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Green Party of New Mexico Working Guidelines

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8 This document is a collection of policies developed by the Green Council of the Green Party of New
9 Mexico in accordance with Rule 1 part 4 of the "Uniform Rules of the Green Party of New Mexico". All
10 representative bodies and individual members of the Green Party of New Mexico are asked to abide by
11 these policies or face disciplinary action as prescribed in the Uniform Rules (see part B-1(a)(7)) It may
12 be amended by a 2/3 vote of the Green Council.

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1 **Green Council Meetings**

2 The Green Council shall make significant efforts to hold monthly meetings to guide the activities of the
3 Green Party of New Mexico. These meetings should be held in geographically diverse locations around
4 the state to facilitate participation by all certified locals.

5 ***Quorum.***

6 Quorum for meetings shall be at least 11 voting members present, representing at least 4 county
7 organizations. Quorum shall be counted at the beginning of each meeting and recorded by the
8 Secretary. A Quorum count may be called for by any voting member subsequently, however excessive,
9 disruptive calls for quorum need not be recognized by the facilitator. In the event that quorum is not
10 reached or is lost at any point during the meeting, discussions may continue and be recorded by the
11 secretary but no decisions may be made by the body. As an alternative to continuing a meeting without
12 proper quorum, the facilitator may recommend that the meeting time be spent in committee.

13 **A Green Process for Efficient Meetings**

14 The most important thing in having a good productive meeting is that we all cooperate with the
15 facilitator, follow the process, and honestly work towards solutions to problems that arise. There are
16 many styles for meeting facilitation which work well. Some ideas that we have tried in the past include:

17 alternating male and female speakers

18 having each person in the room give a brief period to share their ideas on a subject

19 choosing a limited number of speakers to represent opposing sides of an issue

20 ***Important Roles***

21 Everyone attending the meeting has an important role to play, in honestly seeking consensus and
22 solutions to problems. Everyone needs to also show self restraint by not speaking out of turn, keeping
23 on the topics being discussed, always being as concise as possible and most importantly showing
24 respect for the facilitator, process and the group as a whole.

25 In addition however, there are three people who are trusted to make the meeting run as smooth as
26 possible. The Facilitator keeps the meeting flowing, calls on speakers, keeps track of decisions being
27 made and counts any votes. The Time Keeper times each agenda item, tells the facilitator when time
28 has expired and makes the group aware of how the meeting is adhering to its time plan. The Vibes
29 Watcher makes sure that everyone is being allowed fair participation in the meeting. They are
30 responsible to challenge disrespectful comments and behavior, create openings for newer and less
31 assertive members, keep track of group dynamics such as imbalance gender participation, and
32 discourage individuals from dominating meetings. The Secretary is responsible for recording all
33 decisions.

34 ***Rules of Order***

35 The chosen facilitator shall run the meeting as they see fit to conduct the business of the organization-
36 within the bounds established by these guidelines and the Official Rules and Regulations. A motion to
37 overrule the facilitator must be recognized as a first priority and will go to immediate vote. A 2/3 majority
38 is required to overrule a facilitator's decision. If the facilitator's style of running the meeting becomes
39 disruptive to conducting the organization's business, the vibes watcher or either co-chair may request a

1 substitute facilitator. Such a motion needs only a simple majority to pass. The new facilitator will be
2 chosen by the co-chairs subject to approval by a majority of the voting members in attendance.

3 **Agenda**

4 **Moment of Silence**

5 This is a time for everyone to transition from the events of the day, into the meeting. Everyone is
6 encouraged to think about the things that we have in common as Greens and to remind ourselves that
7 in our common philosophy is the resolution of all apparent conflicts.

8

9 **Introductions**

10 Each person at the meeting tells us his/her name, official position in the Green Party, any organization
11 that they may be representing and any business they may be bringing to the group this evening.

12 **Roles**

13 Choosing a Time Keeper and a Vibes Watcher

14 The facilitator can either appoint people or request volunteers.

15 **Approval of Agenda**

16 The facilitator reviews the proposed agenda for the evening and the amount of time assigned to each
17 agenda item. This is the time for additional items to be added to the agenda, or for the group to question
18 whether the time plan is realistic.

19 **Choosing a Facilitator for the Next Meeting**

20 The facilitator for the next meeting should be chosen at the beginning of this meeting so that they may
21 keep track of agenda items that are moved to the next meeting's agenda.

22 **Reports**

23 These are reports, the group may ask clarifying questions only. There is no discussion of these items
24 and no decisions are made at this time. If there is sentiment within the group to discuss items further, or
25 take some specific action, the facilitator may place the item on the agenda, under new business.

26 The Green Council hears reports from the following representatives:

27 Local (a report from each local in attendance)

28 State (activities of the GP of NM reported by the Co-chairs)

29 National (activities of National Affiliates reported by our National Representatives)

30 Committees (reports from any statewide committees which have met)

31 Liaisons (reports from official Liaisons to other organizations)

1 Action Agenda Items

2 The facilitator should ask the person who put the item on the agenda to give a brief presentation of the
3 proposal being put forward and what action (if any) the group is being asked to take. The facilitator
4 then asks if there are any objections to taking this action. Anyone who objects should then be given an
5 opportunity to explain their objection and offer an alternative which they would feel more comfortable
6 with. If no clear consensus presents itself a discussion-focused on resolving the conflict-can be held. It
7 is important that the facilitator and time keeper note the impact that this discussion may have on the
8 overall time plan and work with the group to make any necessary adjustments. If consensus does not
9 appear to be developing, the facilitator can ask if one of the objecting parties is willing to stand aside
10 rather than block consensus. If the item does not need immediate action, it may be sent to a committee,
11 or a working group may be assigned to research and discuss the conflict in a smaller group.

12 If no other options appear a vote may be taken, if the designated majority does not support an action,
13 none is taken, The facilitator should clarify what action has been taken (if any) and move on to the next
14 agenda item. The Green Party of New Mexico requires:

15 75% for recall of State Party Officers;

16 66 2/3% for Approving endorsements or substantive proposals; motions to close or extend debate,
17 table, or send to committee;

18 50%+ for meeting specific process motions not already specified.

19 Old Business

20 Business which was carried forward from a previous meeting's agenda.

21 Fundraising lunch

22 The host organization or other sponsoring group will provide a meal as a fund-raiser for their
23 organization. These lunches generally cost about \$5.

24 Committee Meetings

25 There will be an opportunity for committees to meet and carry out their regular business

26 Committee Reports

27 There will be an opportunity for committees report back to the Green Council. All committee actions are
28 subject to Green Council approval.

29 New Business

30 Business which is being brought to the attention of the group for the first time. People wishing to bring
31 up new business are requested to call the Co-chairs or GREEN-A1 / 473-3621 (The Green Party Voice
32 Mail) to request time on the agenda. The Co-chairs should check the voice mail regularly and inform the
33 facilitator of all agenda requests.

34 Moment of Silence

35 A moment for each of us to reflect on our principles of unity and remember all of the things that we
36 agreed to do during the meeting.

1 **Adjourn**

2 Following the moment of silence, the meeting is adjourned. People who wish to continue conversations
3 are encouraged to go to an alternate location so that those responsible for the meeting space can lock
4 up the building.

5 **County Councils**

6 In order to equitably accommodate multiple accredited Locals in a single county, County Councils are
7 established. Green Council members are elected by County Councils. Except for Counties with multiple
8 Locals, no additional actual organization is introduced thereby. Note below that a County Council may
9 represent multiple counties.

10 A. For the cases of a single Local in a single county and a single Local serving multiple counties, the
11 County Council is the Local itself.

12 B. For the case of multiple Locals in a single county, the county council shall be a separate body
13 composed of representatives from the Locals.

14 C. A Local may be represented in only one County Council.

15 **Accreditation**

16 ***Accreditation Committee***

17 **Membership**

18 A. The committee shall be composed of five Green Council members. A County Council may have only
19 one member on the committee at any time. Members shall be selected by the County Council.

20 1. The list of existing County Councils shall be divided in half by size. Two members shall be elected
21 from of the half representing the largest locals, two from the half representing the smallest locals and
22 one elected at large. Ties shall be decided by lot.

23 2. Subsequent-

24 a. Vacancies- Vacancies shall be filled with a person from the County Council of the departing
25 committee member. Should the County Council no longer exist or no longer represent any accredited
26 Local, the provision for filling expired terms applies.

27 b. Expired Terms - An expired term shall be filled, respectively, by a member from a corresponding least
28 or most represented County Council whose representatives have had the least total number of terms on
29 the committee. Ties shall be decided by lot.

30 **Terms**

31 B. Members shall serve for two years beginning and ending on the date of the March State convention,
32 except that initially two members shall have one year terms as decided by lot.

1 **Process of Accreditation**

2 **Application**

- 3 A. A Local shall submit an application to the Accreditation Committee demonstrating what steps have
4 been taken to meet qualifications outlined below.

5 **Evaluation**

- 6 B. The Green Council/Convention shall establish guidelines which the Accreditation Committee shall
7 use in evaluating applications. Accreditation shall be approved in three tiers.

- 8 1. The First tier is a recognition of interest. Persons who express interest in creating a local in their
9 geographical area and attend Green Council meetings will be offered 1 voting seat on the Green Council.

- 10 a. This recognition will be offered on a 6 month provisional basis, to expire automatically if no action is
11 taken by that individual.

- 12 b. Individuals with this status will not be allowed blocking concerns at Green Council meetings.

- 13 c. During this provisional membership period the Membership and Steering Committees will assist them
14 with outreach and building a local chapter.

- 15 d. During this provisional membership period the group will be expected to contact every registered
16 Green in their defined area, engage in at least three significant outreach activities, and vote to accept
17 the New Mexico Green Party Platform.

- 18 e. At the end of six months or as soon as qualifications are met, the local shall apply to the
19 Accreditation Committee.

- 20 2. The Second tier represents provisional full membership.

- 21 a. This would entitle the local to full voting strength according to the formula provided in the Rules and
22 Regulations.

- 23 b. Upon being accepted as provisional full members, the local will have six months to complete legal
24 requirements-such as getting a bank account, holding a convention, and electing officers.

- 25 c. At the end of six months or as soon as qualifications are met, the local shall apply to the
26 Accreditation Committee.

- 27 3. The Third tier represents full membership.

28 **Recommendation-**

- 29 C. The Accreditation Committee shall make recommendations to the Green Council/Convention at each
30 stage of the Accreditation process. The Green Council shall then vote to extend the appropriate level of
31 membership, grant an extension, or disaccredit a recognized group. The Committee shall provide its
32 reasoning, particularly in regards to derivations from the guidelines contrary to its
33 recommendations.....The Local may appeal a negative recommendation directly to the Green
34 Council/Convention.

35 **Grandfathering**

- 36 D. Locals who have Green Council members on the date of the adoption of these regulations shall be
37 accredited Locals as of that date.

1 Reaccreditation

2 E. The Green Council/Convention may require an that an accredited Local be reevaluated by the
3 committee, but no more than once in any 12 month period. If such Local fails to supply requested
4 information to the Accreditation Committee within 2 months of the request, the accreditation of the
5 Local may be withdrawn by the Green Council/Convention until it is reaccredited

6 **Guidelines**

7 Accreditation Committee Guidelines for Accreditation of Locals

8 The term Local herein includes, in the case of a Local in a County with more than one Local, the
9 participation of a Local in the corresponding functions of the County Council.

- 10 1) Does the Local hold an annual County Convention as called for in the bylaws of the Green Party of
11 New Mexico in accordance with those bylaws?
- 12 2) Does the Local elect cochaIRS of balanced gender, a secretary, a treasurer, and the number of Green
13 Council representatives specified in the bylaws? (A person may hold more than one position.)
- 14 3) Is the election of officers, whether held at a Convention, regular or special meeting, held in a
15 manner which encourages participation by all Greens in the Local?
- 16 4) Does the Local have a copy of its bylaws on file with the County Clerk in the County in which it is
17 located?
- 18 5) Are the Local's bylaws in agreement with State Party bylaws?
- 19 6) Does the Local maintain a bank account supervised by the Local's treasurer? (Locals may form
20 regional cooperative accounts and may keep their funds in an account at a bank outside of their
21 county)
- 22 7) If the Local raises or spends more than \$2000. a year, does it submit a financial report to the
23 Secretary of State and/or other appropriate regulatory agency?
- 24 8) Does the Local endeavor to be visible to the general public, either through holding open meetings
25 or conducting other activities in its community? Does it hold such meetings or conduct such
26 activities reasonably frequently?
- 27 9) Are Local meetings and activities open to all members?
- 28 10) Are the Local's meetings facilitated in a way that work toward consensus and encourage
29 participation by all?
- 30 11) Do representatives of the Local make good faith efforts to ascertain and accurately present and
31 vote the views of the Local?
- 32 12) Do representatives of the Local make good faith efforts to inform themselves of State Party
33 decisions and activities and to communicate those to members of the Local?
- 34 13) Does the Local engage in community organizing throughout the year, working on projects that will
35 win the trust of large numbers of people in their community, including social, economic, and
36 environmental issues?
- 37 14) Does the Local engage in Green electoral projects, including both Local and statewide campaigns?

1 **Committees**

2 The Green Party of New Mexico may establish and dissolve committees as necessary to facilitate the
3 ongoing business of the party. These committees may consist of standing committees and working
4 groups and caucuses. These groups are encouraged to meet in between Green Council meetings and
5 make

6 recommendations for specific policies, actions or positions to be taken by the Green Council. These
7 bodies derive all of their legitimacy from the Green Council and have no authority to take action or
8 represent the Green Party of New Mexico except as specifically empowered by the Green Council. All
9 committee mandates shall sunset following the first Green Council meeting following a state
10 convention. It shall be the first order of business at such a Green Council meeting to re establish
11 committees as it deems relevant to the current situation.

12 Committee chairs shall be chosen by the membership of the committee, subject to Green Council
13 approval. For new committees, or in the event of a vacancy an interim chair will be appointed by the
14 state co-chairs until the committee has time to designate a chair. Committee chairs are responsible to
15 both the committee membership and the Green Council. Either group may initiate their removal by a 2/3
16 vote at any time.

17 Standing Committees are those which are generally considered to be important to continuing needs of
18 the organization. They are established to facilitate a structure or function of the party.

19 Working Groups are formed to address a particular issue, facilitate a particular campaign or coordinate a
20 particular event. They are not intended to be permanent.

21 Caucuses are designed to increase the representation and participation of underrepresented groups.

22 The following committees currently exist:

23 [The following definition of the responsibilities of the Organizing Committee was adopted by the Green
24 Council at its meeting on May 8, 1999, replacing the then existing definition.]

25 **Organizing Committee**

26 The Organizing Committee shall be responsible for promoting and assisting the organizational
27 development of the NM Green Party at county and local levels and coordinating among them. This
28 promotion and coordination will include but may not necessarily be limited to:

29 1. Facilitating the initial formation of new active county green parties throughout the state through
30 active voter registration efforts, contacts with already locally registered Greens, and organizing
31 initial local meetings.

32 2. Assisting in the initial organization of new county parties with active sponsorship & mentoring, the
33 provision of established organizational and procedural models, essential materials, etc.

34 3. Providing ongoing support for the development of a committed activist "core group" within each
35 county and the formation of active precinct and community based locals wherever possible.

36 4. Promoting active local electoral involvement in county and local Green organizations, advancing
37 green candidates and and local issue based campaigns generally consistent with the NM Green Party
38 platform and green values.

39 The goals and activities of the organizing committee shall be pursued in cooperation and in concert
40 with the membership and electoral committees where goals and functions clearly overlap.

1 **Membership Committee**

2 //N.B. At its meeting of May 8,1999 the Green Council amended these guidelines to transfer the
3 following two responsibilities to the Secretary of the GPNM:

4 The Membership Committee will maintain information on which locals are active and who their local
5 officers and Green Councilors are. This shall include updating addresses, phone numbers and E-mail
6 addresses to the extent possible.

7 The membership committee will maintain a database of registered Greens and update additions,
8 deletions and address changes for all Greens across the state. Were possible phone numbers will be
9 added to this database.//

10 The membership committee will serve as the credentials committee for determining delegations to
11 decision making bodies of the Green Party of New Mexico such as the Green Council and State
12 Conventions. This shall include providing lists of registered Greens to each local organization in
13 advance of county conventions and informing locals of their legal obligations for public notice, timing
14 of conventions and election procedures within the convention.

15 The Membership Committee will provide information to the Organizing Committee on contacts in
16 unorganized regions who may be interested in starting new locals

17 The Membership Committee will develop packets of information which can be sent out to new locals,
18 informing them of their rights, and responsibilities. The Membership Committee will also suggest ideas
19 for building and developing their local.

20 The Membership Committee will also develop a generic packet if information to be sent out to
21 individuals who inquire about the party.

22 The Membership Committee will encourage and facilitate ongoing voter registration campaigns
23 throughout the state with sensitivity to timelines for state electoral activities, Green Party activities and
24 special events appropriate for GP registration drives.

25 **The Electoral Committee**

26 The Electoral Committee will monitor the timelines for statewide and local elections throughout the state
27 and keep the Green Council, local organizations and steering committee aware of applicable events and
28 deadlines.

29 The Electoral Committee will recruit qualified Green Candidates to run for political office as Greens.

30 The Electoral Committee will develop campaign timelines, budgets and assessments of resource
31 requirements for proposed Green Party campaigns well in advance of such campaigns.

32 The Electoral Committee will interview Green candidates in multi-county races, or where there are no
33 organized Green Party locals, or where the elected office is of statewide significance (such as state
34 legislature) and report to the Green Council on the individuals' qualifications to run as a Green
35 candidate.

36 The Electoral Committee will work in conjunction with the Legislative Committee to monitor State
37 Electoral policies and develop Electoral Reform initiatives which conform to Green Party philosophies
38 and ideals.

39 The Electoral Committee will choose a liaison to the State bureau of elections as a primary conduit of
40 information between the Electoral Committee and the Secretary of State's office.

41 The Electoral Committee will develop a role for a Green Party campaign organization which will
42 supplement individual candidate's organizations, but maintain an emphasis on the growth and

1 development of the GREEN PARTY OF NEW MEXICO within the context of any campaign cycle. This
2 will include development of necessary campaign materials.

3 ***Legislative Committee***

4 The Legislative Committee will develop a Green legislative agenda for consideration by the Green
5 Council. The Legislative Committee will work with the Organizing Committee in developing strategies
6 and campaigns on individual legislative issues, and timeliness for coordinated lobbying activities. An
7 emphasis should be placed on grassroots lobbying that involves the greatest numbers of Greens
8 possible.

9 The Legislative Committee will monitor all proposed legislation to determine its impact upon the Green
10 Party, our issues and ideals.

11 The Legislative Committee will monitor Committee meetings and hearings of importance to Green
12 agendas. They will keep the organization aware of times and locations of such meetings.

13 The Legislative Committee will act as our lobbyists to push Green Party Legislative agendas forward in
14 the State Legislature.

15 The Legislative Committee will work with the Organizing Committee to develop citizen lobbyist training
16 programs to be held at conferences and Satellite training around the state.

17 The Legislative Committee will develop literature pertaining to our legislative agenda to assist in local
18 citizen lobbying.

19 The Legislative Committee will work with the Membership Committee and the Organizing Committee to
20 develop cadres of citizen lobbyists in each legislative district.

21 ***Platform Committee***

22 The Platform Committee will make sure that platforms are available, and coordinate platform distribution.

23 The Platform Committee will maintain a web site and keep the current platform and proposed changes
24 available on that site.

25 The Platform Committee will develop and publicize a timeline for platform change proposals in advance
26 of state conventions.

27 The Platform Committee will review all proposed amendments and distribute them to the locals at least
28 one month prior to State Conventions with suggestions for placement within the current document.

29 The Platform Committee will regularly review the platform and suggest ways in which it should be
30 updated and amended based upon the current social, political and economic climate.

31 The Platform Committee will solicit input on the Platform from kindred organizations.

32 The Platform Committee will encourage active and informed debate on both the existing platform
33 document and proposed amendments.

34 ***Bylaws Committee***

35 The Bylaws Committee will maintain copies of the current bylaws and distribute them to the membership
36 as needed.

- 1 The Bylaws Committee will receive and record all proposed changes to the bylaws. The Bylaws
- 2 Committee will review such proposals and distribute them to the locals at least 1 month prior to State
- 3 Conventions with suggestions for placement within the current document.
- 4 The Bylaws Committee will regularly review the bylaws and suggest changes based upon the day to
- 5 day workings of the organization, anticipated needs and state laws.
- 6 The Bylaws Committee will work with the Steering Committee to develop operating procedures to guide
- 7 the daily workings of the Party.

8 **Media Committee**

- 9 The Media Committee will develop a database of all television and radio stations, newspapers and other
- 10 forms of public media.
- 11 The Media Committee will create and update a database of local reporters, editorial board members,
- 12 columnists and calendar contacts for all print media, complete with themes and deadlines.
- 13 The Media Committee will Create and update a database of local radio and television talk shows,
- 14 calendar listings and news programs with contacts and themes for each.
- 15 The Media Committee will develop and maintain a database of advertising agents for all electronic and
- 16 print media around the state.
- 17 The Media Committee will work with the Organizing Committee, the Electoral Committee, the Legislative
- 18 Committee and the Steering Committee to develop coordinated media campaigns in support of the
- 19 ongoing activities of the Party. This will include assistance with drafting and sending releases and all
- 20 necessary media follow through.

21 **Mediation Committee**

- 22 The Mediation Committee will provide a pool of trained mediators to mediate disputes between Green
- 23 Party Members.
- 24 The Mediation Committee will advise Party members on mediation procedures and how to resolve
- 25 conflicts among themselves.
- 26 The Mediation Committee will provide periodic trainings for interested mediators, and recommend
- 27 individuals to be added to the mediator pool, for approval by the Green council.

28 **Steering Committee**

- 29 The SC will be the decision making body of the Green Party of New Mexico in between Green Council
- 30 Meetings. (to be exercised under the advisement of the apparent consensus of the Green Council)
- 31 The SC will assist the officers in developing an agenda for Green Council meetings.
- 32 The SC will respond to inquiries about the Party, and requests from Media and other organizations or
- 33 State Officials.
- 34 The SC will coordinate the activities of all other committees.

35 **New Mexico Women's Caucus**

36 MISSION STATEMENT

1 To realize the full empowerment of women both inside and outside the party. To train all members of the
 2 party in facilitation so that meetings are effective. To articulate a voice of the Green which includes all
 3 kinds of people. To promote the living of Green Values among all party members. To become a source of
 4 mediation and peace-making inside and outside the party. To raise awareness of oppression of all
 5 varieties. To remind the party as a whole of the importance of non-hierarchical structures and
 6 relationships. To ensure that the process we use to interact with each other is in keeping with Green
 7 Values.

8 drafted 12/9/95 Alb, NM

9 subject to revision as necessary

10 Xubi1 Apr 23, 1999

11 NEW MEXICO WOMEN'S CAUCUS

12 MISSION STATEMENT

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19 To remind the party as a whole of the importance of non-hierarchical structures and relationships.

20 To ensure that the process we use to interact with each other is in keeping with Green Values.

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23 ***Ethics and Grievance Committee***

24 charter and process document

25 **Introduction**

26 In order to clearly establish the function of the Green Party of New Mexico Ethics and Grievance
 27 committee, the following charter is being issued. Its intent is to define the nature of a Grievance, discuss
 28 the jurisdiction of the Committee, and explicate the process of a Grievance hearing. In addition, the
 29 relation between the Committee and the Party as a whole will be addressed.

30 **Section 1: Definition of a Grievance**

31 For the sake of this Ethics and Grievance Committee, a grievance is a complaint filed by a member or
 32 chapter of the Green Party of New Mexico against another member or chapter of the Green Party of New
 33 Mexico. The complaint must address a specific action which represents a misuse of power or trust
 34 granted by the Party, or which misrepresents Green ideas, actions, or beliefs, and could result in
 35 negative consequences for the Party. It is highly suggested that a Grievance include
 36 suggested solutions to the problem.

1 **Section 2: Criteria for hearing a Grievance**

2 A) The filing of a Grievance must not be taken lightly. The Committee will require that along with the
3 Grievance, the filer must include a list of steps taken to attempt to resolve the issue. This list could
4 include any one on one discussions, group meetings, and of course, why mediation failed or was not
5 undergone. The burden falls on the "plaintiff" to pursue all reasonable solutions before filing a
6 Grievance, whenever circumstances permit.

7 B) As the Ethics and Grievance Committee is a branch of the State Party, it will in general only concern
8 itself with Grievances which affect the State Party, or unorganized locals.

9 1) Specifically, the Committee will hear Grievances against State Party officials, members of the council
10 acting in that capacity, individuals misrepresenting themselves in the name of the State Party, and in
11 similar situations. The Grievance Committee will also consider matters arising between locals, in the
12 case of a candidate whose district includes more than one local, or in a case where jurisdiction can not
13 otherwise be determined. In addition, the Committee may hear a Grievance from a local if it can be
14 shown why the local can not or should not settle the problem itself.

15 2) The Committee will generally not hear Grievances which are clearly the domain of a certain local, with
16 exceptions as noted above. The Ethics and Grievance Committee reserves the privilege of making the
17 decision of whether or not to hear a specific Grievance.

18 a) In light of this, the State Party encourages locals to develop a system for settling disputes which do
19 not affect the State. Instances of this would include problems with local officers or council members and
20 other decidedly local problems. While it should be left to each local to determine in what fashion to
21 settle such disputes, one suggestion to be made is that small locals set up committees with neighboring
22 locals.

23 **Section 3: Process**

24 A) It can not be overly stressed the importance of attempting to resolve disputes before filing a
25 Grievance. Grievances filed by a person who does not show what other attempts have been made at
26 reconciliation will only be heard in exceptional circumstances.

27 B) All Grievances are to be submitted to the Coordinator of the Committee. The Coordinator, or a
28 tribunal randomly selected by the Coordinator, will determine if the Grievance will be heard. The
29 Cochairs of the State Party will be notified in either case.

30 C) The Coordinator will then be responsible for 1) contacting all involved parties, 2) arranging a prompt
31 and convenient hearing date agreed to by all, 3) submitting committee members names to involved
32 parties for approval. All of this will be done in writing. Parties may not object to selection of members
33 more than three times.

34 D) Method of selection to a hearing board is to be done by a random determination. Committee
35 members may refuse to participate. Also, it is incumbent on a Committee member to state at the time of
36 selection if there is any conflict of interest or pertinent relation.

37 E) All hearings will be taped and kept on file. The Green Council reserves the right to requisition these
38 records for review by the Council. All information is strictly confidential. It is not acceptable for
39 Committee members to discuss the proceedings outside of the hearings, either among themselves or
40 with others. All participants are required to agree to this at the onset of the hearing, in writing.

41 F) The hearing board will consist of three members. We seek consensus, however, a two thirds majority
42 will be considered acceptable for reaching a decision. The dissenting member will be encouraged to
43 submit an opinion to be included in the final report.

1 G) The participants will receive recommendations at the end of the hearing board's deliberations. These
2 recommendations will then be submitted to the Council. Persons wishing to contest the
3 recommendations should contact the cochairs before the next Council meeting. Recommendations must
4 be approved by Council to become effective. Under no circumstance should the recommendations be
5 made public by anyone prior to the Council's decision. Council should be closed to the public while
6 discussing Grievances.

7 **Section 4: The relation between Council and the Committee**

8 A) It needs to be reiterated that the Ethics and Grievance Committee is a part of the Green Party of New
9 Mexico. The decisions reached by the Committee are not binding unless adopted by the Green Council.
10 However, it should be stressed that the Committee will be most effective if given a large amount of
11 latitude. The decision as to which Grievances to hear can be left solely to the Committee. In addition, in
12 most cases the Council can adopt the recommendations of the Committee without discussion.
13 Exceptions might be if there is a contested decision, a non-consensus decision, or other unusual
14 circumstance. After all, the main reason for establishing this Committee is so Council does not get
15 bogged down in details.

16 B) Certain costs are inherent in the Grievance process, among them copying, postage, audio tapes, and
17 other supplies. It can not be expected that Committee members provide monetarily when they are
18 already donating their time and service. The Green Party of New Mexico must be forthcoming with
19 funding for this Committee if it is to be expected to provide as a resource for the Party.

20 C) A person must be approved by the Green Council to serve on the Ethics and Grievance Committee.
21 At some point in the future, it would be wise to include some sort of training as a prerequisite for
22 membership.

23 **Epilogue**

24 The Ethics and Grievance Committee can be a valuable part of the Green Party of New Mexico. In its
25 present state, it needs further definition and guidelines, as well as resources, both personal and
26 financial. These rules attempt to address these issues, and can serve as a foundation to aid the
27 Committee in becoming a reasonable and responsible body.

28 **Vice Chairs**

29 **E-mail**

30 ***E-mail List Serves***

31 Green Forum: The Green Forum will be a closed subscription list consisting of Green Party members
32 with the purpose of allowing Green Party members an open forum for exploring issues and ideas related
33 to Green Party Values.

34 Green Biz: The Green Business list will be a closed subscription list consisting of Green Party members
35 with the purpose of allowing Green Party committees and activists to post minutes and other party
36 related notices and to discuss party business. This list is not to be an open forum for floating
37 general/outside issues or news items - it is a green business list.

1 Green Events: The Green Events list will be a closed subscription list consisting of Green Party members
2 with the purpose of disseminating information about activities, events and meetings of interest to
3 Greens.

4 Green Council: The Green Council list will be a closed subscription list consisting of Green Council
5 members, County officers, and Committee chairs with the purpose of discussing Green Council
6 business.

7 ***E-mail Voting Procedure***

8 The Green Council is authorized to utilize the grncouncil listserve to conduct votes of matters within its
9 jurisdiction. A proposal may come forward from a local group, a committee, or a national rep. A member
10 of the steering committee or their designee shall facilitate the vote.

11 The email votes are not intended to replace meetings. Rather, this is to help make the meetings be more
12 efficient by taking care of proposals that have general consensus or by identifying areas of proposals
13 where agreement is not reached. Therefore, email voting should only be used when the event or action
14 will take place before the next regularly scheduled meeting of the Council. Each email votes shall be cast
15 by the local's green council members or by representatives approved by that local's internal process.
16 The moderator of the list shall be notified of any changes in representation as soon as possible by the
17 chair and secretary of the local party.

18 Process: The proposal will be posted to the Green Forum list and the Green Reps List by the facilitator
19 There will be a one week period for discussion. After the discussion period, the sponsor may amend the
20 proposal, and submit it for a vote. The discussion period may be extended for at least three days at the
21 request of the sponsor or of any two council members from different locals. There will be a one week
22 voting period. If quorum is not reached in a week, the period may be extended up to three days. Quorum
23 is reached when no less than one half of all council members, representing at least four locals, have
24 voted. Proposals voted on using email require 75% support to pass."

25 The results shall be reported to the Green Council List, Green Reps List, and Green Forum Lists, and at
26 the following Green Council and to the co-chairs of each County.

27 **Revolving Loan Funds**

28 ***Procedure***

- 29 1. An application for a loan is made by filling out a Revolving Loan Fund Loan Application Form
30 and submitting it to the Budget Committee.
- 31 2. The Budget Committee reviews and evaluates the application in conversation with the
32 applicant in accordance with the Revolving Loan Fund Loan Evaluation Criteria.
- 33 3. A loan agreement is drafted under the auspices of the Budget Committee in accordance with
34 the Revolving Loan Fund Regulations.
- 35 4. The Budget Committee submits the application and draft loan agreement to the Green Council
36 along with its evaluation and recommendation, except that loans for \$500 or less may be
37 approved by the Budget Committee provided that no provision of the loan agreement is
38 contrary to any of the Loan Evaluation Criteria, and subject to subsequent review by the Green
39 Council.

Evaluation Criteria

- 1
- 2 1. Grounded in the Platform and Key Values
- 3 2. Develops new ways of pursuing Party goals
- 4 3. Can be quantitatively evaluated
- 5 4. High likelihood of success
- 6 5. Clear lines of accountability
- 7 6. Sufficiently large, highly committed team
- 8 7. Back up entity financially sound
- 9 8. Realistic and expeditious time line
- 10 9. Detailed budget
- 11 10. Timely, e.g., complements existing Green's programs, or adds to existing broadly-based actions
- 12 of other organizations, or relates to current events and/or issues.
- 13 11. In keeping with the size of the request:
- 14 12. Builds the Party
- 15 13. Generates funds for the Party, directly or indirectly
- 16 14. Empowers and develops skills of Party members

Revolving Loan Fund Regulations

- 17
- 18 1. Loans shall be made to:
 - 19 a. A. an individual Green Party member or a group of Green Party members provided that
 - 20 an accredited Local agrees to back up the loan, and that the loan is approved by the
 - 21 Green Council, except that loans for \$500 or less may be approved by the Budget
 - 22 Committee provided that no provision of the loan agreement is contrary to any of the
 - 23 adopted loan criteria. Loans approved by the Budget Committee shall be reviewed by
 - 24 the Green Council at its next regularly scheduled meeting. In keeping with the
 - 25 guidelines adopted for dissemination of Committee reports, information on Budget-
 - 26 Committee-approved loans will be provided to County Co-chairs in time for review by
 - 27 Green councilors before that meeting.
 - 28 b. A State-level Committee of the Green Party provided that the Green Council agrees to
 - 29 back up the loan.
- 30 2. A loan shall not be made when the backup Local either:
 - 31 a. is already backing up four loans from the Fund,
 - 32 b. has a total of more than \$2000 of outstanding debt, except if, in the first 12 months
 - 33 following the date of the adoption of these regulations by the Green Council, the loan
 - 34 would result in the Local having more than \$1000 of outstanding debt, or
 - 35 c. is backing up a loan that is more than 30 days in arrears on a loan payment.
- 36 3. A loan shall not be made if any of the proceeds would go to the campaign of a candidate or
- 37 candidates for elective office.
- 38 4. The amount of a loan shall be for no more than \$1000.

- 1 5. A loan and all fees assessed shall be agreed to be repaid in full within one year or less.
- 2 6. A loan shall be assessed an administrative fee of 5% of the total loan amount.
- 3 7. A late payment shall be assessed a \$5 fee for every month that it is late.
- 4 8. These regulations shall be reviewed by the Budget Committee and a report made to the Green
- 5 Council at least every 12 months, except that the first review shall be made in the first six
- 6 months after adoption of these regulations by the Green Council.

7 ***Revolving Loan Fund Application***

8 See attached application form

9 **Process for Submitting Platform and Bylaw changes**