

# **BYLAWS OF THE WOODBURY COUNTY DEMOCRATIC PARTY** MAY 14, 2009

## **I. PURPOSE**

1. The Central Committee of the Woodbury County Democratic Party (WCDP), hereinafter the Central Committee, exists to advance the principles of democratic government by:
  - A. Supporting and promoting the nominees, candidates, policies, platforms, and programs of the Democratic Party at the local, county, state, and federal levels;
  - B. Maintaining an effective and unified Democratic Party organization throughout Woodbury County.
2. The Central Committee is governed by and in compliance with the Constitution of the Iowa Democratic Party (IDP), and any conflict between these Bylaws and the Constitution of the IDP will be resolved in favor of the latter.

## **II. THE CENTRAL COMMITTEE**

1. Composition. The Central Committee will be composed of:
  - A. Two committee persons elected at even year caucuses from each precinct in Woodbury County, Iowa,
  - B. The officers as set forth in ARTICLE II, Section 2 of these Bylaws,
  - C. At-Large Precinct Members and,
  - D. Elected Woodbury County Democratic Officials.
  - E. Term of office for all Central Committee members will last until the next biennial organizational meeting as outlined in Article III.1.D.
2. Officers. The Central Committee shall elect the following officers at its biennial organizational meeting. Any person who is registered as a member of the Democratic Party in Woodbury County is eligible to be elected as an Officer.
  - A. Chairperson
  - B. Vice Chairperson(s)
  - C. Secretary(s)
  - D. Treasurer.
3. At-Large Membership:
  - A. The Central Committee may nominate, second, and approve a registered Woodbury County Democrat for At-Large membership.
  - B. At-Large membership may not exceed forty-four (44) members.
4. Elected Officials. Registered Woodbury County Democrats elected to office within the county are by virtue of their election members of the Central Committee.
5. Voting. Each member of the Central Committee is entitled to one (1) vote and may cast one (1) vote on Central Committee business. All votes will be cast in person.
6. Vacancies and Resignations:
  - A. Any person may resign from the Central Committee by so notifying the Chairperson in writing.
  - B. The Central Committee, during its term of office, will fill any vacancies that exist within the Committee.
  - C. Upon leaving office, all Committee members will turn over all books and records or other property of the WCDP in their possession to the County Executive/Central Committees.
7. Resignation, Termination, or Absences:
  - A. Resignation of a voting member of the Central Committee must be provided in writing to the Chair and announced at a subsequent Central Committee meeting.
  - B. With prior agenda notice, and a quorum present at said meeting, a member of the Central Committee may be removed by majority vote of Central Committee members present for any of the following reasons:

- (1) Failure to attend three consecutive meetings of the Central Committee without excuse.
- (2) Non-residency in Woodbury County.
- (3) Support of a candidate for public office who is running against a candidate nominated by the Democratic Party.
- (4) Inattention to duty or incompetence as outlined by the Constitution of the IDP. Removal under these grounds must be moved, seconded, and approved at a Central Committee meeting for consideration on the next regular meeting's agenda. If he/she is not present, the member subject to removal must be notified by the Secretary or the Chair immediately following the first meeting.

### III. CENTRAL COMMITTEE PROCEDURES

1. Meetings:
  - A. Meetings will be held at the call of the Chairperson or by petition, as set out in Article III, Section 2 and Article III, Section 1(C) of these Bylaws.
  - B. A minimum of one meeting will be held every three (3) months, or four (4) meetings per calendar year.
  - C. Special Meetings of the Central Committee may be called by:
    - (1) the Chairperson or,
    - (2) a Vice Chairperson or,
    - (3) a petition presented to the Chairperson or a Vice Chairperson with the signature of twenty-five percent (25%) of Central Committee members. The petitions must be gathered within a fifteen (15) day period and presented within five (5) days of the petition's completion. Upon presentation of the petitions, the Chair must direct notice of a meeting within fifteen (15) days of the presentation.
  - D. The biennial organizational meeting shall be held within ten (10) days of the date of the Woodbury County Convention, before or after, per the Constitution of the IDP.
2. Notice of Meetings. Notice of all meetings, including special meetings, will contain an agenda listing any action items for the meeting.
  - A. Notices of all meetings, other than special meetings, will be sent by mail (postal or electronic) at least seven (7) days in advance of the meeting date.
  - B. Members wishing to receive meeting notices by electronic mail must make written request to the Secretary, who shall keep a records of all members who so elect.
3. Quorum. In order for any business to be transacted at a meeting of the Central Committee, a quorum of fifteen percent (15%) of the members of the Central Committee eligible to attend and participate in the meetings will be necessary.
4. General Procedures:
  - A. The general procedures of the Central Committee will be in accord with *Robert's Rules of Order (Revised)* unless otherwise stated in these Bylaws.
  - B. All decisions of the Central Committee will be determined by a vote of those present, provided that notice of a meeting will have properly been given and provided a quorum is present.
  - C. In the case of Special meetings, the Central Committee may take no action other than that specified in the meeting agenda.
5. Committees:
  - A. Executive Committee:
    - (1) The Executive Committee will be composed of the Central Committee Officers. Subcommittee Coordinators and Facilitators and others may be invited by the Chairperson and Executive Committee.
    - (2) Notice of meetings will be mailed (postal or electronic) at least five (5) days in advance of the meeting date.
    - (3) Decisions of the Executive Committee will be by majority present.

- (4) The Executive Committee will be authorized to act for the Central Committee during the interim of regular meetings and when it is impractical to call meetings of the Central Committee.
- (5) Fifty percent (50%) of the Officers will constitute a quorum.
- (6) The Executive Committee will maintain minutes of its actions and will report all interim actions at the next meeting of the Central Committee for approval or disapproval by the Central Committee.

B. Subcommittees:

- (1) Finance Subcommittee will plan and implement a sustaining fund program for each year.
- (2) Publicity Subcommittee will plan, implement, and coordinate public relations for the Woodbury County Democratic Party.
- (3) Candidate and Campaign Subcommittee will plan, implement, and coordinate candidate and campaign activities in the county with individual candidates and campaigns.
- (4) Democratic Issues and Ideals Subcommittee will research, investigate, and evaluate issues pertinent to Woodbury County Democrats and of importance to the Party
- (5) Minority-Outreach Subcommittee will assist in planning, organizing, coordinating and implementing programs that promote awareness, information, and education that encourage minority and underrepresented populations to become actively engaged in the activities of the Democratic Party.
- (6) The Chairperson may designate additional subcommittees deemed necessary to perform Party functions with the approval of the Central Committee.

#### **IV. RESPONSIBILITIES OF COMMITTEE MEMBERS**

1. The general responsibilities of Precinct Committee Persons will be:
  - A. To attend regularly scheduled meetings of the Central Committee.
  - B. To serve on any Subcommittee when appointed.
  - C. To assist the Central Committee and Subcommittees in carrying out their functions.
2. The precinct responsibilities of Committee Persons will be:
  - A. To maintain liaison between the Central Committee and all registered Democrats within their precinct.
  - B. To conduct precinct caucuses in accordance with recommendations of the Central Committee and the laws of the State of Iowa.
  - C. To support and promote, first and foremost, the nominees, candidates, policies, platforms, and programs of the Democratic Party at all levels (as in Article I).
  - D. Other responsibilities as outlined by the Chairperson.

#### **V. RESPONSIBILITIES OF OFFICERS**

1. Chairperson.
  - A. It will be the responsibility of the Chairperson to:
    - (1) See that the purpose of the Central Committee is carried out.
    - (2) Preside over meetings of the Executive and Central Committees.
    - (3) Designate a Vice Chairperson or a Secretary, along with the Treasurer, with authority to sign checks issued against the funds of the Central Committee.
    - (4) Fill vacancies of the Central Committee promptly with the advice and consent of the Committee.
  - B. The Chairperson may appoint, with the advice and consent of the Central Committee, the following positions:
    - (1) Advisor(s).
    - (2) Webmaster.

- (3) Publicity Subcommittee Facilitator.
- (4) Finance Subcommittee Facilitator and an Assistant Finance Subcommittee Facilitator.
- (5) Candidate and Campaign Facilitator, a Deputy Candidate and Campaign Coordinator, and Assistant Candidate and Campaign Coordinator(s).
- (6) Democratic Issues and Ideals Subcommittee Facilitator.
- (7) Minority-Outreach Subcommittee Facilitator.
- (8) Individual positions as deemed necessary by the Executive and Central Committees.

2. Vice Chairperson(s).

It will be the responsibility of a Vice Chairperson to assist the Chairperson and to act as the Chairperson in the Chair's absence, when so designated by the Chairperson.

3. Secretary(s).

It will be the responsibility of the Secretary to:

- (1) Keep a written and electronic record of all business transacted at all meetings.
- (2) Provide copies of minutes to members of the Central Committee, in a timely fashion.
- (3) Report on all correspondence received since the last Committee meeting.
- (4) Keep an attendance record of all Central Committee members.
- (5) Conduct a roll call at each meeting noting Central Committee presence or absence.
- (6) Notify the Chair when a member misses three consecutive meetings of the Central Committee.
- (7) Give due notice to those members who are subject to removal from the Central Committee per Article II, Section 7.
- (8) Send all communications as directed by the Executive or Central Committees.
- (9) Notify Central Committee members of meetings by mail (postal or electronic) as set forth in these Bylaws
- (10) Maintain records of which members request in writing to receive notifications via electronic mail.

4. Treasurer.

A. It will be the responsibility of the Treasurer to:

- (1) Be the guardian of all Central Committee funds.
- (2) See that such funds are promptly and properly placed in a bank account in Woodbury County under the name of the Woodbury County Democratic Central Committee.
- (3) Maintain and record all income and expenditures of the Central Committee.
- (4) Give a written financial report, as requested by the Chair or Executive Committee, to the Central Committee at each regular meeting, noting the balance, incomes, and expenditures since the last meeting.
- (5) Prepare and file all necessary Campaign Disclosure Reports as required under the laws of the United States and the State of Iowa, and provide a copy to the Chairperson.
- (6) Maintain a Database of WCDP contributors and activists.

B. The Treasurer shall have the authority to:

- (1) Issue checks, upon approval of an Officer, to pay the operational costs of the Central Committee as provided within its budget;
- (2) Pay other expenditures of Central Committee funds with prior approval of the Central Committee.

5. Advisors. An appointed Advisor shall be an experienced Woodbury County Democratic Party member of good standing and have previously served on the Central and Executive Committees. Previous County Chairs could appropriately serve in this capacity.

6. **Webmaster.** The Webmaster will maintain and update a WCDP Website to provide pertinent information and links for County Democrats.

7. **Finance Subcommittee Facilitator.**

It will be the responsibility of the Finance Subcommittee Facilitator to:

- (1) Plan and implement a sustaining fund program for each year.
- (2) Plan, implement, and coordinate any and all special fund raising projects as directed by the Executive and Central Committees.
- (3) Maintain accurate and current records of all contributors and contributions and provide this information to the Treasurer.
- (4) Assist the Treasurer in making an annual written report to the Executive Committee of all contributions made during the year.
- (5) Work with the Treasurer in preparing and filing of all necessary Financial Disclosure Reports with the United States and the State of Iowa.
- (6) Assist the Treasurer in preparing and submitting a budget for approval by the Central Committee each calendar year.
- (7) Assist the Treasurer in maintaining and updating the WCDP Data Base.

A Finance Subcommittee Assistant Facilitator will assist the Facilitator.

8. **Publicity Subcommittee Facilitator.**

It will be the responsibility of the Publicity Subcommittee Facilitator to:

- (1) Plan, implement, and coordinate public relations for the Woodbury County Democratic Party.
- (2) Publish all notices required by the laws of the State of Iowa, the Iowa Democratic Party, and the Woodbury County Democratic Party.
- (3) Encourage Woodbury County Candidates and Campaigns to utilize the Publicity Subcommittee for Candidate publications and campaign materials.
- (4) Coordinate with the Candidate and Campaign Subcommittee.
- (5) Act as an official spokesperson, as with the chairperson or his/her designee, for WCDP publicity and news media statements.

9. **Candidate and Campaign Subcommittee Coordinator.**

It will be the responsibility and responsibility of the Candidate and Campaign Coordinator to:

- (1) Implement, plan and coordinate candidate and campaign activities in the county with individual candidates and campaigns.
- (2) Implement and plan the Democratic Voters Program throughout Woodbury County under the direction of the Executive and Central Committees.

A Deputy Candidate and Campaign Coordinator and Assistant Candidate and Campaign Coordinator(s) may be appointed to assist the Coordinator in their responsibilities.

10. **Democratic Issues and Ideals Subcommittee Facilitator.**

It will be the responsibility of the Democratic Issues and Ideals Subcommittee Facilitator to:

- (1) Research, investigate, and evaluate issues pertinent to Woodbury County Democrats and of importance to the Party.
- (2) Coordinate with County Democratic officeholders on the issues important to their constituents and the people of the County and the Party.
- (3) Organize and coordinate with other WCDP Subcommittees to provide information on national, state, and local issues of democratic importance.

11. **Minority-Outreach Facilitator.**

It will be the responsibility of the Minority-Outreach Facilitator to:

- (1) Plan, organize, coordinate and implement programs that promote awareness, information and education that encourage minority and underrepresented populations to become involved with the Democratic Party.
- (2) Establish a liaison with ethnic groups within urban and rural areas of Woodbury County.
- (3) Serve as the Party's Affirmative Action-Diversity Coordinator.

## **VI. PRECINCT CAUCUSES**

1. Precinct caucuses will comply with the laws of the State of Iowa and the Constitution of the Democratic Party of Iowa.
2. The Central Committee will promulgate all necessary rules and regulations for purposes of the Precinct Caucuses consistent with the laws of the State of Iowa and the Constitution of the Iowa Democratic Party.

## **VII. COUNTY CONVENTIONS**

1. County Conventions will comply with the laws of the State of Iowa and the Constitution of the Democratic Party of Iowa.
2. The Central Committee will promulgate all necessary rules and regulations for purposes of the County Convention consistent with the laws of the State of Iowa and the Constitution of the Iowa Democratic Party.

## **VIII. PARTY LOYALTY**

1. Individual Provision:
  - A. No member of the Central Committee will publicly endorse, contribute funds to, or contribute his or her support in a partisan election at any level to any candidate other than Democratic candidates. Such conduct will constitute possible grounds for removal from the Central Committee per Article II, Section 7.
2. Central Committee Provision:
  - A. The Central Committee or any subcommittee thereof will not provide financial, logistical, or other support to any person who is running in a Democratic primary election.
  - B. The Central Committee or any Subcommittee thereof will not provide financial, logistical, or other support to any duly elected (or appointed) Democratic nominee for public office, who endorses, contributes to, raises funds for, or otherwise runs in coalition with other than Democratic Candidates.

## **IX. AMENDMENTS TO THE WOODBURY COUNTY DEMOCRATIC PARTY BYLAWS**

1. Procedure. These Bylaws may be amended by a majority vote of the Central Committee at two Central Committee meetings pursuant to Article III of these Bylaws.
  - A. Proposed amendments to the Bylaws will be accepted for approval by majority vote of Central Committee members present at the first meeting only.
  - B. Proposed bylaws as amended will be presented to the Central Committee at the second meeting for ratification as a whole, by a two-thirds vote of members present.
2. Notice to Members:
  - A. A written copy of any proposed amendments will be provided to members of the Central Committee not less than ten days in advance of the first meeting at which the amendments are to be considered.
  - B. If proposed amendments to the Bylaws were themselves amended from their original form at the first meeting, members will be provided with a written copy of final amended Bylaws not less than ten days in advance of the second meeting where said Bylaws would be subject to ratification.
  - C. In either of the above cases, written notices and amendments will be provided to members by mail (postal or electronic), in the same format by which they would receive regular meeting notices.