

MICHIGAN 4TH CONGRESSIONAL DISTRICT DEMOCRATIC PARTY BYLAWS

ADOPTED: AUGUST 20, 1978

REVISED: JUNE 21, 1997; FEBRUARY 10, 2001; JUNE 12, 2003 LATEST

REVISION: OCTOBER, 2011

ACCEPTED AS REVISED: MAY 2015

ACCEPTED AS REVISED August 2017

PREAMBLE

The 4th Congressional District Democratic Party is a unit of the Michigan Democratic Party (MDP). We are committed to the fundamental values of the MDP and will always act in accordance with those values. Our 4th Congressional District Committee, Executive Board, and all other 4th Congressional District Democratic organizations shall observe all the rules of the MDP, as listed in the "Rules of the Michigan Democratic Party."

To promote and insure effective participation, communication, and organization among Democratic members and Democratic Party organizations within the 4th Congressional District of Michigan, and to further the programs and policies of the Democratic Party, the 4th Congressional District Democratic Party adopts these Bylaws.

ARTICLE 1: FUNDAMENTAL PRINCIPLES

Section 1. All public meetings of the 4th Congressional District 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, gender identity physical or disability.

Section 2. No tests for membership in, nor any oaths of loyalty to, the 4th Congressional District 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, gender identity, physical appearance or disability.

Section 3. The time and place for all meetings of the 4th Congressional District on all levels shall be publicized a minimum of fourteen (14) days prior to the event. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

Section 4. The 4th Congressional District, 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, gender identity, physical appearance, or disability.

Section 5. The 4th Congressional District shall publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of 4th Congressional District officers and representatives on all levels. Publication of those procedures shall be done in such a fashion that all prospective members and current members of the 4th Congressional District will be *informed*

of the pertinent procedure in time to participate in each selection procedures at all levels of the 4th Congressional District.

Section 6. The 4th Congressional District 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 4th Congressional District. Such publication shall be done fourteen (14) days prior to the event so that all prospective candidates for any elected or appointed position within the 4th Congressional District will have full and adequate opportunity to compete for office.

Section 7. All rules and bylaws of the 4th Congressional District 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 4th Congressional District.

Section 8. The unit rule, (a rule whereby a delegation votes as a unit, not recognizing minority votes within the delegation), is prohibited at all levels of the 4th Congressional District.

Section 9. No rule shall be adopted at any level of the 4th Congressional District which would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

Section 10. Votes shall not be taken by secret ballot at any meeting of the 4th Congressional District at any level.

ARTICLE 2: MEMBERSHIP

Section 1. The membership of the 4th Congressional District Democratic Party shall consist of all Democratic residents of the 4th Congressional District, duly elected precinct delegates, or members and officers of the 4th Congressional District Executive and District Committee, all of whom must be current members of the MDP.

ARTICLE 3: GENERAL MEMBERSHIP MEETING

Section 1. A meeting of the 4th Congressional District membership shall be held annually at the State Convention of the MDP. The meeting shall consider such matters as may be brought before it by the 4th Congressional District membership, the 4th Congressional District Executive Board, or the Michigan Democratic Party.

Section 2. All persons qualifying as members of the 4th Congressional District Democrats under the provisions of Article I of these Bylaws shall be eligible to participate in all functions and activities of the general membership meeting, provided they have complied with the state party rules concerning the possession of a current membership in the MDP, as follows:

"In order to vote at any convention, caucus, or meeting of any unit of the Michigan Democratic Party at any level, a person must be a member of the Michigan Democratic Party for at least thirty (30) days prior to that convention, caucus or meeting. Precinct delegates, candidates, and elected officials are exempt from the thirty (30) day advance membership requirement. However, precinct delegates, candidates and elected officials must be a member of the Michigan Democratic Party in order to vote at any Convention, Caucus or meeting of any unit of the Michigan Democratic Party at any level."

Section 3. Proportional voting by the 4th Congressional District counties as allocated and prescribed by the MDP shall be used in the election of 4th Congressional District delegates and alternates to any convention, delegates and alternates of the Democratic State Central Committee ("DSCC"), and members of the 4th Congressional District Executive Committee.

ARTICLE 4: DISTRICT CONVENTION

Section 1. A convention of the 4th Congressional District Democrats shall be held at such times as requested by the Michigan Democratic Party. The convention shall be the highest authority for the 4th Congressional District, other than the laws of the State of Michigan or the MDP.

ARTICLE 5: DISTRICT EXECUTIVE COMMITTEE AND DISTRICT COMMITTEE

Section 1. At the MDP state convention in odd-numbered years, the 4th Congressional District membership shall meet at the scheduled time for the congressional district conventions. The membership shall elect the officers of the 4th Congressional District Executive Committee, consisting of a District Chair, Vice-Chair, Secretary, and Treasurer. The Vice-Chair must be of the opposite sex to the Chair, as per MDP rules. Then the membership shall elect no less than 15 other persons to the Executive Committee. The term of service for the Executive Committee shall be two years, or until a successor has been duly elected.

Within 30 days of their election, the 4th Congressional District Executive Committee shall meet and elect the members of the 4th Congressional District Committee. The Executive Committee officers shall serve in their same capacity on the District Committee. Other members of the 4th Congressional District Committee shall include the duly elected Chair or designated representative of each County Committee within the district, those persons residing in the 4th Congressional District that are serving in the US Congress or Michigan Legislature, and such other 4th Congressional District persons as the Executive Committee shall choose to select. The MDP encourages the expansion of these committees for the purpose of achieving more participation and representation. Each member of the Executive Committee or District Committee shall have only one vote.

Section 2. The 4th Congressional District Executive Board shall have the authority, in conformity with the decisions of the Michigan Democratic Party and the 4th Congressional District membership, to determine the policies and activities of the 4th Congressional District Democrats between membership meetings or district conventions.

Section 3. The meetings of the Executive Board shall be open to all interested persons, but only a person who is a member of the Executive Board shall be allowed to vote. A quorum for the conduct of business by the Executive Board shall consist of ten (10) members.

Section 4. It shall be the function of the Executive Board to:

- (a)** Provide for such political, social, and public relations activities and programs as it deems necessary for the development of the membership.
- (b)** Encourage and assist the development of the county Democratic Party organizations in the district.
- (c)** Coordinate with county organizations on activities that are of mutual interest to those county organizations and the Board.

(d) Give financial support and other assistance to the campaign of the Democratic nominee for the 4th Congressional District of Michigan.

(e) Make arrangements for financing the activities of the 4th Congressional District Democratic Committee.

(f) Make all recommendations for appointments to public office that may be referred to the committee by officers or agents of the United States Government, the State of Michigan or the Michigan Democratic Party.

(g) Engage in such activities, adopt such procedures, and establish and/or support such committees and agencies as may be appropriate for carrying out its functions and activities.

Section 5. The 4th Congressional District Chair shall call a meeting of the Executive Board at least twice a year. A meeting of the Executive Board shall also be promptly called by the District Chair when petitioned for by at least six (6) County Party chairs or six (6) members of the Executive Board.

ARTICLE 6: OFFICERS

Section 1. The Officers of the District Committee shall include a Chair, ~~three Vice-Chairs (1st, 2nd, 3rd),~~ Recording Secretary, and Treasurer.

Section 2. The Officers shall be nominated and elected at the District caucus of the odd-year Convention of the Michigan Democratic Party, and shall serve for two years until their successors are duly elected. (As outlined by the MDP)

Section 3. Vacancies shall be filled by the Executive Board for the remainder of any unexpired term.

Section 4. The Chair shall be the chief executive officer of the Executive Board and shall be responsible for the execution of the actions of the 4th Congressional District Convention, the General Membership Meeting, the Executive Board, and for compliance with the directives of the Michigan Democratic Party and the laws of the State of Michigan. The Chair shall issue the call for all meetings of the 4th Congressional District Convention, General Membership Meeting, and Executive Board; preside over these meetings; keep the County Democratic Organizations informed of the functions, activities, and programs of the committee; call special meetings of the Executive Board; appoint the chairperson and members of all committees established by the Executive Board; and perform such other functions as directed by the General Membership Meeting, the 4th Congressional District Convention, or the Executive Board. The Chair shall be compensated at the current IRS mileage rate while on district business.

Section 5. The Vice-Chair shall preside over the meetings of the Executive Board, the General Membership Meeting, and the ~~Convention~~ in the absence of the Chair, or when so requested by the ~~Chair~~. In the event that the Chair is unable to perform the duties of office, the Vice-Chair shall serve as acting Chair until the next meeting of the Executive Board. The Vice-Chair shall perform such other duties as directed by the General Membership Meeting or the Executive Board. In the absence of the Vice-Chair, a designee (from the Executive Board) shall be appointed by the Chair to serve in the absence of the Chair.

Section 6. The Secretary shall take and maintain the minutes of the General Membership Meeting and the 4th Congressional District Executive Board, and shall type, copy, and print meeting minutes for distribution at each subsequent meeting. The ~~Recording~~ Secretary shall also maintain copies of the Bylaws of the 4th Congressional District and any amendments to them which may be adopted; the proceedings, resolutions and

actions of the General Membership Meeting and the Executive Board, and maintain a list of the Officers, members of the Executive Board, and the membership.

Section 7. The Chair shall be responsible for sending written meeting notices, either by electronic means or by hard copy, shall maintain an up-to-date membership mailing list, including email addresses, in conjunction with the MDP, and shall also produce and maintain an up-to-date Directory of the 4th Congressional District Officers, Executive Board, Administrative Committee, State Central Delegates and Alternates, County Chairs, and any other information asked to be identified by the Chair. The 4th Congressional District shall maintain a website. The 4th Congressional District Directory shall be posted on the internet (and available in a hard copy form.)

Section 8. The Treasurer shall receive and be the custodian of all funds of the committee. Such funds shall be kept on deposit in a bank or banks as directed by the officers. All bills and obligations of the committee shall be paid with two signatures by the Treasurer and one other officer of the Executive Board. (The Treasurer, Chairperson, and Secretary are authorized to sign.) No monies shall be paid out of accounts of the committee except as authorized by the Executive Board in accordance with such procedures as established by the Executive Board. The Executive Board may require that a security bond in an amount determined by the Executive Board may be posted for the Treasurer. The Treasurer shall also be responsible for being up-to-date in her/his knowledge and implementation of the Campaign Finance laws of the State of Michigan, and the Rules, Policies and Filing Regulations of the Federal Elections Commission. It is the primary responsibility of the Treasurer to file all lawfully required reports in a timely manner.

Section 9. Any officer of the committee or delegate or alternate delegate to the Democratic State Central Committee may be removed from office for unsatisfactory performance of their duties by a two-thirds (2/3) vote of the Executive Board at a special meeting called at least in part to consider that removal. The office held by any officer of the Committee or delegate or alternate delegate to the Democratic State Central Committee may be declared vacant by a majority vote of the Executive Board if such person fails to attend at least two (2) scheduled meetings a year, which is a duty of the office: A) Failure to attend two (2) scheduled meetings a year will be grounds for removal from office; B) Procedure for removal shall be: 1. Executive Board will meet and review attendance records and make recommendations to the Chair; 2. The Chair will bring recommendation to the next scheduled meeting for a vote; and 3. A quorum, as called for in the Bylaws, must be present for valid removal vote.

- a. An officer, committee member, or delegate/alternate delegate to the Michigan Democratic State Central Committee must reside in the 4th Congressional District, if residency changes an election to fill the seat will take place at the next scheduled district meeting.

ARTICLE 7: DISTRICT COMMITTEES

Section 1. At the first meeting of the 4th Congressional District Executive Board, the District Chair shall appoint a chair for each of the Standing Committees, and ask for volunteers to serve on them. The 4th Congressional District shall maintain these standing committees: (the committee's primary responsibility is listed here):

Rules-Bylaws Committee: Review our Bylaws and make recommendations for their improvement. Receive Bylaw suggestions from our members. Propose standing rules.

Fundraising Committee: Raise money for the 4th Congressional District Democratic candidate for US Representative and for selected state Senate and House races partly or wholly located within the 4th District.

Candidate Recruitment Committee: Encourage qualified Democrats to consider becoming a candidate for US Representative from the 4th District. Encourage local Democrats to obtain qualified candidates for Michigan Senate or House seats wholly located within the 4th District.

Political Coordinating Committee: Plan and keep track of various political events that are located in the 4th District, such as fundraisers, petitions, protests, support rallies, and visits by candidates for state or national offices.

Communications Committee: Interact with the media in conjunction with political events, maintain the 4th Congressional District website, be a source of contact information for 4th Congressional District Democrat, and keep the 4th Congressional District Democrat informed about conventions and meetings,

Section 2. US Representative Candidate Committee: When the Michigan 4th Congressional District has determined its Democratic Party candidate for US Representative; a special committee shall be formed to assist that Democratic candidate in running for office.

Section 3. MDP Platform Committee Delegate and Alternate Delegate: For each year, the 4th Congressional District Chair shall submit to the Executive Board the name of a delegate and alternate delegate to the MDP committee that considers the addition of county resolutions to the party platform.

Section 4. The 4th Congressional District Chair may form other special committees and appoint special delegates as needed.

Section 5. The 4th Congressional District Chair is an ex officio member of all district-wide committees.

Section 6. The 4th Congressional District Executive Board has the authority to review and overrule any committee or delegate appointment made by the 4th Congressional District Chair.

ARTICLE 8: VOTING AT 4TH DISTRICT COMMITTEE MEETINGS

At a 4th Congressional Board meeting, the District Chair is authorized to broaden participation in the meeting through the use of teleconferencing. Teleconference participants are counted as present at the meeting for the purpose of determining a quorum, and are allowed to vote whenever they would have that right if physically in attendance. Each eligible person shall have one vote.

ARTICLE 9: CONDUCT OF MEETINGS

Section 1. The conduct of all 4th Congressional District meetings shall be governed by Robert's Rules of Order, Newly Revised, whenever it is not specified otherwise in MDP Rules or our Bylaws.

The order of business for meetings shall be:

Call to Order

Roll call of officers.

Approval of the Agenda – with additions or deletions

Minutes of the previous meeting.

Reports of Officers (Chair, Vice-chairs, Treasurer (financial), Secretary (correspondence),

Standing Committee reports.

Special Committee reports.

Unfinished business,

Postponed business.

New business.

Scheduling the next meeting (if possible).

Member comments.

Adjournment.

Section 2. The presiding officer at a meeting shall have the authority to change the order of business to accommodate a member, guest, or speaker who is unable to stay for the entire meeting, and explain the reason. If there is an objection to the revision, a vote must be taken, and a majority required to make the change.

ARTICLE 10: BYLAW AMENDMENTS

Section 1. Proposals for changes or amendments to these Bylaws shall first be referred to the 4th District Rules and Bylaws Committee, which shall report its recommendations to the next regular District Executive Board meeting, or a special meeting which includes that purpose.

Section 2. These Bylaws may be amended by a two-thirds (2/3) vote of the 4th Congressional District Executive Board participating in a meeting, provided that written notice setting forth the proposed amendment has been sent to all listed 4th Congressional District Democratic 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 MDP or laws of the state of Michigan.

ARTICLE 11: ENDORSEMENT OF CANDIDATES

Section 1. An endorsement by the 4th Congressional District may not be given prior to the beginning of the election year. An endorsement for a Democratic candidate within the 4th Congressional District may not be given prior to the Affidavit of Identity or if there is a contested primary. The endorsement does not imply financial support from the 4th Congressional Democratic Party for the newly endorsed candidate.

Section 2. As the 4th Congressional District Democratic Party is strongly concerned with the election of the Democratic candidate for Congress representing the 4th Congressional District. Priority shall be given when considering financial and other support for a successful election.

Section 3. Endorsement for a candidate to an office other than 4th District US Representative may not be given unless there are unusual circumstances in that race.

Section 4. An endorsement given by the 4th Congressional District can be given only by the 4th Congressional Executive Board (through a true vetting process), and requires affirmation by two-thirds (2/3) of the Board members participating in the meeting.

ARTICLE 12: RATIFICATION

Section 1. These Bylaws shall become effective as the official Bylaws of the 4th Congressional District Democratic Party when ratified by a two-thirds 2/3 vote at a 4th Congressional District Convention designated at least in part for the purpose of considering these Bylaws. After the MDP reviews and approves these Bylaws, they will be considered our Charter from the MDP. Copies of the Bylaws shall be made widely available to the Democratic members of the 4th Congressional District.

ARTICLE 13: DISSOLUTION

Section 1. In the event this organization shall be dissolved through official action, all assets and/or records of the organization shall be forwarded to and acquired by the Michigan Democratic Party.