# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Central Committee Functions</td>
<td>2</td>
</tr>
<tr>
<td>State Officers Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Committees of the SCC</td>
<td>7</td>
</tr>
<tr>
<td>Current Membership of the Committees of the SCC</td>
<td>10</td>
</tr>
<tr>
<td>Appointments to GPUS Committees</td>
<td>11</td>
</tr>
<tr>
<td>Current GPUS Committee Members from Connecticut</td>
<td>12</td>
</tr>
<tr>
<td>Chapters</td>
<td>13</td>
</tr>
<tr>
<td>Party Membership Meetings</td>
<td>15</td>
</tr>
<tr>
<td>State Central Committee Meetings</td>
<td>16</td>
</tr>
<tr>
<td>Internal Elections Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Budget Process</td>
<td>19</td>
</tr>
<tr>
<td>Calendar</td>
<td>20</td>
</tr>
<tr>
<td>Nominations and Endorsements</td>
<td>21</td>
</tr>
<tr>
<td>Conflict Resolution</td>
<td>22</td>
</tr>
<tr>
<td>Decorum</td>
<td>26</td>
</tr>
</tbody>
</table>
State Central Committee Functions
Adopted 9/27/11

Post SCC and EC minutes on the web site when the technology becomes available to limited access to Green Party members only.

Reimburse chapters for all costs to contact members when that contact is unplanned and mandated by the SCC.

Produce Green Party outreach materials such as brochures, tee shirts and pins for use by the State Party or that can be customized for use by individual chapters.

Maintain a central membership and contributor list which can be subdivided for use by any of the chapters.

Prepare a State of the Party report for presentation to the membership at the Annual Meeting. That report should include a brief synopsis of what the Party has accomplished in the past year and outline its plans for the future.

Produce an Annual Budget for implementation on July 1 each year by modified consensus of the SCC.

Maintain a calendar showing all required or planned events. Make every effort to anticipate the requirements of these events to efficiently utilize the resources of the Party to insure success.
Officers Responsibilities  
(Adopted 9/25/07)

All officers must sign a statement at or before the May SCC meeting stating that they will represent the Green Party, its values and platform to the best of their ability. They will keep all internal Green Party disputes within the Party. They will surrender all Party documents, keys, equipment, and access rights to their successors. They will relinquish all rights to represent the Party in all matters pertaining to the Secretary of the State’s Office, the Federal Elections Commission and the U.S. Postal Service. (Adopted 9/25/07)

Party Co-Chairpersons:

Shall conduct meetings of the Executive Committee  
Shall conduct or appoint a facilitator for State Central Committee and Executive Committee meetings  
Shall in person or through a designee approved by the State Central Committee represent the Party at meetings or in discussions with individuals and groups outside the Party.  
(Adopted 9/25/07)

Treasurer

Overview:

The primary duty of this position is as the Treasurer for the Green Party of Connecticut Party Committee. State law requires this Party Committee if the Green Party wishes to raise and expend funds as a political party in Connecticut.

The duties and responsibilities of the Green Party of Connecticut treasurer are defined by Connecticut statute and are enforced by the State Elections Enforcement Commission. The Treasurer needs to be aware that there are penalties, both civil and criminal, for the failure to carry out these duties as defined by law. The Treasurer also needs to be aware that in the event that he or she resigns the position without a replacement that the CT Green Party cannot accept contributions, expend money or enter into any financial obligations while the position is vacant. Furthermore, if the position is vacant for more than 10 consecutive days the chair of the committee is subject to a $2,000 fine.

Given all of the above, a potential candidate for the Treasurer’s position needs to be strongly committed to both learning the legally defined duties and responsibilities of the position and to completing the one-year term of office.
In fulfilling the legal duties of the office, the Treasurer is required to file a minimum of five detailed financial disclosure statements each year to the Secretary of the State’s Office. The Treasurer is also responsible for making all deposits and withdrawals into and from the Party’s checking account. Finally, the Treasurer has overall responsibility for ensuring that the Green Party is in compliance with the state campaign finance laws at all times.


State law requires that the Treasurer be a registered voter in Connecticut. However, there is not legal requirement that the Treasurer be a registered Green Party voter.

Additional Duties

By virtue of fulfilling the legal obligations of the position, the Treasurer also fulfills most of the responsibilities that the Green Party requires of its Treasurer: providing periodic detailed financial statements, accounting for all monies received and expended and practicing good internal record keeping.

In addition to the legal duties, the Green Party adds the following responsibilities to the position:

Monthly State Meeting – present a very brief financial report to the monthly state meeting, either in person or by email, consisting of the total in the Party’s checking account and the balances in each chapter’s set-aside fund.

Advisor to Green Party candidates and treasurers – advise Green Party state and municipal candidate committees on campaign finance related matters when requested. This duty requires the Treasurer to be familiar with the following types of Connecticut campaign finance committees: candidate committees, slate committees and committees formed by two or more individuals.

Fundraising Events – if the Treasurer does not attend fundraising event that benefits the CT Green Party, the Treasurer needs to ensure that those collecting funds at the door are familiar with the relevant CT campaign finance laws regarding contributions.

Electronic vs. Paper Filing – recognizing that the Treasurer works out of the home rather than from the Green Party office, continuity is a strong concern. The Treasurer is urged – but not required – to utilize the State’s electronic filing system and to enter all transactions into the system on a timely basis in order to minimize any disruptions in the event that the Treasurer is suddenly unable to carry out the duties of the office.
Introductory Training – present an overview for potential treasurers of the CT Green Party candidates when requested.

Provide Supplemental Financial Information – from time to time, the Steering Committee or the State Central Committee may require supplemental financial information from the Treasurer in preparation for a Steering Committee or State Central Committee meeting. The Treasurer is a member of the Steering Committee (Adopted 9/25/07)

Specific Functions

Upon election the Treasurer will complete all forms required by the State and the Federal Government to operate the treasury and agree to relinquish that right at the completion of his/her term.

The Treasurer shall receive all dues, contributions, and other income and either return it or deposit it within 10 days.
Shall establish or take possession of any existing bank accounts into which all receipts shall be promptly deposited.
Promptly make payment for all duly authorized obligations and shall establish a procedure for such authorization.
The Treasurer must make all payments authorized by the SCC in a timely manner as long as funds are available.
The Treasurer may recommend to the State Central Committee investment of any funds that exceed short-term commitments and requirements.
The Treasurer, with the concurrence of at least one Co-chair may make emergency expenditures of up to $200 without prior SCC approval, Subject to their subsequent review.
Maintain financial records in accordance with sound accounting practice and publish monthly statements of initial and final assets, income, and expenditures. A statement of the funds reserved for use by the chapters should also be a part of this report.
Control the utilization of credit card and online services involved with contributions.
The Treasurer is an Ex-Officio member finance Committee
The Treasurer must have access to the Party post office box (Adopted 9/25/07)

Secretary

The Secretary shall take minutes of all the State Central Committee and Executive Committee meetings. In the absence of the Secretary another Green Party member shall be appointed to take down the minutes. The minutes will become official when approved, or accepted in the case of the Executive
Committee minutes, by the SCC. Minutes may be published on the website or other media only after they have been approved or accepted by the SCC.

The Secretary will make an audio recording of meeting for assistance in producing accurate minutes. Those recordings will be maintained for five years from the date of the recording or longer upon the request of the SCC. All recording equipment, recording media, equipment maintenance, and storage costs will be paid for by the Party. Any recordings will be maintained by the Secretary and will be available to any Green Party member for the purpose of listening. All recordings will remain the property of the Green Party and not the Secretary.

The Secretary shall hold as complete a list of all individual members, Chapter Correspondents and Chapter members as possible. The actual collection of this data will be done by an individual or committee appointed by the SCC and all data will be forwarded to the Secretary upon request. The Secretary will also maintain a record of all correspondence and information transmitted through any printed or printable medium to or from the party, including material between Chapters or Chapters and Party. The Secretary will periodically suggest the most appropriate site for storage of this data to the SCC.

The Secretary will forward outgoing material to its addressee and incoming or internal material to the appropriate action party or group.

The Secretary will establish, maintain, and periodically publish a list of information and data that may be of value to members and groups within the Party. (Adopted 11/27/07)

Chairpersons

General Chairpersons shall be responsible for the fulfillment of the task(s) for which the committee is established.

Plan and schedule meetings, moderate or appoint suitable moderators, assure the maintenance of proper minutes, and submit status and progress reports to the State Central Committee periodically at the discretion of the Executive Committee or the State Central Committee.

Inform and advise the State Central Committee regarding subjects for which their Committee is responsible. (Adopted 10/30/07)
Committees of the SCC

All committees serve at the pleasure of the SCC and can be created or dissolved at any time, except those specifically established with an expiration date. (Adopted 11/27/07)

Committee members and their chairs are appointed by a vote of the SCC or consensus. These appointments must be reviewed annually by the SCC. Reappointment is at the digression of the SCC. (Adopted 11/27/07)

The duties and responsibilities of all committees are set by the SCC. (Adopted 11/27/07)

Duties of Committee Chairs: To schedule all meetings of the Committee and to submit to the SCC written reports on the activities of the Committee. The Chair will also be responsible for the preparation of all reports authored by the Committee and whenever consensus can not be reached, to make the objections of the members a part of that report. (Adopted 11/27/07)

Committee Functions
Adopted 9/27/11

Executive Committee:

The EC will schedule all SCC meetings and establish its agenda, including content and discussion time allocations.

All SCC committee and Green Party chapter reports should be reviewed for clarity and any action requests should be referred to the appropriate committee or included in writing on the SCC agenda.

Membership: CTGP Co-Chairs, CTGP Secretary and GPCT Treasurer

Finance Committee:

To plan and oversee the raising of funds by the Party.
To develop and submit to the SCC for approval by May 15th each year an Annual Budget for the operation of the Party. That budget should be based on reasonable expectations of revenue and expenses reflecting the priorities of the SCC.

To periodically report to the SCC on compliance with the budget plan.
Membership: GPCT Treasurer, ex-officio. Other members as appointed by the EC, with the concurrence of the SCC, for terms to expire at the scheduled SCC meeting each May
   Committee Chair: Appointed by the EC for a term to expire at the scheduled SCC meeting each May.

By-Law and Procedure Committee:

Review current by-laws and recommend any changes that may be needed. Develop procedures for adoption by the SCC to see that the by-laws are implemented

Membership: Members as appointed by the EC, with the concurrence of the SCC, for terms to expire at the scheduled SCC meeting each May
   Committee Chair: Appointed by the EC for a term to expire at the scheduled SCC meeting each May.

Platform:

Draft platform recommendations of adoption by the SCC.

Membership: Members as appointed by the EC, with the concurrence of the SCC, for terms to expire at the scheduled SCC meeting each May
   Committee Chair: Appointed by the EC for a term to expire at the scheduled SCC meeting each May.

Membership Committee:

Plan and coordinate all Party building efforts. Provide support for the Party building efforts of the Chapters

Membership: Members as appointed by the EC, with the concurrence of the SCC, for terms to expire at the scheduled SCC meeting each May
   Committee Chair: Appointed by the EC for a term to expire at the scheduled SCC meeting each May.

Data Management: Maintain membership lists and other databases at the request of the SCC.
Membership: GPCT Secretary, ex-officio
Other members as appointed by the EC, with the concurrence of the SCC, for terms to expire at the scheduled SCC meeting each May
Committee Chair: Appointed by the SCC for a term to expire at the scheduled SCC meeting each May.

Dispute Resolution: Provide mediation services for interparty disputes.

Membership: Three people from different chapters, elected to staggered terms. In the initial election one member will be elected for a one year term, the second person will be elected for a two year term and the third person for three years. There after the terms will be for three years and will expire at the scheduled SCC meeting in May.
Current SCC Committee Membership

Finance Committee:

By-Law and Process Committee: Ken Krayeske, Mike DeRosa, Jerry Martin

Platform: Martha Kelly, Tim Hanser, Doug Lary, Justine McCabe, William Oram, Jerry Martin

Membership Committee: Ronna Stuller

Data Management Committee: Ken Krayeske

Dispute Resolution: Charlie Pillsbury
Appointments GPUS Committees

All appointments to GPUS committees will be made by the SCC and can be terminated at any time by the SCC.

Appointment can be made at any time but all appointments are subject to review and cancellation each year in June.

All committee appointees must report to the SCC on their activities regularly (at least quarterly).

Committee appointees must represent the views of the SCC and the Green Party of Connecticut and may not espouse positions that are contrary to the established views of the State Party.
Current GPUS Committee Members:

GPUS Representatives: Mike DeRosa, Tim McKee, Charlie Pillsbury, Jeff Russell

International: Justine McCabe, Mike DeRosa, Jeff Russell

Dispute Resolution: Charlie Pillsbury

Ballot Access: Mike DeRosa

Bylaws, Rules, etc: Barbara Barry, Amy Vas Nunes

Diversity: Hector Lopez, Michelle Bicking

Eco-Action: Rolf Maurer, Jeff Russell

Presidential Campaign: Tim McKee

Black Caucus: Michelle Bicking

Women’s Caucus: Justine McCabe, Michelle Bicking, Judy Herkimer

Latino Caucus: Hector Lopez, Amy Vas Nunes

Peace Action: Jeff Russell, Amy Vas Nunes, Mike DeRosa

Platform: Justine McCabe, Cole Stangler, Jeff Russell
Establishment of Chapters:

Any group of five or more individual members, resident in a cohesive geographical or political area, may apply to form a Regional chapter.

Upon holding a minimum of 1 meeting monthly over 3 consecutive months with at least 5 people in attendance, an application can be made for Chapter status. Minutes of all meetings and attendance must be submitted with the application. A representative of the Chapter must attend at least 1 meeting of the SCC prior to being granted chapter status. Written by-laws and other documentation should be submitted with the application.


1. Acceptance of the Ten Key Values as guiding principles.
2. Organized and run in accordance with these values.
3. A Townwide/Area wide organization open to and reflective of, their defined geographic membership.
4. Agrees to support national and state candidates selected by Green convention.
5. Makes good faith effort to run state and local candidates.
6. Present written by-laws and other documentation with that application.
7. States an intention to network with other environmental and social justice organizations.
8. Commitment to achieve ethnic, social and gender balance in party leadership and representation.
9. Will make a good faith efforts to empower individuals and groups from oppressed neighborhoods, through, for example, leadership responsibilities, identity caucuses and alliances with community-based organizations, and endorsements of issues and policies.

Chapter Responsibilities:

The Chapter must list the towns it represents.

Members residing in all Chapter affiliated towns must receive all GPCT mandated mailings.

Membership meetings must be held at least quarterly to maintain active chapter status. The definition of a meeting is intended to be interpreted very loosely so
that it can cover a wide variety of activities. A description of the activity, any votes taken, and a list those who attended will meet the minutes requirement.

The Chapter must select a Representative to attend SCC meeting and be responsible for all communication between the Chapter and the SCC. The Chapter Representative or the Chapter can appoint a proxy when the Representative is unable to attend a GPCT function.

A copy of all Chapter minutes and attendance records must be sent to the SCC within 1 week of the event. Unapproved minutes will be accepted if approved minutes are not available.

When the SCC requests the approval of the Chapter membership on a matter (e.g.: by-law change) the Chapter must reply within 45 days of notice and if no response is received they waive their right to participate in the decision.

A special meeting must be called in any month when a concurrence request has been made by the SCC and no regular chapter meeting has been scheduled.

The Chapter must maintain a membership list of all registered Greens within their borders including updates from town voter lists when available without cost. E-mail addresses should be included in these lists if possible.

GPCT must reimburse the Chapter for all GPCT mandated membership contact costs.

**Active Status:**

Any chapter that is not representative at 3 consecutive SCC will be placed in inactive status and will lose its voting rights until reactivation. A chapter may have its SCC voting rights reactivated after it is represented at 3 consecutive SCC meetings.

Any Chapter that does not hold a Chapter meeting at least quarterly will be considered inactive and the SCC will have the right to contact Chapters members and temporarily appoint new Chapter leadership. Any funds expended by the SCC to reactivate the chapter will be charged against the Chapters reserved funds.

**Chapter Dissolution:**

The SCC can revoke the Chapter status of any Chapter that fails to hold Chapter meetings for a period on one year. Any treasury funds held for the Chapter’s use can then be used for the general expenses of the party.
The Agenda for the general membership meetings of the Party must be mailed or emailed to each member with a notice of all resolutions that the SCC plans to bring before the membership. The notice must also include a caution that resolutions are subject to amendments from the floor and that new resolutions can also be raised by the attending members. Amendments from the floor require 2/3 vote from those voting for adoption.

A Rules Committee will suggest rules for the running of the meeting to the membership as the first order of business.
State Central Committee Meetings (Adopted 10/27/11)

Setting the Agenda:

The agenda for the state meeting will be put together by the Executive Committee. There are three kinds of agenda items: Proposals, Reports, and General Discussion, which may be submitted by committees, chapters or 5 or more individual greens. Proposals, reports and any old business will have priority over general discussion items and any new business.

Proposals:

Proposals are agenda items that require a decision to be made. The proposal must be submitted to the Executive Committee no later than one day before the next Executive Committee meeting. Proposals must be submitted in writing. Proposals not properly submitted will not be added to the agenda.

Reports:

Reports are agenda items that require a representative from a committee or chapter to notify the SCC of various activities, problems, or opportunities. If time permits, discussion of the report is allowed.

Discussion:

Discussions are agenda items that allow for the free flow of ideas on a specific issue and requires no decision to be made.

Submittal of Agenda Items:

Items for the agenda must be submitted to the Executive Committee before the next EC meeting. At that time the agenda is closed and only time sensitive, emergency items can be added or deleted.

The Executive Committee will set the time reserved for each agenda item. Additional time of up to 10 minutes can be requested by a majority vote of the SCC as long as the overall time of the meeting is not extended by more than 20 minutes.
Green Party of Connecticut
Election Procedures
Adopted 10/27/11

The election of State Officers and USGP Representatives will be held at a meeting open to all Connecticut Green Party members in April each year.

Ballots will be distributed to all Connecticut Green Party members at least three weeks before the Annual Meeting.

Although nominations will be accepted from the floor at the Annual Meeting, anyone wishing to have their name printed on the ballot must submit their name and the name of the office they are seeking in writing, at or prior to the March State Central Committee meeting.

Lots will be drawn at the March State Central Committee meeting to decide name placement on the ballot. The candidate does not need to be present for the drawing.

The ballot will be distributed with a cover letter (see example attached) and statements from any of the candidates who wish to submit one. Statements are limited to 75 words. This distribution must be done within 5 days after the March SCC meeting.

The ballot (see sample attached) should notify the voter that "None of the Above" should be used to indicate non-support of any of the candidates or remaining candidates. For instance: if the voter can only support 1 candidate the voter should list "None of the Above" as his/her second choice. In that way preventing election of other candidates from winning by default if the other voters leave their second choice blank.

Ballots can be mailed to the CTGP Post Office box or hand carried to the meeting. The members should be told that mailed ballots must be received on the day prior to the meeting. The member’s signature, name, address, and phone number and or email address must be shown on the outside of the envelope or on a separate inner envelope containing the ballot.

Anyone who does not receive a ballot can request one from a designated member of the Membership List Committee. A ballot will be provided if the requester has met the CTGP membership requirements.

All ballots, whether mailed or voted in person at the election, have to be placed in a sealed envelope with the voter’s signature, name, address, phone number and or email address written on the outside. This is to ensure people only vote once and that only eligible voters participate.
To save time ballots may be verified against the membership list prior to the opening of the polls at the Annual Meeting. All ballots that cannot be verified will be held and will not be counted unless their inclusion might change the outcome of the election. In that case the results of the election will not become official until all efforts to verify the held ballots have been exhausted.

At least 3 election clerks will be appointed by the Annual Meeting participants.

For all contested races enter the rankings from all the ballots into a program called Elect, which is freely available from www.VotingSolutions.com. Keep the configuration files and output files available for inspection.

Use ChoicePlus Pro -- Version 2.3.2, which is freely available, open source software for tallying STV elections. Details for the election are as follows:

- Droop threshold equal to \([\text{votes} / (\text{seats} + 1)] + 1\) vote, disregard decimals was used.
- Fractional transfer of surplus votes from all ballots.
- Duplicate rankings (e.g., more than one candidate ranked #1) were handled by fractionally diving the ballot between the duplicate-ranked candidates. This produces some fractional votes in the first round.
- The instructions stated that any rankings following “Abstain” or “None of the above” would be disregarded, so any such rankings were not entered.
- “Abstain” was treated like a candidate, except that the candidate was excluded, because votes for abstain have no effect on the outcome.

To simplify slightly, “None of the above” affects the outcome if, in the final round, it has more votes than a human candidate, meaning that it is the “last candidate standing.” To check this, run the STV tally and then inspect the results.

The following data should be retained by the Party for future use:

- The actual paper ballots, envelopes and other materials mailed back.
- Scanned tif images of all the ballots.
- The rankings on the ballots that we entered.
- Round-by-round STV results.
- The data entry program (elect.exe) and all the configuration files.
- The configuration files for Choice Plus Pro and all output files.
Budget Process
Adopted 9/27/11

Finance committee  Produce a draft in May and adopt in time for implementation on July 1 annually.

The budget should list all required expenses and prioritize additional optional expenses for the year.

The budget should also set fund-raising goals and mileposts for the year.

Expenditures should be adjusted to reflect fund-raising income.

The passage of the budget does not authorize spending. The SCC must authorize all usual expenditures.

The Treasurer must make all payments authorized by the SCC in a timely manner as long as funds are available.

The Treasurer with the concurrence of at least 1 Co-chair may make emergency expenditures of up to $200 without prior SCC approval. Those expenditures must be reviewed at the next SCC meeting.
Calendar
Adopted 9/27/11

The Executive Committee will set the meeting schedule for the SCC and should attempt to provide for as much advanced notice of meetings as possible, a minimum of 7 days.

The SCC will maintain a calendar on the state website listing all state Green Party events. An attempt will be made to also include legally required filing deadlines and other items that will facilitate planning by our chapters and members.
Nominations and Endorsements
Adopted 10/27/11

Candidate nominations for public office will be made by those Green Party members residing in that district at a meeting called for that purpose. A majority of those members present and voting will be required for the nomination.

The SCC may, through the power of the State Chair, decline to nominate if the candidate is found to support actions that are in opposition to its platform or the Ten Key Values. To comply with this responsibility the SCC or its designates will question the potential candidate, either in person or in writing, to determine if the candidate is committed to the Green Party platform and principles. The SCC will make its endorsement decision based on that determination.
RESOLUTION PROCESS STRUCTURE. The Resolution Process is a two-step process involving a standing (elected) Process Committee and ad hoc Resolution Committees appointed to dispose of each complaint. The Resolution Process functions are in order of importance: 1) fact-finding, 2) education, 3) mediation and reconciliation, and 4) corrective action.

The Process Committee (PC) [prosecutor/grand jury function] consists of three people from different chapters who were nominated and elected by the SCC immediately after the SCC approved the Resolution Process. [The three people nominated and elected unanimously were David Adams, Rachel Goodkind and Lynah Linwood] These three people will serve until the SCC has reviewed, ratified or amended the Resolution Process, as described in the final paragraph below, in approximately one year. Upon ratification or amendment of the Process, three people will be elected immediately to serve for one year, two years and three years, respectively. After these initial terms, PC members will be elected to serve three-year terms, and no person may serve on the PC for more than six years under any circumstances. In nominating people to serve on the PC, the SCC will consider the Party’s respect for diversity. At no time may all three members of the PC be of the same gender. [Key Values 7 & 8]

The Resolution Committee (RC) [judge/jury function] consists of one representative from three different chapters whose members do not include any of the complainants or anyone named in the complaint. [Key Value 5] The SCC will select three neutral chapters to form the RC, and then these chapters will select one representative each to serve on the RC. The chapter representative to the RC may not be a person who served on the Expanded PC that reviewed this particular matter. RC members’ terms will expire when their work is done. There is no limit to the number of RCs, upon which a person may serve. At no time, however, may all three members of an RC be of the same gender.

RESOLUTION PROCESS. The Resolution Process begins with a written complaint submitted to the Process Committee. Complaints are limited to conduct that took place within 6 months of the complaint’s submission date or conduct that took place earlier, but was only just discovered within 6 months of the complaint’s submission date.

Based on the written complaint itself and without making any further inquiry, the PC will (1) determine whether the complaint involves ethical, personal, and/or political issues and (2) make a preliminary determination in writing about whether and how to proceed. In the interests of openness and transparency, the PC shall make available copies of (1) the original complaint and (2) the PC’s preliminary determination to any member of the State Green Party requesting in writing such copies.

If the PC decides not to proceed with the complaint, it may either dismiss the complaint or dismiss it with prejudice. A complaint may be dismissed with
prejudice, if the PC concludes that the complainant filed her or his complaint in retaliation against a person who had filed a complaint within the previous six months against the complainant. If a person has more than one complaint dismissed with prejudice, that person's actions will be referred to the Resolution Committee described below for appropriate sanctions. If the complaint, on its face, raises any actionable ethical, personal, or political issues, all issues identified by the PC shall be handled in the following three ways.

1. Political Issues. Any political issue raised by the complaint shall be resolved through existing party processes. If appropriate, the PC may recommend to the SCC Executive Committee that a political issue be placed on the agenda of the next SCC meeting.

2. Personal Issues. Any personal issue raised by the complaint shall be referred to the relevant parties for resolution through (1) direct communication, (2) a facilitated meeting, or (3) a formal mediation. The involved parties must submit a jointly signed written statement to the SCC that they have resolved any personal issues between them before they will be allowed to speak at future SCC meetings. Until the involved parties submit this signed statement, or have made good faith efforts to resolve their personal issues in two or more of the three ways numbered above, the parties may attend SCC meetings, but will not be allowed to speak at SCC meetings until they submit a jointly signed written statement that they have made good faith efforts to resolve their personal issues.

3. Ethical Issues. Section IV of the State Party Bylaws, entitled "Ethical Standards" states: All members shall comport themselves in ways that reflect the Party's Purpose and Principles at all times, and shall make particular note of actions such as the following unacceptable modes of conduct:

- Making commitments or position statements that conflict with Party or Chapter policies, principles, or ethical codes.
- The advocacy or practice of racial, sexual, ethnic, or religious discrimination.
- Betrayal of trust in matters affecting Party or Public welfare.
- Indulgence in or use of any form of violence.
- Irresponsible advocacy such as that based upon misrepresentation or gross ignorance of pertinent facts.

Expanded Process Committee (EPC). If the complaint raises any ethical issue under Section IV of the State Party Bylaws, the PC shall engage in a fact-finding process. Before the PC begins this process, the complainant and any person named in the complaint shall have the right [seven days] to name a personal representative to serve on the PC during the fact-finding process. [Key Value 1] The new committee composed of the original PC members and the newly added personal representatives shall be referred to as the Expanded Process Committee (EPC). [The EPC shall have no fewer than 5 or more than 7
members.] The EPC will have complete discretion regarding how to determine the facts relevant to the complaint. Relevant facts include historical facts necessary to contextualize the complaint. The EPC may ask parties to submit written factual statements or other documentation of facts, or engage in interviews. Within 60 days of the filing of the complaint, the EPC shall submit the complaint and a written statement of facts to the Resolution Committee. Both the PC and the EPC may only act on the basis of decisions approved by a supermajority (60% or more) of its members. When a party’s personal representative disputes facts found by the EPC, these disagreements shall be noted in the EPC’s final report. In addition, any party’s personal representative shall have the right to have her/his version of the facts included in or appended to the report that the EPC gives to the Resolution Committee.

Within 30 days after its formation, the Resolution Committee (RC) will meet and take appropriate action, [including the imposition of appropriate sanctions,] based only on the facts found and outlined in writing by the Expanded PC. In determining what actions are appropriate [appropriate sanctions], the RC may consider, among other things, the gravity, willfulness and frequency of the ethical violations. The RC will meet with the person complained against to communicate its concerns and explain the corrective actions (if any) it has determined to impose on the basis of an EPC report. The person complained against has the option of inviting her/his representative on the EPC to join them at such a meeting. This face-to-face meeting would make possible a range of negotiated remedies.

Appropriate actions [sanctions] by the RC may include, but are not limited to, the following levels of response [actions], depending on the nature and the number of the ethical violation(s):

[Written warning-Formal censure-Suspension-Expulsion]

(1) No action, in effect, dismissing the complaint
(2) Oral Warning, including any Negotiated Remedy, including referral to Mediation (summarized in writing by the RC after meeting with the person complained against)
(3) Intermediate Actions, including, but not limited to, Censure, Probation, Suspension from specified party activities
(4) Suspension or Expulsion from the Party

Any actions taken by the RC must be approved by all three RC members and transcribed in a written statement dated and signed by all RC members after their meeting with the person complained against. Any actions approved by the RC shall take effect immediately [upon their signing the action statement and its distribution to the affected parties].

Full Disclosure. In the interests of openness and transparency, after the RC has
signed the action statement, the PC shall make available copies of (1) the original complaint, (2) the Expanded PC’s fact-finding statement, and (3) the RC’s action statement to any member of the State Green Party requesting in writing such copies. [RC members are not required to maintain confidentiality]

Appeal Process. The person complained against may appeal to the SCC any action(s) taken by the RC. To appeal an RC’s decision to the SCC, the person complained against must convince at least two chapters (other than his/her own) - at meetings at which both a PC and an RC member are present – to petition the SCC to place the appeal on its agenda. Chapters may decline a person’s request to present his/her case for appeal. If, however, a chapter agrees to hear a person’s request, it shall be the PC’s obligation to ensure that a member of the PC and the RC attend the chapter meeting. A person making an appeal has 90 days from the effective date of the RC’s decision to obtain the approval of two chapters. However, any person whose case resulted in an RC decision in the period between the adoption of the conflict resolution process by the April 2003 SCC meeting and the adoption of the revised conflict resolution process by the July 2004 SCC meeting has 90 days from the date of the adoption of the revised process (90 days from 7/27/04) to obtain the approval of two chapters. [Secretary's note: the addition of the preceding sentence is discussed in the minutes of the meeting, above.]

The SCC shall consider at its next regularly scheduled meeting any appeal requested to be put on its agenda by two or more chapters. The SCC then may decide to (1) affirm the RC’s action statement, (2) refer the case back to the same RC for further deliberation and revision of its own action statement, or (3) empanel a new RC to review the EPC's report on the case and produce a new action statement. The findings of the EPC are not subject to appeal, but new facts not included in the EPC report may be considered by the old or new RC when reconsidering the case and determining appropriate action(s).
SCC meeting will be run by the appointed moderator according to the procedures of the SCC with strict adherence to the agenda adopted by the EC. The moderator will maintain order and insist that civility be maintained at all times. Obstreperous behavior or attacks on any participant’s character, honesty or ethics will not be tolerated. The moderator has the obligation to maintain order while safeguarding each participant’s right to speak. Disorderly people can be removed from the meeting. Rulings of the Moderator can be overruled by a majority of the voting members.

Any Green Party member who does not adhere to this standard of civility in all Green Party activities, including meetings, list serves, personal e-mails, and public statements may be censured by a majority vote of the SCC. If the inappropriate behavior continues after the censure, the member can be banned from the Green Party List Serve and all Green Party activities for a period of up to one year by a majority vote of the SCC where the censure proposal has been included in its agenda.