



GPUS Delegation of GPCA – Internal Procedures

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1) Purpose

To provide elected GPUS Delegation members detailed information on their duties and responsibilities in representing GPCA on the GPUS National Committee and making informed decisions on elections and other votes. The Delegation's role is defined in Article 11 of the GPCA bylaws, "Delegates to the Green Party of the United States".

2) Members

Delegates and Alternates are elected every year for two-year staggered terms in June elections by the GPCA's General Assembly online vote. (GPCA Bylaws: [Section 11-4. Elections](#))

Eligibility - All California Green Party members are eligible to run as candidates.

Applications - Annual candidate submission deadline to the GPCA Coordinating Committee's Applications team (applications@cagreens.org) is the last Monday of April. Applications must include a biography of up to 300 words stating:

- Applicant's city and county
- What they wish to accomplish on the GPUS Delegation
- What prior Green Party and other related work or qualifications are relevant to this role.
- Proof of GPCA membership.

All applications are posted online for the Delegation elections, and presented to Standing General Assembly members prior to the voting in the election.

3) Duties and Responsibilities

- Schedule and/or notice monthly meetings, plenaries, GA breakouts, and GPUS ANM
- Solicit and compile monthly meeting agenda items, circulate draft agenda
- Prepare annual workplan and budget
- Train new delegates; provide help with signing up for National Committee listservs
- Track member participation
- Present reports at GPCA General Assemblies
- Send monthly reports to GPCA Coordinating Committee

- Prepare and distribute announcements of GPUS committees' vacancies
- Send listserv reminders for upcoming Delegate and Alternates votes
- Prepare and present delegation proposals to GPCA and GPUS
- Coordinate with GPCA on annual delegation elections, voting and prepare candidate bios.

Delegation:

- Facilitate teleconferences and meetings
- Posting draft and final minutes to listserv
- Recruit new delegation members from underrepresented groups
- Track bylaws amendments, prepare and submit proposals for GA approval through the Bylaws Committee
- GPUS Vote Tracking - track start and end dates of NC votes and report to listserv
- Vote Tracking for Internal Delegation - track and report on online votes
- Liaison with GPUS committees to keep track of memberships, etc.
- Routinely review and request updates to the GPCA Delegation webpage -

<https://www.cagreens.org/delegation>

4) Meetings

Monthly Online Meetings - Delegation members will participate in monthly teleconferences as regularly scheduled by Coordinators. At a minimum, Delegates are expected to attend and participate in 75% of the Delegation teleconferences and/or notice the delegation of all expected absences. Notice will constitute an excused absence. Alternates should attend at least three teleconferences a year.

Delegation Meetings at General Assemblies - Delegates will attend all delegation meetings at GPCA plenaries. At Minimum: Delegates should attend one plenary per year and/or notice the delegation of expected absences at Plenary Meetings.

Delegation Meetings at the GPUS Annual National Meetings - Delegates will attend Annual GPUS Meetings at least one ANMs in their two-year term, and/or notice the delegation of expected absences at ANM. Alternates should try to attend 1 meeting per two-year term.

5) Discussion and voting on National Committee Proposals

All Delegation Members must be subscribed to the GPUS Voting Listserv (natcomvotes@green.gpus.org) and the Delegation Listserv (gpus-del@cagreens.org), and participate in Voting Discussion periods and Proposals on these lists.

The Delegation must make a good faith effort to collectively discuss GPUS matters before voting.

At times the GPCA General Assembly may bind the delegation to represent a particular position, in between GAs the Coordinating Committee may bind it on behalf of the GA. When bound, the delegation must modify its positions to reflect this intent.

Delegates are expected to vote on ALL NC proposals. In the case that any of the delegates are not able to cast their votes, alternates are asked to fill that role by voting during the alternate voting period. For a typical weeklong vote starting on a Monday, the alternate voting period begins at 6:00 pm on the Friday before the voting period's end on a Sunday. Notice will be given for alternate voting periods for non typical votes. The Alternate voting period is roughly equal to 1/3 of the total voting period.

6) Discussion and voting on Internal Delegation proposals

Internal decisions including those listed below are made by the Delegation following a consensus-seeking process as defined in GPCA Bylaws. All Delegation members are eligible to vote, but quorum shall be a majority of the number of currently seated Delegates. Proposals must include:

- The names of at least 3 co-sponsors
- Title/subject
- Background/purpose, text of proposal
- Timeline, resources/budgetary implication
- References/attachments.

Discussions on proposals are conducted at a monthly meeting or in a 3-day online discussion period followed by a 3-day online vote period, conducted by a designated vote nanny. Even when a proposal is agendized and the discussion is begun at the monthly meeting, those on the call can choose to continue the discussion online for a period of 3 days before the Online Vote is begun.

Online votes shall be published on the Delegation email listserv with the words "ONLINE VOTE: [TITLE OF PROPOSAL OR APPOINTMENT]" in the subject line

Delegation's internal decisions:

- Setting the Delegation's annual Regular Meeting schedule
- Choosing the Delegation's two Co-coordinators
- Appointing GPCA members to GPUS Standing Committees
- Sponsoring and/or amending proposals to the GPCA General Assemblies, GPUS National Committee, or to the GPCA Rules and Bylaws governing the Delegation
- Amending the Delegation's Internal Procedures
- Approving the Delegation's annual work plan and budget request
- Sponsoring GPCA recommendations to the California Secretary of State for GPCA presidential primary election ballot
- Other decisions when and if they arise.

7) Appointments to GPUS Standing Committees

Delegates and Alternates are encouraged but not obligated to be or become active members (or at a minimum Observers) of at least one National Committee, Caucus, Steering Committee, Organizing Committee, Network, and/or GPCA Committee, within three months of election to the Delegation. Coordinators may be exempt from other Committee participation.

Appointment proposals to GPUS Standing Committees may be submitted to Coordinators who then publish a notice for a 3-day online discussion followed by a 3-day online vote. Applicants submit requests for nomination to the Delegation listserv no later than 48 hours before the three-day discussion is scheduled to begin. Ideally, an applicant for a committee membership would submit their request 3 days prior to a monthly meeting and then join the call so as to give more background on why they want to serve on that committee.