

## Policy on Party Communications

Adopted by consensus of the Coordinating Council 7/28/98,  
Amended 5/25/99, 7/27/99, 9/7/99, 1/9/00, 5/1/00, 8/1/00,  
12/9/00, 4/23/01, 6/10/01, 10/04/01 and 4/1/02

### I. Title

This policy shall be known as the Policy on Party Communications.

### II. Party Logos

The Georgia Green Party acknowledges the contribution of 1999 Coordinating Council member, Sarah Hatch, who designed the logo, and Allyson Falk who provided graphic art services to produce these designs. The Georgia Green Party adopts the following as the logos of the Party and authorizes their use as appropriate on publications (whether printed, video or on-line) and merchandise authorized by the Party. These logos, although seen here as black and white art may also be used as two color (black and green) with the word Green and / or the outline of the state and flower appearing in Green, with the rest of the logo being printed with black ink. The clerk is directed to prepare letterhead, utilizing these logos and to make appropriate quantities of such stationary available to officers and committees of the Georgia Green Party.



### III. Principle Mailing Address

The principle mailing address of the Georgia Green Party shall be P.O. Box 5332; Atlanta Georgia 31107-5332.

### IV. Principle Phone and Fax Addresses, including toll-free access

A. The principle phone of the organization shall be the Greenline, 770/ 635-3496, a voice-mail service. The Council shall provide that this service also provide for the reception of facsimile transmissions. The Council shall provide for the response to messages left on the voicemail.

B. The Party shall also operate 770/ 635-3497, a voicemail for the use of the Fundraising Coordinator and the Development Director of the Party.

C. The Party shall own three toll free numbers: 877-GREN-09 (or 877-473-3609), 800/ 447-6694 and 800/ 447-6936. 877/ GREEN-09 shall and 800/ 447-6694 shall continue to ring to the principle voice/ fax mail service of the Party until such time as the Party shall establish a physical office. 800/ 447-6936 shall ring to the voicemail of the Fundraising Coordinator and Development Director. The Party shall advertise 877/ GREEN-09 as its principle number in all publications, including business cards, letterhead, websites, party publications, and logo merchandise.

D. The Party shall provide for long-distance calling cards for use by the officers and servants of the Party consistent with a calling card budget adopted by the Quick Decision Council.

E. The Party shall contract with Communications Centers of Atlanta (770/ 988-9800; POB 1347, Plaistow NH 03865-1347) for the provision of voicemail services. The Party shall contract with Eclipse-Telecommunications and/ or Randy Berlin, telecommunications consultant with discountcall.com, 404/ 816-3264; fax: 404/ 816-8396 (or such other service as may from time to time be authorized by the Quick Decision Council) for the provision of calling cards as provided in paragraph D. of this article and of toll free access to the numbers provided for in paragraph C. of this article.

## **V. Principle Email and World Wide Web Address**

The principle email address of the Party shall be [gpp@greens.org](mailto:gpp@greens.org). The principle web site address of the Party shall be <http://www.greens.org/georgia/>. The Treasurer is authorized to disburse Party funds to the Green Internet Society to fulfill the purposes of this article. The clerk shall appoint a director of information technology development and a web clerk who are both members and trusted servants of the Party who shall with the clerk have access to the passwords necessary to maintaining the web site. The appointment of a director of information technology development and of a director of information technology development and a web clerk are each subject to the confirmation and bi-annual review of the Council or a sooner review for violating the values and principals of the Party. Though pending confirmation, an appointee may serve in the interim for not more than 90 days and may be granted a password distinct from the password maintained by the clerk once a back-up is made of the existing site.

## **VI. Director of IT Development and Web Clerk – responsibilities and discretion**

A. The Web Clerk and Treasurer are authorized to contract on behalf of the Party with InterNIC for a unique domain name, [www.gppga.org](http://www.gppga.org), to be pointed to the state

Party web site at [petra.greens.org/georgia/](http://petra.greens.org/georgia/) or at such other server space as the Party or the Green Internet Society may from time to time provide. The Web Clerk and Treasurer are authorized to contract on behalf of the Party for the provision of commercial web server space.

B. The Director of Information Technology Development shall work with the Clerk and with the systems administrators to Party servers, including Cameron Spitzer, or such other administrator as may succeed him to administer the servers of the Green Internet Society, and shall develop and maintain, in support of Party Priorities, Local Organizers, Endorsed or Nominated Candidates, staff and designated volunteers. The duties of the Director of Information Technology Development shall be:

- 1) to build, develop and maintain the Party's server, [gpga.org](http://gpga.org);
- 2) to serve as the administrator of the [gpga.org](http://gpga.org) server and such other servers as the Party may from time to time provide;
- 3) in the absence of another Party servant designated as custodian of the Registered Voter Database, to serve in that role;
- 4) in the absence of another Party servant designated as Web Clerk, to serve in that role;
- 5) to consult with and provide support for Party services to the database coordinators and web team members for each affiliated and organizing local and for each candidate nominated by the Georgia Green Party or endorsed by its Convention, Coordinating Council or by an affiliated local;
- 6) to perform other duties necessary and convenient to providing to the development and provision of IT services to Party activists.

Without limitation on the other responsibilities the Director of Information Technology Development is urged and authorized to build and maintain the party databases, making them available, password protection over the internet to authorized candidates and servants of the Locals and Campaigns of the Party.

C. The web clerk shall work with the clerk and with Cameron Spitzer -- systems operator for [judi.org](http://judi.org) and [petra.org](http://petra.org) -- and with such other web server hosts as the Quick Decision Council and the Web Clerk may provide for from time to time, to maintain the official Party web site with:

- 1) the Party's logo, if adopted,

- 2) news of Party and member activities (including links to relevant published articles),
- 3) links to affiliated and organizing locals,
- 4) links to the campaign pages of candidates nominated or endorsed by the Party, to a page including reports of the ASGP Presidential Exploratory Committee, to the campaign pages of candidates who are seeking the Party's nomination and to the web pages of Draft Committees who seek to draft particular candidates for the Party's nomination,
- 5) links to online references and tools useful to an active Georgia citizen,
- 6) links to locally owned Independent and Feminist Bookstores in Georgia and to the **Writing What is Wrong** Pledge,
- 7) links to <http://www.greens.org> (including directly to the cgi-script that provides web referrals of Greens including addresses and phone information),
- 8) links to the Association of State Green Parties,
- 9) links to Coalitions joined by and projects of the Party,
- 10) action alerts (issued by the Party or committees and servants of the Party or Coalitions endorsed by the Party – when approved by the Party's liaison to the Coalition),
- 11) documents (including the Party's Platform and all documents on file with the Secretary of State and other policies published with the consent of the Council),
- 12) Convention Calls and other announcements as provided by the clerk or other servants of the Party; and
- 13) a bulletin board, chat room or other means for user inter-activity..

The web clerk may publish a version using frames and graphics, but shall also provide a plain, text-based version of the site so that the Party web site is universally available by all browsers. The Web Clerk shall report any complaints received about the content of the web site to the Council.

D. The Clerk and the Web Clerk shall organize a Web Team to assist the web clerk in the conduct of their duties to the Party and shall provide for an online work space where the web team may work together to prepare materials for publication to the public web site of the party on the .petra and .judi servers. The Web Clerk may, in their own discretion, issue passwords to volunteers on the web team to

facilitate their collective work together. The Web Clerk, with the approval of the Clerk, may apply to the system operator for the .petra and .judi servers for the issuance of accounts and passwords to permit them to maintain the public web site of the Party.

E. The web clerk is urged to develop in consultation with the clerk and after approval of the Quick Decision Council publish a linked version of the Platform which – platform paragraph by paragraph - refers readers to organizations and articles which educate and activate readers on the issues addressed in the Party's Platform. The web clerk may publish additional graphics and photos but is urged to give due consideration to the access speed of the Party's web site for the end user and at all times make the Party's web site fully functional for lynx and other text based browsers. The web clerk is urged to advise the clerk and the Council on the application of copyright laws to the Party's site.

F. The web clerk is urged to organize and stream line the web site as it exists at the time of this agreement with the intent always of serving the Greens who use the site and the Party we collectively build.

G. The Web Clerk is urged to provide for a Secure Server and the acceptance of credit card payments on the website. The Clerk and the Treasurer are authorized and directed to contract with PoliticsOnline for their Instant Online Fundraising service and to report to the Council on when it would be cost-effective to replace such a service with the Party's own merchant account and secure server.

H. The Clerk and the web clerk are urged to prepare a report to the Council on:  
1) the potential for building traffic and serving the building of the Party and for developing a revenue stream in a) memberships, b) the possibility of future merchandise and c) by drafting and proposing an advertising policy that is user respectful, Green values conscious, socially and environmentally responsible; and  
2) to develop a proposal for Council on a passwords policy and a membership-only area secured by passwords where internal discussion documents can be published and users can participate in on-line collaborative discussion and work and to report to the Council specifically how this site can be used to distribute Party materials through a distributed network of fax and printer machines for local duplication and distribution to local Greens and to the media.\_

## **VII. Access to mail, phone, fax and email services by Council members**

A. The Clerk shall be responsible for regularly checking the P.O. Box and for forwarding checks to the treasurer, and bringing relevant correspondence to the attention of appropriate Council members. The Council shall designate a member who shall update the outgoing message in cooperation with the Atlanta Greens and who shall respond to incoming calls addressed to the Georgia Green Party.

B. The instructions and security code for the Greenline shall be shared with each member of the Council who shall protect the information as confidential. Each member of the Council shall be encouraged to call the Greenline at least twice each week in order to participate in ongoing discussion and information sharing between Council meetings and to share written documents with other Council members by faxing them to the shared voice-mail system where they can be downloaded to the fax machine of each interested Council members.

C. Council shall share access to an organizational email account so that each Council member has access to the organizational account. Any email communications using the shared organizational address or alias shall clearly distinguish whether the information contained therein is an expression of an organization agreement of the Georgia Green Party, its Convention, Council, Quick Decision Council, or a committee or whether it is a personal communication. Each Council member shall be authorized to acquire a personal email address attached to the organizational account by tendering the additional cost involved to the treasurer of the Party.

### **VIII. Meeting Notice, Internal Discussion Bulletin and postcards**

A. The clerk shall provide for written notice for each Council meeting and of each Convention to each member of the Council and to each affiliated local. Notice of a Council meeting shall be deemed sufficient if it was posted to the website and if the paper edition was postmarked for first-class or priority delivery at least two-weeks prior to the Council meeting. Notice of a Convention shall be deemed sufficient if it was posted to the website and if the paper edition was postmarked for first-class or priority delivery at least four-weeks prior to the Annual Convention. Notice may be given by postcard or by an Internal Discussion Bulletin.

B. The Clerk shall compile and distribute an Internal Discussion Bulletin of minutes, written reports, proposals, discussion papers, announcements, calendars and proposed agenda to each member of Council, to the liaison on state party affairs of each affiliated local and to other members who subscribe. The subscription fee for the Internal Discussion Bulletin shall be as provided in the Merchandise Catalogue of the Party and may be waived for and at the request of members of Council or for liaisons on state party affairs designated by affiliated locals who are current on their local assessment, after the adoption of a local assessment as provided for in the by-laws, Article VII., Section A.3(b) by the Georgia Green Party Annual Convention or by the Council if the Convention delegated that authority to the Council.

C. The Internal Discussion Bulletin of the Party shall be made available on the Members' Page of the state Party web site by password protected web access and as a paper publication distributed by regular first class or priority mail to each Council member, except those Council members who in writing waive their right to

a printed copy, and to anyone holding a paid subscription to the Bulletin who is also a Georgia Green Party member or an elected or appointed servant of the Party.

D. Passwords to access the Internal Discussion Bulletin and other internal policies and documents of the Party may be administered by the Clerk, or in the Quick Decision Council's discretion by the Director of Information Technology or an IT Development Team Volunteer specifically named to perform this task by the Quick Decision Council. Passwords shall be made available to each member, to each elected or appointed servant of the Party as may be designated in a Roster of Servants Named by a Local Affiliate, as such may be filed or amended from time to time by Affiliates of the Party with the Affiliation Committee of the Party.

E. The Clerk may compile and distribute a postcard with the date, time and place of the next Council meeting with a proposed agenda to each servant named on an approved affiliation application and to the local contact and co-petitioner applying to convene a local affiliate and to other members who subscribe. A subscription to the postcard shall be \$5.00 per year.

F. Prior to the 2004 Annual Convention the clerk may distribute by mail the postcard to not more than 100 key local contacts with a stated interest in building the Georgia Green Party.

G. The deadline for submissions to the Internal Discussion bulletin shall be three weeks prior to any Council meeting and six weeks prior to the Convention, unless otherwise approved by the Quick Decision Council. The Clerk shall provide for the inclusion of any written reports, proposals, discussion papers, letters responding to previously published proposals, announcements, calendar and proposed agenda submitted by the deadline by a member of Council or the Convener, Clerk or liaison on state party affairs or by a local's Convention Delegate or Alternate of any affiliated local in good standing. The Clerk may, space permitting, include such documents submitted by an organizing local, which has filed a Petition to Convene with the Affiliation Committee of the Georgia Green Party. The clerk shall publish all submissions addressed to the Bulletin received by the published deadline, deleting only epithets and / or personal attacks against other members (except a member shall have complete freedom to criticize the conduct of elected servants of the Party without censorship).

H. The Treasurer is authorized to reimburse Council member's out-of-pocket expenses incurred by their participation in Coordinating Council phone conferences.

## **IX. Party Lists and Registered Voter Lists**

### **A. Party Database Coordinator, other List Volunteers, Access**

1. The Clerk may appoint, subject to confirmation by the Council within 90 days, a trusted member, as the Party's Database Coordinator to serve as the custodian of the list, to provide for the construction and maintenance of the Party's lists, when that member has the capacity and the willingness to run queries and provide reports from that database as authorized by this policy or by the quick decision council. The Clerk and the Database Coordinator are authorized to use volunteers to build and maintain the list.

2. The Database Coordinator may work with the Web Clerk to provide for the on-line, password access to Party lists by affiliated and organizing locals, candidates nominated by the Party's Conventions, non-partisan candidates endorsed by the Coordinating Council or by affiliated locals, and by the Party's designated liaisons to Coalitions working on the priority campaigns or other projects endorsed by the Party.

3. The Database Coordinator shall maintain a log describing each distribution of the list, including: the recipient of each list distribution, what list was shared, the search criteria used to pull the distributed portion of the list, who made the request being fulfilled, on what authority the request is being fulfilled - - including the date of quick decision council action or the Policy citation which authorizes the distribution of the list.

4. Each Officer, Candidate, Candidate Development Program participant and Liaison to a Party endorsed Coalition, Alliance or Network qualified, under Section B. of this Policy, to request distribution of a Party list and each Local, Campaign or Coalition Database Coordinator designated in each such request shall certify that they will use the Party Lists consistent with this List Policy and shall not fundraise from these Party lists except as permitted by this Policy or by leave of the Quick Decision Council.

## **B. Access to Party Lists**

### **1. Affiliated Locals of the Party**

Upon a written request from an Affiliated Local, the Database Coordinator shall distribute a Registered Voter List for the jurisdiction of the Local and shall compile and distribute a database of Greens residing in the jurisdiction of the Affiliated Local. Such a database of Greens shall include all Greens living in the jurisdiction of the Local who are a part of the Membership List, the Inquiry List and the Referral List. The written request may be made by the co-convenor and clerk of any Affiliated Local whose Application for Affiliation has been granted by the Coordinating Council or by any Convention of the Georgia Green Party. The list shall be distributed to the Local Database Coordinator designated in the letter by the officers of the Affiliated Local.

## 2. Organizing Locals of the Party

Upon a written request from an Organizing Local, the Database Coordinator shall compile and distribute a database of Greens residing in the jurisdiction of the Affiliated Local. Such a database of Greens shall include all Greens living in the jurisdiction of the Local who are a part of the Membership List, the Inquiry List and the Referral List. The written request may be made by both of the co-conveners of any Organizing Local whose Petition to Convene has been granted by the Affiliation Committee of the Georgia Green Party. The list shall be distributed to the Local Database Coordinator designated in the letter by the officers of the Affiliated Local.

## 3. Green Candidates

Upon a written request from any Green Candidate, the Database Coordinator shall distribute a Registered Voter List for the district contested by the candidate and shall compile and distribute a database of Greens residing in the district contested by the candidate. Such a database of Greens shall include all Greens living in the district contested by the candidate who are a part of the Membership List, the Inquiry List and the Referral List. For purposes of this paragraph, a Green Candidate shall mean a candidate nominated by the Party's Conventions, any non-partisan candidate endorsed by the Coordinating Council and any non-partisan candidate endorsed by each affiliated locals with jurisdiction over the district contested by the candidate - if the jurisdiction of the affiliated locals covers the entire district contested by the candidate. The list shall be distributed to the Campaign Database Coordinator designated in the request by the Green candidate.

## 4. Candidate Development Program Participants

Upon a written request from any Participant in the Party's Candidate Development Program, the Database Coordinator shall distribute a Registered Voter List for the district to be contested by the candidate and shall compile and distribute a database of Greens residing in the district to be contested by the candidate. Such a database of Greens shall include all Greens living in the district contested by the candidate who are a part of the Membership List, the Inquiry List and the Referral List. For purposes of this paragraph, a "Participant in the Candidate Development Program" shall mean any Green whose Application to the Party's Candidate Development Program has been accepted by the Coordinating Council of the Georgia Green Party and who is a participant in good standing in the Program. The list shall be distributed to the Campaign Database Coordinator designated in the written request by the Green candidate.

## 5. Issue Campaigns and Coalitions of the Party

Upon a written request from any Liaison designated by the Party's Coordinating Council to any (issue) Campaign of the Party or to any Coalition, Alliance or Network endorsed by the Coordinating Council of the Georgia Green Party, the Database Coordinator shall distribute those portions of the Registered Voter List and shall compile and distribute a database of those Greens who meet target criteria approved by the Quick Decision Council. Such a database of Greens shall include those Greens meeting the approved criteria who are a part of the Membership List, the Inquiry List and the Referral List. The list shall be distributed to a trusted Green Party member designated as the Campaign or Coalition Database Coordinator in the written request by the Green Party Liaison to the Party endorsed (issue) Campaign or by the Green Party Liaison to the Coalition, Alliance or Network endorsed by the Coordinating Council consistent with the Party By-laws, Article VI.C., related to Affiliation with Coalitions, Alliances and Networks.

### **C. Party Membership List**

The Clerk, the Treasurer and the Membership Development Coordinator shall collaborate to build and maintain the data and to maintain custody of a membership list to include for each member, their identity, addresses, phone numbers, email addresses, contribution history, and history of volunteer activism with the party. The Clerk and the Treasurer may utilize volunteers to compile and maintain the list. The list shall contain any person who is now or has in the past served on the state council, or who completes a membership form, or who makes a financial contribution of \$5.00 or more to the party (except as an entry fee to a fundraising event). The list may be shared with volunteers who agree to hold such information confidential in the normal course of preparing mailings, conducting phone banks, providing membership publications and other services or doing bi-annual fundraising, or, when authorized by the quick decision council, special fundraising projects.

### **D. State Party Email List Serves**

The clerk shall appoint a volunteer to serve as list administrator for the following lists

- 1) GGP Forum [grns-ga-forum@judi.greens.org](mailto:grns-ga-forum@judi.greens.org) to provide a place for the public to engage in constructive discussion of the goals, strategies, issues, philosophy, and political and economic context of the Green Party and Green movement in Georgia.
- 2) GGP News [gpga-news@greens.org](mailto:gpga-news@greens.org) to provide a moderated list for news and party specific action requests of interest to Greens and the public.
- 3) Other lists to serve the work of committees and campaigns of the Party.

### **E. Party Inquiry List**

The Clerk is directed to work in cooperation with the Database Coordinator, the Development Director, the Membership Development Coordinator, affiliated and organizing locals and other trusted members and volunteers to 1) build a database of Georgia residents who inquire of the Georgia Green Party, 2) respond to each such inquirer soliciting their membership, contributions and volunteer activism on behalf of the Party, the candidates nominated by the Party's Conventions, non-partisan candidates endorsed by the Party's Coordinating Council or by affiliated locals and on behalf of the priority campaigns of the Party and other campaigns or projects endorsed by the Party's Coordinating Council or its affiliated locals.

#### **F. Campaign Referral Lists.**

The Clerk is directed to work in cooperation with the Database Coordinator and with each Campaign, Committee and Candidate nominated by the Party or endorsed by the Party Coordinating Council or by an affiliated local to build a list of Georgia residents and registered voters who have been identified as supporters of the Party, its campaigns, and the candidates nominated by the Party Conventions or endorsed by the Party Coordinating Council or by an affiliated local.

#### **G. Registered Voter List.**

1. The clerk shall subscribe on behalf of the Party to the Registered Voter Database update service provided by the Elections Division of the Georgia Secretary of State's Office. The Clerk may appoint, subject to confirmation by the Council within 90 days, a trusted member as the custodian of the list, when that member has the capacity and the willingness to run queries and provide reports from that database as authorized by the quick decision council.

2. The Quick Decision Council may authorize the expenditure of Party funds for an annual subscription to the Phonedisc database of listed residential phone numbers either in cooperation with other state Green Parties, with the Association of State Green Parties or on behalf solely of the Party.

3. The clerk is directed to contract for the sharing of appropriate portions of the registered voter list with each affiliated local, any candidate nominated or endorsed by a Party Convention (or in the case of a Special Election, endorsed by the Party's Coordinating Council), with the campaign committees of any such candidate or, in the discretion of the quick decision council with a non-connected committee campaigning for any such candidate.

4. Any such contract shall stipulate that

a) access to the list shall be controlled so as to ensure that the list is used in compliance with the Georgia Election Code, Title 21, Chapter 2, and specifically Section 225(c) prohibiting the use of the list for commercial purposes;

b) each local, candidate, campaign or committee shall share with the Party the names, addresses, phone numbers, email addresses and other relevant contact information collected for each registered voter or other Georgia resident identified as a supporter of a Green Party local, candidate, campaign or committee, except those who have affirmatively requested that their names not be shared;

c) each local, candidate, campaign or committee will make full disclosure to the Party of their campaign contributors, including those contributing amounts exempt under law from disclosure; and

d) any phone numbers matched to the list by the contracting local, candidate, campaign or committee shall be shared with the Party in a machine readable version.

## **X. Media Committee**

There shall exist a Media Committee to consist of the two Georgia Green Party Press Secretaries, plus one county Press Secretary appointed by each affiliated local according to their own rules, plus one Press Secretary named by each candidate nominated or endorsed by the Party, plus such other volunteers as they might organize to conduct their business. The Quick Decision Council may appoint for a renewable term of one year, up to two Press Secretaries who shall serve as the co-chairs of the Committee and as a media spokespersons for the Party. The Media Committee shall develop and maintain direct relationships with the working media of Georgia and of each community in which an affiliated local is organizing. The Committee shall build and maintain a contact list of editors, assignment editors, reporters, producers and other appropriate media professionals in the mainstream, campus and alternative media, including print, radio, television and web based news outlets. The Committee shall develop, in consultation with the Quick Decision Council, and implement a media strategy to support Party building activities in Georgia. No press release, media advisory or other official pronouncement of the Party shall be published or distributed to the media without the approval of the Press Secretary, at least one member of the Quick Decision Council and any Party servant quoted in the material.

## **XI. Authorization for the Expenditure of Organizational Funds**

The treasurer is authorized to disburse funds for the purposes outlined in Sections II, III, IV, V, VI, VIII and IX. of this policy within the parameters established by a budget adopted by the Council and the adoption of a budget authorizing the disbursement of funds for the various purposes provided for in each section of this policy. Except for in-kind contributions of printing and small jobs where a volunteer or staff is producing a small quantity of literature at a local copy shop, the Treasurer is urged to give preference to union printers, whenever a local union print shop exists capable of doing the job.

## **XII. Effective Date**

This policy shall become effective upon adoption by the Council and the adoption of a budget authorizing the disbursement of funds for the various purposes provided for in each section of this policy.