishes these goals by pursuing three distinct methods of operation.

1. Affiliates: The LYC charters Local Affiliates on College and High School campuses to ensure all Libertarian youth will always be able to get involved in the LYC and the Libertarian Party to start their journey of making the world a freer place.

2. Support: The LYC supports their Local Affiliates with resources like graphic designs or flyers, financial means to pursue activities on the ground, and, most importantly, guidance on how to go about building a Libertarian community.
3. Integration: The LYC and their State Affiliates, as the official youth wing of the party, integrates their members with the Libertarian Party by providing them opportunities to serve on committees, campaigns, and legislative initiatives, helping them make real change and get involved in an organization they can work with long after being considered a youth.

Simply put, the LYC is the place for youth Libertarian leaders who want to gain experience, make change, and eventually help lead the party of principle.

**If you would like to contribute to the LYC's mission, you can donate to keep our doors open at [www.lycaucus.org/donate](http://www.lycaucus.org/donate)! Because most of our costs are recurring, we would really appreciate a monthly donation, but any contribution helps us keep supporting young activists around the country!**  
[donate.lycaucus.org](http://donate.lycaucus.org)

If you would like to reach out to a donor who would be interested in donating to the LYC, you can attach a donor information sheet at [www.lycaucus.org/donorinfo.pdf](http://www.lycaucus.org/donorinfo.pdf).

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## **Structure of the Organization:**

The LYC is fundamentally concerned with spreading liberty and Libertarianism in the next generation of Americans and supporting interested students in making change in their community through work with the Libertarian Party. Thus, the structure of the LYC centers around those students who are organized into Local Affiliates. State Affiliates and, of course, the National LYC are simply there to create opportunities and provide support, making them auxiliary organizations whose purpose is to help Local Affiliates succeed.

The Chair of any Affiliate must be in contact with their assigned At-Large Board member (in the case of State Affiliates) or their assigned State Affiliate contact (in the case of Local Affiliates) at

least once a month. All Affiliates have an obligation to make sure that all such lines of communication are maintained.

### **Membership:**

Members of the LYC are people who are under 30 years of age, live in or are a citizen of the US, are not registered to vote as any party besides Libertarian (unless their state does not allow them to register as a Libertarian), and have filled out the form at [www.lycaucus.org/join](http://www.lycaucus.org/join). Members of the LYC are automatically members of Affiliates whose geographic scope they reside in.

Prospective members can read a summary of the LYC and how to get involved in it at [www.lycaucus.org/memberinfo.pdf](http://www.lycaucus.org/memberinfo.pdf).

The LYC's online community is centered around our Discord server, where all Members can join and interact with other young Libertarians from around our country, which you can join at [www.lycaucus.org/discord!](http://www.lycaucus.org/discord!)

### **Local Affiliates:**

Local Affiliates are the beating heart of the LYC and thus are in charge of the organization's two highest priorities: spreading the message of liberty and getting students involved in the Libertarian Party. Their ultimate goal is to serve as a funnel, recruiting students and getting them to work in the party.

To do this, Local Affiliates should hold social events (ex: tabling at a club fair, a movie night, a book club, a dinner, a volunteer trash clean up) to discuss Libertarian philosophy and attempt to convince as many people of Libertarianism as possible. Anyone who joins the Affiliate should be highly encouraged to become an LYC member at [www.lycaucus.org/join](http://www.lycaucus.org/join). As an auxiliary benefit, these events should be structured to create a sense of community, which will be helpful in encouraging interested students to participate in activism and volunteering.

However, while it is fun to meet up with friends and discuss philosophy, students in the Affiliate and interested in the Libertarian Party should be focusing on actively getting involved. Local Affiliate leaders should partner with their County Libertarian Party (or State Party if there is none) to create opportunities (ex: working on a campaign, serving on a committee, volunteering for a special purpose assignment like social media, doing community outreach), which their students can engage in. A pitch sheet for party leaders can be found at [www.lycaucus.org/partyinfo.pdf](http://www.lycaucus.org/partyinfo.pdf).

A description of how Local Affiliates can accomplish these goals can be found in the Affiliate Support Handbook at [www.lycaucus.org/affiliatesupport.pdf](http://www.lycaucus.org/affiliatesupport.pdf).

### **Formation and Leadership:**

Forming a Local Affiliate is easy and puts students in the driver's seat. The process is dependent on the State Affiliate, but generally whoever is interested will get together to write a cover letter (detailing who is interested and where the Local Affiliate will be) as well as a set of Bylaws (how the organization will function if there is more than one leader) to send to the State Affiliate's Board for approval (if there is no State Affiliate, send the documents to the National LYC's Board). The documents can be as simple or complicated as you like, and, if you don't want to write them at all, you can find sample documents at [www.lycaucus.org/documentsamples](http://www.lycaucus.org/documentsamples).

The process of creating and overseeing Local Affiliates is intentionally loose because Local Affiliates should be organizations entirely run by their members, so students can gain experience in leadership positions. Recruiting students and providing them opportunities inside the Libertarian Party is what's important, not any particular sort of governance.

If you want to form a Local Affiliate and do not know what your State Affiliate is, email [chair@lycaucus.org](mailto:chair@lycaucus.org) to the process started!

### **State Affiliates:**

The only job of State Affiliates is to support Local Affiliates as much as possible, which means that their job revolves around supercharging Local Affiliates' two main goals: recruiting and integration. However, they should also be meeting regularly with Local Affiliate leaders to provide guidance and mentorship on how to make their organization succeed.

State Affiliates should maintain active social media properties (using the handle @stateabbreviationlycaucus) to make sure that they are reaching as many people as possible. This allows the State Affiliate to find students interested in setting up a Local Affiliate (the main goal of a State Affiliate) and to signal boost Local Affiliates, driving members to them. They can use a standard design for image posts found at [www.lycaucus.org/socialformat](http://www.lycaucus.org/socialformat). State Affiliates will also get a [lycaucus.org/stateabbreviation](http://lycaucus.org/stateabbreviation) website.

To get Local Affiliates set up, State Affiliates should engage in broadly targeted activism (social media, attending party events, putting pieces in party newsletters, etc.) as well as reaching out to individual colleges. State Affiliate Leaders should make a list of colleges in their state by size and reach out to unaligned Libertarian organizations (if they exist), and politics/economics/current events clubs in addition to Deans of Political Science and Economics departments.

Additionally, State Affiliates should have state-level versions of Local Affiliate events in order to build a community. This will not only help with recruiting and member retention, but knowledge-sharing activities (like round tables of Affiliate leaders or a presentation by a particularly successful group of students) can help all leaders better run their Local Affiliate.

While the LYC is the official youth wing of the National Libertarian Party, state parties are independent entities, which means that every State Affiliate should become the official youth wing of their state party. A pitch sheet for party leaders can be found at [www.lycaucus.org/partyinfo.pdf](http://www.lycaucus.org/partyinfo.pdf). Once this is done, the State Affiliate can work with the party to make it easier for Local Affiliates to integrate their students (ex: creating a state-level internship program, getting students into state-level campaigns, having the state party tell local affiliates to appoint LYC members to committees).

### **Formation and Leadership:**

A State Affiliate is formed in exactly the same way that a Local Affiliate is formed, but their documents are sent to the National LYC instead.

Leadership in a State Affiliate should be kept as low as possible. While some level of volunteer activity is needed to keep State Affiliates afloat, interested students should be strongly redirected to forming or getting involved with their Local Affiliate unless their help is absolutely needed. The students involved in a State Affiliate should also be involved in a Local Affiliate besides ones taking on an exceptional amount of state-level responsibility, like the Chair.

### **National Organization:**

The National LYC's purpose very similar to a State Affiliate's: working with the National Libertarian Party to create opportunities, creating a web presence and generating publicity, holding national meetings, recruiting members, and setting up chapters. However, because the National LYC is responsible for guiding the course of the entire organization, they are also tasked with fundraising, designing national strategy and structure, and managing all affiliates.

The LYC is a legally organized body with a set of Bylaws as its governing document. The current version of the LYC's Bylaws can be found at [www.lycaucus.org/bylaws.pdf](http://www.lycaucus.org/bylaws.pdf). The Bylaws lay out the positions in the LYC, how it functions, and the legal rights and responsibilities of everyone in the organization. However, the Bylaws are only a base set of rules for general organizational structure. The information needed for everyday operations (along with a summary of the bylaws) is found in the LYC's Operations Manual (this document, found at [www.lycaucus.org/operations.pdf](http://www.lycaucus.org/operations.pdf)). The Operations Manual is just as important and binding as the Bylaws (except where it would contradict the Bylaws) and is approved by the LYC's Board.

### **The Board of Directors:**

The Board is the sole executive organization of the LYC, which means that its members lead the caucus and vote on important decisions.

#### **Structure:**

The Board is made up of a Chair (who coordinates the goals of the organization and manages the Board), a Vice-Chair (who assists the Chair in their duty), a Secretary (who deals with administrative issues like Non-Disclosure Agreements and Meeting Minutes), a Treasurer (who manages the finances of the LYC), and up to five At-Large Officers (who coordinate with State Affiliates and take on other special projects deemed necessary). The whole board can be contacted at [board@lycaucus.org](mailto:board@lycaucus.org). The current members of the Board (along with their position and official email) are:

- The Chair: Theodore Gercken ([chair@lycaucus.org](mailto:chair@lycaucus.org))
- The Vice-Chair: Unfilled ([vicechair@lycaucus.org](mailto:vicechair@lycaucus.org))
- The Secretary: Pietro Geraci ([secretary@lycaucus.org](mailto:secretary@lycaucus.org))
- The Treasurer: Zach LeMaire ([treasurer@lycaucus.org](mailto:treasurer@lycaucus.org))
- At-Large Officer: Aaron Sobczak ([asobczak@lycaucus.org](mailto:asobczak@lycaucus.org))
- At-Large Officer: Cameron Clark ([cclark@lycaucus.org](mailto:cclark@lycaucus.org))

#### **Meetings:**

The Board endeavor to meet once or twice a quarter to discuss the business of the LYC, check in on progress, and vote on important decisions. After every meeting, the Chair will send out a form for Board Members to indicate their schedule (which must be filled out as soon as possible), and if a majority of the Board indicates that they can make a time that the Chair can as well, the Chair may schedule a meeting in that block of time. At least two days in advance of any scheduled meeting, the Chair will send out a meeting notice with a



summary of the key information, links to join a Google Meet or Zoom (with an additional link in case the meeting runs over the time allowed), and an agenda. During the meeting, the Secretary will take minutes detailing topics of discussion, votes, and other items that the Chair wishes to be included. When it does not conflict with the Bylaws or Operations Manual, the most recent version of Roberts Rules of order is used as the parliamentary standard for such meetings.

### **Committees:**

While the Board manages most of the operations of the LYC, it can delegate its powers as it sees fit and generally has standing and ad-hoc committees to take care of important business and allow skilled activists not on the Board a chance to participate. While committees can be set up however the Board moves that they be created, generally the Committee has a Chair (who is responsible for spearheading the Committee), a Secretary (who is responsible for taking the meeting minutes and coordinating parliamentary procedure), and regular members (who take on responsibilities as directed by the Committee).

#### **Structure:**

Committees are formed by the Board, which appoints their members and dictates how they operate (this information is added to the Operations Manual). Any member of the LYC is eligible to serve on a Committee as long as they have signed a Non Disclosure Agreement filed with the LYC's Secretary. Traditionally, the Board appoints members who elect (and can impeach) their own Chair and Secretary, but the Board may appoint a set Chair and Secretary (in which case, they can not be removed except by the Board). Any member on any committee may be removed by the Board.

#### **Meetings:**

Committees endeavor to meet at least once a month (although this timeframe is different from Committee to Committee depending on the nature of their work) to discuss their progress on the business assigned to them by the Board and to vote on important decisions. These meetings are held at the determination of the Committee's Chair and may do business if a majority of the Committee's members are present. In addition, committees may make email motions and vote to execute their business as long as it is on their official email thread (listed below). When it does not conflict with the Bylaws or Operations Manual, the most recent version of Roberts Rules of order is used as the parliamentary standard for such meetings.

## **Active Committees:**

The following Committees (along with their email lists) are currently active:

### ***The Outreach Committee:***

The Outreach Committee ([outreach@lycaucus.org](mailto:outreach@lycaucus.org)) is tasked with managing the communications of the LYC, specifically concerning the website, social media properties (which should all use the handle @lycaucus), and graphic design. It is unusual in the regard that members have particular roles (these do not correspond to the roles of Chair and Secretary, which are elected by the committee) on the committee that are set by the Board.

The Classy Libertarian is the LYC's student blog, run by an Editor in Chief (currently Aaron Sobczak) that lives in the Outreach Committee. Anyone can submit an article for publishing consideration by emailing [classylibertarian@lycaucus.org](mailto:classylibertarian@lycaucus.org).

The current members (along with their positions and emails) are:

- Social Media Manager: Aidan Cessor ([socialmedia@lycaucus.org](mailto:socialmedia@lycaucus.org))
- Graphic Designer: Ari Bahat ([graphicdesign@lycaucus.org](mailto:graphicdesign@lycaucus.org))
- Webmaster: Theodore Gercken ([webmaster@lycaucus.org](mailto:webmaster@lycaucus.org))
- Classy Libertarian Editor in Chief and Newsletter Writer: Aaron Sobczak ([classylibertarian@lycaucus.org](mailto:classylibertarian@lycaucus.org) and [news@lycaucus.org](mailto:news@lycaucus.org))
- Recruiting: Pietro Geraci ([secretary@lycaucus.org](mailto:secretary@lycaucus.org))

### ***The Affiliate Support Committee:***

The Affiliate Support Committee ([affiliate-support@lycaucus.org](mailto:affiliate-support@lycaucus.org)) is tasked with creating resources for State and Campus LYC Organizations and providing opportunities to their members.

The current members (along with their emails) are:

- Theodore Gercken ([chair@lycaucus.org](mailto:chair@lycaucus.org))
- Aaron Sobczak ([asobczak@lycaucus.org](mailto:asobczak@lycaucus.org))
- Cameron Clark ([cclark@lycaucus.org](mailto:cclark@lycaucus.org))
- Ollie Rhys

### ***The Fundraising Committee:***

The Fundraising Committee ([fundraising@lycaucus.org](mailto:fundraising@lycaucus.org)) is tasked with raising money to fund resources and opportunities created by the LYC.

The current members (along with their emails) are:

- Zach LeMaire ([treasurer@lycaucus.org](mailto:treasurer@lycaucus.org))
- Elijah Mack
- Lincoln Gaffney

***The Board of Advisors:***

The LYC's Board of Advisors is made up of experienced non-youth leaders in the Libertarian Party and advises the LYC's Board on how it can best give its members the opportunity to make change and spread liberty in their communities. Because of its purely adversarial nature, the committee does not have a Chair, Secretary, or committee-wide emails.

The current members are:

- Angela McArdle
- Michael Heise
- Jonathan Casey
- Anna Mosashvili
- Spike Cohen
- Larry Sharpe

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## **Branding Information:**

A logo and icon for the LYC can be found at [www.lycaucus.org/logo](http://www.lycaucus.org/logo), and the color scheme (for the logo and all design activities) is yellow (#f5e288), blue (#203b70), and grey (#696969). The font Roboto should be used for headers, and Roboto Condensed should be used for body text.

Any leader in the LYC can create a business card using our standard design at [www.lycaucus.org/buisnesscard](http://www.lycaucus.org/buisnesscard). You can either order the physical copies through Canva or take the result to your favorite business card producer.

Merch (from stickers to hats to cups) can be purchased at [www.lycaucus.org/merch](http://www.lycaucus.org/merch).

## **Use of Resources:**

In order to function as an organization, the LYC has a suite of web resources that are critical to communication and every LYC leader's job. To make the use of such resources as streamlined as possible, a few rules have been laid out below.

### **Lycaucus.org Links and Emails:**

For all [lycaucus.org/something](#) links listed above, please use and bookmark the [something.lycaucus.org](#) link and not the link that it redirects to. The link that it redirects to may change (for example, when new editions of documents are published), but the [lycaucus.org](#) links are static and will always redirect you to the latest resource!

For all [something@lycaucus.org](#) emails listed above, please use the official [something@lycaucus.org](#) email for all communication; do not just reply to the personal email that it forwards to. If there is a leadership change, email redirects will be reassigned, and using the official [something@lycaucus.org](#) email address is the only way that you know you are speaking to who is currently in charge.

### **Emails:**

Group discussions to conduct business must be done on the official email groups ([something@lycaucus.org](#)) listed above, and any official LYC business (like giving out your email to members or signing up for services) must be done with your personal LYC email ([something@lycaucus.org](#)) listed above (if you do not have one (for example if you are on a committee) you must use the appropriate LYC email group that you have access to). If you have access to multiple emails and email groups, you should use the one most related to the business that it is being used for (if you have any questions about this, you can email the Chair).

You must check the email that your official [@lycaucus.org](#) email account forwards to regularly to make sure you are responding to relevant business in a timely manner. If this is too hard, you can email the Chair to switch your listed email to a more convenient account.

### **Passwords:**

If you have access to any services because of your LYC position, you may not change the password on them. Passwords are kept secret so that only the Chair and persons involved can log into accounts, but for continuity of access to resources, the password must remain within the

organization. If passwords need to be reset (because of a security breach, for example), let the Chair know, and they will reset them. If you sign up for a service for the LYC, you must use the appropriate official LYC email and send the login credentials to the Chair.

**Non-Disclosure Agreement:**

All LYC leaders are required to sign a Non-Disclosure Agreement (NDA), affirming that they will not leak LYC plans or resources, ensuring that support materials are being used specifically to and only to support young Libertarians and the Libertarian Party. Thus, signing the NDA is a prerequisite to receiving any resources or support from any LYC leader (every leader's NDA requires them to only share resources with other leaders who have NDAs on file).

The NDA required can be found at [www.lycaucus.org/nda.pdf](http://www.lycaucus.org/nda.pdf) and can be filed by emailing the Secretary the completed form.