

# 14th DISTRICT/CONGRESSIONAL DISTRICT BYLAWS

## ARTICLE I. NAME

Democratic Party Caucus

This organization shall be known as the 14th Congressional District Democratic Party. It shall consist of the District Executive Committee, the District Committee consist of all members of the Michigan Democratic Party and all duly elected Democratic precinct delegates residing in the 14 Congressional District.

## ARTICLE II. PURPOSE

The purpose of 14<sup>th</sup> District Democratic Party is to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy; and further, to unite and to aid in the activities of all Party members, precinct delegates, committees, officeholders, candidates and all other Democrats working to promote wide and active participation in the Democratic Party.

## ARTICLE III. FUNDAMENTAL PRINCIPLES

Section 1. All public meetings of 14th District Democratic Party at all levels shall be open to all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability. Meetings of the endorsement screening committee are considered public meetings.

Section 2. No tests for membership in, nor any oaths of loyalty to, the 14<sup>th</sup> District Democratic Party shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

Section 3. The time and place for all public meetings of the 14<sup>th</sup> District Democratic Party on all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

Section 4. The 14<sup>th</sup> District Democratic Party, on all levels, shall support the broadest possible participation without discrimination on grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

Section 5. The 14<sup>th</sup> District Democratic Party shall publicize fully and in such a manner as described in Article V: Meeting to assure notice to all interested parties a full description of the legal and practical procedures for selection of 14th District Democratic Party officers and representatives on all levels. Publication of those procedures shall be done in such a fashion that all prospective and current members of the 14th District Democratic Party will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedures at all levels of the 14<sup>th</sup> District Democratic Party organization.

Section 6. The 14<sup>th</sup> District Democratic Party shall publicize fully and in such a manner as to assure notice to all interested parties a complete description of the legal and practical qualifications for all officers and representatives of the 14<sup>th</sup> District Democratic Party. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the 14<sup>th</sup> District Democratic Party will have full and adequate opportunity to compete for office.

Section 7. Proportional voting shall be used in the election of delegates and alternates to any

Convention, delegates and alternates of the Democratic State Central Committee, and members of the District Executive Committee.

Section 8. All rules and bylaws of the 14<sup>th</sup> District Democratic Party at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request in writing to any member of the 14<sup>th</sup> District Democratic Party.

Section 9. The unit rule is prohibited at all levels of the 14<sup>th</sup> District Democratic Party.

Section 10. No rule shall be adopted at any level of the 14<sup>th</sup> District Democratic Party which would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

Section 11. On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or these Bylaws, the latest edition of Robert's Rules of Order shall be used.

Section 12. The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of the 14<sup>th</sup> District Democratic Party shall be of the opposite sex.

Section 13. Votes shall not be taken by secret ballot at any meeting of the 14<sup>th</sup> District Democratic Party at any level.

#### **ARTICLE IV. MEMBERSHIP**

Section 1. Membership of the 14<sup>th</sup> District Democratic Party shall consist of all duly elected Democratic precinct delegates and members of the Michigan Democratic Party residing in the 14<sup>th</sup> District, and the 14<sup>th</sup> District Democratic Committee, Executive Committee and Officers, all of whom must be members of the Michigan Democratic Party.

Section 2. Precinct delegates shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party.

Section 3. The Officers, Executive Committee and District Committees shall be selected in accordance with the Rules of the Michigan Democratic Party.

#### **ARTICLE V. MEETINGS**

Section 1. The regular meetings of the 14<sup>th</sup> District Executive Committee shall be on the day of each month at the location and time designated in the meeting notice. At least five (5) days' notice shall be given of the date, time and place of the meeting. Notice may be given by mail, telegram, fax or email. A quorum shall exist at an Executive Committee meeting when at least 15 members are present.

Section 2. The full 14<sup>th</sup> District Committee shall meet quarterly to review the activities of the Executive Committee. At least five (5) days' notice shall be given of the date, time and place of the meeting. Notice may be given by mail, social media, district's website, fax or email. Notwithstanding, the Chair has the authority to call for full membership meetings on a monthly basis or more often than quarterly. A quorum shall exist at a full 14<sup>th</sup> District Committee when at least 50 members are present.

Section 3. Special meetings of the Executive or District Committee may be called by a majority of the members of the Executive Committee or District Committee, respectively. At least five (5) days' notice shall be given of the date, place, time and purpose of the special meeting. Notice may be given by mail, social media, district's website, fax or email.



Section 4. Subject to the Rules of the Michigan Democratic Party and these Bylaws, all meetings shall be conducted according to Robert's Rules of Order (latest edition).

Section 5. The district party may rely on the contact information provided by the member. It shall be the district members responsibility to inform the district Correspondence Secretary of any changes in their contact information.

## **ARTICLE VI. OFFICERS, EXECUTIVE COMMITTEE AND DISTRICT COMMITTEE**

Section 1. During January or February of each odd-numbered year a District Caucus or Convention will be held on the date set by the State Central Committee to elect a District Chairperson, Statutory Vice-Chairperson of the opposite sex from the Chairperson, an Executive Vice-Chair, a second Executive Vice-Chair (of the opposite sex of the first Executive Vice-Chair, Secretary (Recording), Corresponding Secretary, Treasurer, Financial Secretary, a Director of Young Democrat outreach (Advisor), eight Statutory Trustees, a Democratic National Committee Liaison, Parliamentarian, Caucus and Club Coordinator, and at least 15 members of the Executive Committee.

The Executive Committee may elect additional officers. If a vacancy occurs on the Executive Committee or among the Officers, the Executive Committee has the authority to fill it. The Executive Committee shall meet monthly at a regularly scheduled meeting and they shall keep minutes of all meetings which shall be available to all Party members at quarterly District Committee meetings. If necessary, the Executive Committee shall elect additional statutory officer/s to ensure that there is at least one resident from each municipality on the Executive Committee. State Central Delegates and alternates elected from the 14th Congressional District are automatic members of the Statutory Executive Committee. 60 honorary (non-statutory) vice chairs and 110 honorary (non-statutory) at-large board members and 10 (non-statutory) Sergeant-at-Arms are elected at the District Caucus or Convention. The Chair can appoint additional Sergeant-At-Arms subject to the approval of the Executive Committee.

Section 2. Within thirty (30) days following the election of the Executive Committee, the Executive Committee shall meet to adopt or readopt bylaws, pass a resolution indicating its acceptance of the Rules of the Michigan Democratic Party and to elect the District Committee. The Officers of the Executive Committee shall serve as Officers of the District Committee. The District Committee shall consist of those members as the Executive Committee may determine, including the filling of the vacancies. Between meetings of the District Committee the Executive Committee shall have all the powers and perform all the duties of the District Committee, including the filling of vacancies in nominations as prescribed by law.

Section 3. The Chairperson shall preside at all Executive and District Committee meetings, and have such other duties as are usual to the office of District Chairperson, or that may be required by this organization.

Section 4. The Statutory Vice-Chairperson shall be a member of the opposite sex from the Chairperson. The Vice-Chairperson shall assist the Chairperson in the discharge of his/her duties, and shall temporarily assume the duties and responsibilities of the Chairperson in his/her absence.

Section 5. The first Executive Vice-Chairperson and second Executive Vice-Chairperson will assist with special projects, development, and membership recruitment.

Section 6. The Secretary of this organization shall keep an accurate record and minutes of the proceedings of the meetings of the Executive Committee and District Committee. He/She shall keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization, and when a new secretary is elected the past secretary shall forthwith deliver to the newly elected secretary all the aforesaid items kept and preserved during his/her tenure of office. He/She shall see that proper notification is given to the Executive Committee and District Committee of their meetings.



Section 7. The Treasurer shall be responsible for the financial receipts and disbursements of this organization. The funds of this organization shall be deposited into in banks located in the State of Michigan. The Treasurer shall establish an administrative account and a political party committee account. The political party committee account shall only accept contributions from sources allowed by the Michigan Campaign Finance Act for such accounts. The administrative account may accept funds from any source and used for paying the administrative expenses of the District Committee. Withdrawals from the political party committee account and administrative account, shall be drawn only by checks signed by both Chairperson and Treasurer. In the absence of the Chairperson or the Treasurer, the Statutory Vice-Chair may sign in the event of such absence. The Treasurer shall make financial reports to the Executive Committee as that Committee so directs and shall make them to all District Committee meetings. When a new Treasurer is elected, the past Treasurer shall forthwith deliver to the new Treasurer the funds and all the books and records kept during his/her tenure in office.

Section 8. The Corresponding Secretary shall be responsible for the official correspondence of the 14<sup>th</sup> Congressional District including but not limited to notices for Executive Committee meetings, Membership meetings, and District Conventions. The Corresponding Secretary shall assist with any official newsletter distributed by the District.

Section 9. The financial secretary shall be responsible for assisting the Treasurer and shall be a member of the finance committee.

Section 10. The Director of Young Democrat Outreach A advisor) shall assist the 14th District Young Democrats with membership recruitment, development, special projects and the establishment of Young Democrat High School Chapters and work to ensure the district is including Young Democrats in the operation of the district as a whole. This Director shall also assist college democrats and the establishment of college democrat chapters in the District. There is no age restriction for this position.

Section 11. District trustees shall review the records of the Treasurer and campaign finance reports at least twice per year. Trustees shall attend campaign finance trainings and gain an understanding of the duties and responsibilities of the Treasurer.

Section 12. The Caucus and Club Coordinator shall promote the establishment of caucuses and clubs in the 14th District, assist caucuses and clubs with the processing of their applications, and work to ensure caucuses and clubs in the 14th District comply with MDP rules.

Section 13. The Democratic National Committee Liaison shall make an effort to provide information to the District about the affairs of the Democratic National Committee.

## **ARTICLE VII. COMMITTEES**

Section 1. The Chairperson, subject to the approval of the majority of the Executive Committee, shall appoint the committees and committee chairpersons necessary for the work of the organization.

Section 2. Standing Committees shall include the following:

1. Rules and Bylaws Committee
2. Finance Committee
3. Candidate Recruitment Committee
4. Political Organizing Committee
5. Communications Committee
6. Policy and Resolutions Committee
7. Campaign Committee



These committees shall include the appropriate subcommittees. The Chairperson of the District Party shall be an ex-officio member of all standing committees.

## **ARTICLE VIII. Endorsement Procedure**

Section 1. There shall be separate endorsement screening committees for Oakland and Wayne County, not to exceed 21 members each, appointed by the District Chairperson. Care shall be taken in making appointments to the screening committees to ensure that they are balanced by gender, race, and geography to be representative of the 14<sup>th</sup> Congressional District Democratic membership as a whole. The Chair of the Oakland County Democratic Party, or his/her designee, and the Chairs, or their designees, of each officially recognized local Democratic Club shall automatically be members of the appropriate county screening committee.

Section 2. The District Chairperson shall appoint co-chairs (one male and one female) for each of the county screening committees. The persons so appointed shall reside in the 14<sup>th</sup> District.

Section 3. Endorsement recommendations, if any, of a county screening committee shall be referred to the Statutory District Executive Committee. The Statutory District Executive Committee shall report any county screening committee endorsement recommendation(s) to the next regular membership meeting or special meeting called for that purpose. The Statutory District Executive Committee may approve a county screening committee recommendation by simple majority vote of those present and voting. Any county screening committee recommendation not receiving simple majority support shall be reported to the District membership meeting with no recommendation from the Executive Committee. The District membership may approve any county endorsement recommendation by a simple majority of the District membership present and voting. The Executive Committee and the District membership may not amend, change, or replace an endorsement recommendation of the county screening committee.

Section 4. For all local elections and local ballot initiatives, acceptance of a county endorsement recommendation by the District membership requires a simple majority of the membership present and voting.

Section 5. (a) Regarding District endorsements for District-wide or State-wide offices and ballot initiatives, there shall be a joint county screening committee consisting of the members of the Oakland County and Wayne County screening committees. The District Chairperson shall appoint co-chairs (one male and one female) from among the co-chairs of the county screening committees.

(b) The joint county screening committee may make a recommendation for endorsement by simple majority vote of those present and voting, which recommendation shall be referred to the Statutory District Executive Committee. The Statutory District Executive Committee may approve the joint county screening committee recommendation by a simple majority of those present and voting. The Statutory District Executive Committee shall report any county screening committee endorsement recommendation(s) to the next regular membership meeting or special meeting called for that purpose. Any joint county screening committee recommendation not receiving simple majority support shall be reported to the District membership meeting with no recommendation from the Statutory District Executive Committee. The District membership may approve any joint county screening committee endorsement recommendation by a simple majority of the District membership present and voting. The Statutory District Executive Committee and the District membership may not amend, change, or replace an endorsement recommendation of the joint county screening committee.

Section 6. \*[Voting procedure shall conform to the State Party Directive on Proportional Voting of the Michigan Democratic Party.]\* If more than two candidates for the same office are seeking, or are being proposed, for a recommendation by a county screening committee, or by the joint county screening committee for District-wide or State-wide office, the screening committee may use a run off system to facilitate the reaching of a simple majority vote and the recommendation of a candidate for endorsement.

Section 7. Any request for an endorsement shall be submitted in writing to the District Chairperson.

## **ARTICLE IX: CAUCUSES**

The 14<sup>th</sup> District encourages and supports the establishment of local Democratic Clubs in municipalities across the district and caucuses including but not limited to Arab American, Asian American, Black Caucus, College Democrats, Disability Issues, Downriver, Environmental, Faith, Hispanic, Justice, Labor, Lawyers, LGBT, Native American, Seniors, Small Business, Veterans and Military Affairs, Women, Young Democrats. The District shall grant charter status to clubs and caucuses that meet the qualifications and requirements consistent with the State Central Committee's Resolution on Chartering of Local Democratic Clubs and other Organizations.

## **ARTICLE X. ORDER OF BUSINESS**

At meetings the business of the organization shall proceed in the following order:

1. Roll call of officers
2. Minutes of the previous meeting
3. Reports of Officers
  - a. Chair
  - b. Vice Chair
  - c. Treasurer (financial report)
  - d. Secretary (correspondence)
4. Reports of committees
5. Unfinished business
6. Postponed business
7. New business
8. Adjournment

## **ARTICLE XI. AMENDMENTS**

Section 1. Proposals for changes or amendments to these bylaws shall first be referred to the Rules and Bylaws Committee which shall report its recommendations to the next regular District Committee meeting or special meeting called for that purpose.

Section 2. These bylaws may be amended by a two-thirds (2/3) majority vote of the members of the District Committee present at a meeting, provided that written notice setting forth the proposed amendment has been given to all Party members at least two (2) weeks prior to the date of the meeting.

Section 3. These bylaws shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions and policies of a contrary nature with the exception of the Rules of the Michigan Democratic Party.