

## **ARTICLE I. NAME**

1.1 **This** organization shall be known as Michigan's 7th Congressional District Democratic Party. It shall consist of the District Committee, and all members of the Michigan Democratic Party residing in Michigan's 7th Congressional District.

## **ARTICLE II. PURPOSE**

2.1 **The** purpose of Michigan's 7th Congressional District Democratic Party is to promote and inform of the philosophy of the Democratic Party and to recruit and elect Democrats who support this philosophy.

2.2 **To** unite and to aid in the activities of all Democratic Party members, precinct delegates, committees, officeholders, candidates, and all other Democrats working to promote wide and active participation in the Democratic Party within the 7<sup>th</sup> Congressional District.

2.3 To promote intercounty party cooperation.

## **ARTICLE III. ORGANIZATION**

3.1 All public meetings of Michigan's 7th Congressional 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, gender identity, physical appearance, or disability. However, District units may hold meetings limited to MDP members in cases where confidential consideration of party strategy is necessary.

3.2 No tests for membership in, nor any oaths of loyalty to, Michigan's 7th Congressional 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, gender identity, physical appearance, or disability.

3.3 Michigan's 7th Congressional 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, gender identity, physical appearance, or disability.

3.4 Michigan's 7th Congressional District Democratic Party 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 Michigan's 7th Congressional District Democratic Party officers and representatives at all levels. Publication of those procedures shall be done in such a fashion and 14 days prior, that all prospective and current members of Michigan's 7th Congressional District Democratic Party will be fully and adequately informed of the pertinent procedure to participate in each selection procedures at all levels of Michigan's 7th Congressional District Democratic Party organization

3.5 Michigan's 7th Congressional 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 Michigan's 7th Congressional District Democratic Party. Such publication shall be done 14 days prior, so that all prospective candidates or applicants for any elected or appointed position within Michigan's 7th Congressional District Democratic Party will have full and adequate opportunity to compete for office.

3.6 Proportional voting: Multiple-position offices, such as District Committee members, must be elected by one of the methods approved in the *Rules for Voting and Elections in the MDP* for implementing proportional representation.

3.7 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the District in all cases to which they are applicable and in which they are not inconsistent with the laws of the state of Michigan, the Rules of the Michigan Democratic Party, these Bylaws, and any special rules of order the District may adopt.

3.8 All rules and bylaws of the 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 MDP.

3.9 The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of Michigan’s 7th Congressional District Democratic Party shall be of a different gender.

3.10 Election of a member to any office or position within the District, either at a District Caucus or a meeting of the District Committee, shall be conducted in accordance with the approved *Rules for Voting and Elections in the MDP*.

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

4.1 Membership of Michigan’s 7th Congressional District Democratic Party shall consist of all duly elected Democratic precinct delegates and members of the Michigan Democratic Party residing in Michigan’s 7th Congressional District.

4.2 The Officers and the District Committee shall be selected in accordance with the Rules of the Michigan Democratic Party.

#### **ARTICLE V. MEETINGS & CONVENTIONS**

##### **MEETINGS**

5.1 The regular meetings of Michigan’s 7th Congressional District 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 must be given by email and in addition may also be provided by posting on the District web site, social media, or text messaging. A quorum of the District Committee shall consist of not less than eight (8) members provided that a majority of the counties are represented. Counties included in the 7<sup>th</sup> District are: Branch, Eaton, Hillsdale, Jackson, Lenawee, Monroe, parts of Washtenaw.

5.2 Special meetings of the District Committee may be called by the Chair, or by a request of eight (8) or more members of the District Committee. At least five (5) days’ notice shall be given of the date, place, time and purpose of the special meeting. Notice must be given by email and in addition may also be provided by posting on the District web site, social media, or text messaging.

5.3 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).

5.4 The customary agenda (subject to revision by the District Committee) for meetings of the District Committee shall be:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Land Acknowledgement
- 4) Roll call of Officers
- 5) Roll call of Counties
- 6) Ascertainment of Quorum
- 7) Approval of Agenda
- 8) Guest Speaker (if applicable)
- 9) Approval of Minutes of the previous meeting

- 10) Reports of Officers
  - a) Chair
  - b) Vice Chair
  - c) Treasurer (financial report)
  - d) Secretary (correspondence)
- 11) Reports of Standing Committees
- 12) Reports of Ad Hoc Committees
- 13) Unfinished business
- 14) New business
- 15) County Reports
- 16) Announcements / Good & Welfare
- 17) Adjournment

5.5 Meetings of the Executive Committee are called by the Chair and shall be open to members of the District and guests, as granted by the Chair. Meeting minutes shall be reported to the District Committee.

## **CONVENTIONS**

5.6 The District participates in several types of Conventions during each four-year election cycle. A District caucus is held at the MDP Endorsing Convention, Nominating Convention, and Spring Convention. A District Convention to elect delegates to the Democratic National Convention is held during Presidential election years.

### **DISTRICT CAUCUS AT THE SPRING CONVENTION**

5.7 The date and place of the odd-year MDP Spring Convention is set by the State Central Committee, and notice is given to members by the MDP.

5.8 In the District caucus at the MDP Spring Convention, District officers, State Central Committee (SCC) delegates and alternates, and members of the District Committee are elected to serve for a two-year term. The number of SCC delegates and alternates to be elected is specified by the MDP. The number of District Committee members to be elected shall be set by resolution of the Caucus, but at least 15.

5.9 Caucus rules may specify a geographic distribution plan as described in the *Rules for Voting and Elections in the MDP* for election of SCC delegates and alternates and members of the District Committee. In this case, members as well as SCC delegates and alternates would be apportioned among the counties comprising the Seventh District, in proportion to the State Allocation of Delegate Vote (SADV) provided for the counties of the District by the MDP for that two-year term. Caucus members from each county will caucus separately to elect delegates and members allocated to that county under the plan. Both County and SCC delegates shall be nominated by Caucus delegates from their respective counties.

5.10 The District Congressional nominee shall serve as Temporary Caucus Chair until the election of a permanent Chair. If the nominee is not present, the chair of the most populous county in the district shall serve as Temporary Chair.

### **DISTRICT CONVENTION TO ELECT NATIONAL DELEGATES**

5.11 The District Convention to elect delegates to the Democratic National Convention is held on a date and under rules specified by the Delegate Selection Plan adopted by the State Central Committee and approved by the Democratic National Committee. To the extent allowable under the Delegate Selection Plan. The District Chair shall select and secure a venue for this Convention in consultation with MDP staff. Notice is given to members by the MDP. The District Chair or designee shall serve as Convention Chair.

### **DELEGATES TO DISTRICT CONVENTION**

5.12 Delegates to the District Caucus and Convention shall consist of MDP members residing within the District.

5.13 No delegate shall give a proxy for representation at the District Caucus or Convention

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

### **DISTRICT COMMITTEE**

6.1 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, Vice-Chairperson of the opposite gender from the Chairperson, Secretary, Treasurer and at least 15 members of the District Committee. The District Committee may elect additional officers. If a vacancy occurs on the District Committee or among the Officers, the District Committee has the authority to fill it. The District 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.

6.2 The members of a District Committee may vote to expand the membership of the Committee. These rules encourage the expansion of the Committee for the purpose of achieving more participation and representation.

6.3 Within thirty (30) days following the election of the District Committee, the District Committee shall meet to adopt or readopt bylaws, pass a resolution indicating its acceptance of the Rules of the Michigan Democratic Party.

6.4 The District Committee shall govern the MDP Seventh District organization and shall have authority to take any action to achieve the District's purpose which is not inconsistent with applicable Michigan law, MDP Rules, and these Rules, including the filling of vacancies in nominations as prescribed by law.

### **EXECUTIVE COMMITTEE**

6.5 The Executive Committee consists of District officers, county chairs within the District, and committee chairs. The purpose shall be to review the operation and activities of the District, coordinate the activities of the various committees, share information, and discuss proposals to be made to the District Committee. The authority of this group is limited to that already possessed by the individual officers and committee chairs.

### **OFFICERS**

6.6 District officers shall be the District Chair, Vice-Chair, Secretary, Treasurer. The District Committee may elect additional officers.

6.7 Vacancies in officer positions shall be filled by the District Committee.

6.8 The officers shall serve 2-year terms, beginning on the date of the MDP Spring Convention, until the date of the following MDP Spring Convention.

6.9 Any officer may be removed by a two-thirds vote of those present and voting at two consecutive District Committee meetings.

### **DUTIES OF THE OFFICERS:**

#### **6.10 Chair**

(a) shall preside at all meetings.

(b) may appoint a parliamentarian at any meeting.

(c) shall appoint members to standing and ad hoc committees, giving consideration to broad representation from the counties in the District, with confirmation by a majority of the District Committee.

- (d) shall be an ex officio member of all standing and ad hoc committees.
- (e) shall supervise District offices and personnel.
- (f) shall be the spokesperson for the District.
- (f) shall be a signatory on any District checking account(s).
- (g) shall perform all other functions required by law or reasonably necessary to fulfill the duties of the chief executive officer of a political party.

#### **6.11 Vice Chair**

- (a) shall have all powers and duties of the District Chair while the District Chair is not reasonably able to act.
- (b) shall have such other powers and duties which are required by law or may be granted from time to time by the District Committee.

#### **6.12 Secretary**

- (a) shall keep an accurate record and minutes of the proceedings of the meetings of the Executive Committee and District Committee.
- (b) shall keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization.
- (c) shall forthwith deliver to the newly elected secretary all the aforesaid items kept and preserved during his/her tenure of office.
- (d) shall see that proper notification is given to the Executive Committee and District Committee of their meetings as prescribed in these by laws.

#### **6.13 Treasurer**

- (a) shall have custody and control of all District accounts and funds.
- (b) shall keep records of all transactions involving District funds and shall submit a report at each District Committee meeting and at other times when requested by the Chair.
- (c) may pay District obligations up to \$200 without District Committee approval, specific items approved in the annual budget, upon approval of the Chair.
- (d) shall not pay any District obligations over \$200 without District Committee approval.
- (e) shall maintain no more than 2 active financial institutions checking accounts, an Administrative Account and a Campaign Account (Federal and or State PAC).
- (f) shall be a signatory on any District checking account(s).
- (g) shall complete and keep up to date a Statement of Organization with the Bureau of Elections.
- (h) The Treasurer may serve as the Designated Record Keeper (6.18). If not, the Treasurer shall coordinate with the Designated Record Keeper in filing Campaign Finance Reports.
- (i) shall perform all other functions required by law to fulfill the Duties of a Treasurer of a District Political Party.
- (j) shall have such other powers and duties which are required by law or may be granted from time to time by the District Committee, including membership on the Finance Committee.
- (k) shall forthwith deliver to the new Treasurer the funds and all the books and records kept during tenure in office.

**6.14 Unexpected Expenses-** Regardless of the limitations described in Section 6.13 above, between regularly scheduled meetings of the District Committee, immediate payment of unexpected expenses in amounts to not exceed \$1,000 may be authorized by agreement of the majority of the executive committee. Votes may be cast by phone, email, or text sent to the Chair. These expenditures shall be reported, along with the vote totals, at the next District Committee meeting.

**6.15 Audit-** A yearly review and audit will be conducted of all financial transactions 30 days after the closing of the year. The audit committee will have at least 3 members appointed by the Chair and will provide their report to the District committee at the first meeting after the completion of the audit report.

### **ARTICLE VII. COMMITTEES**

## 7.1 STANDING COMMITTEES

1. Rules and Bylaws
2. Finance
3. Candidate and Campaigns
4. Communications and Media
5. Policy and Resolutions Committee

### 7.2 General Rules of Standing Committees

- (a) shall meet at the call of the Committee Chair, District Chair, or as directed by the District Committee.
- (b) shall recommend policies to the District Committee.
- (c) shall implement policies established in its area by the District Committee.
- (d) shall submit a monthly report as directed by the District Chair or at minimum an annual report to the District Chair and Secretary by December 31 of each year.
- (e) shall have a chairperson and members appointed by the District Chair and confirmed by the District Committee.
- (f) shall not assist candidates in contested primaries, absent an endorsement by the District Committee.
- (g) shall have a term of two years, ending on the date of the odd-year MDP Spring Convention.

### 7.3 General duties of Committee Chairs

- (a) shall keep records of committee business, and turn them over to the Secretary at the end of the Chair's term;
- (b) shall appoint committee officers, if appropriate to the area;
- (c) shall report to each District Committee meeting.

### 7.4 Rules and Bylaws Committee

- (a) review and recommend changes to the District Bylaws.
- (b) be familiar with and guide the District in its compliance with MDP Rules and with Michigan law relevant to District operating procedures and practices.

### 7.5 Finance Committee

- (a) raise funds for the District.
- (b) recommend policies regarding District finances which assure financial accountability, stability, and legal compliance.
- (c) oversee financial planning, including preparing an annual budget for the District.

### 7.6 Candidate and Campaigns

- (a) recruit candidates for US Representative.
- (b) assist county parties by organizing trainings for candidates for public office.
- (c) evaluate and recommend campaign strategies.
- (d) conduct postelection evaluations.

### 7.7 Communications and Media

- (a) shall research means of communicating our message and activities to the public and our members.
- (b) implement a program for communications.
- (c) maintain our web site and utilize social media to communicate.
- (d) maintain press contacts and issue press releases as directed by the District Chair.

### 7.8 Policy and Resolutions Committee

- (a) review and recommend to the District Committee all proposed resolutions to be adopted including those submitted to the State Party for consideration.
- (b) review and recommend all proposed policies to be considered and adopted by the District Committee.

7.9 Ad HOC Committees- The District Committee or the District Chair may create other ad hoc committees or task groups as needed, for example, to organize special events. Ad hoc committees shall meet at the call of the committee chair, District Chair, or as directed by the District Committee.

#### **ARTICLE VIII. CANDIDATES & ENDORSEMENTS**

8.1 Only those officeholders and candidates who are members of the Michigan Democratic Party shall be eligible to receive election assistance of any kind from the District. Judicial officeholders and judicial candidates are exempt from this requirement.

8.2 A motion to endorse a ballot proposal or pass a resolution may be adopted by a majority of the District Committee members present and voting.

8.3 A motion to endorse a candidate may be adopted by a two-thirds majority vote of the District Committee.

8.4 The District shall not expend or use any of its resources, including staff, on behalf of any candidate in a contested primary absent an endorsement by the District Committee.

#### **ARTICLE IX. AMENDMENTS**

9.1 Proposed changes or amendments to these Bylaws shall first be referred to the Rules and Bylaws Committee, which shall report its recommendations at the next regular meeting of the District Committee or special meeting called for that purpose.

9.2 Proposed amendments to these Bylaws shall be sent by electronic mail to all District Committee members at least fourteen (14) days prior to the date of the meeting at which a vote will be taken on the proposed change.

9.3 The amended Bylaws may be adopted by a two-thirds (2/3) vote of a quorum of the District Committee.

9.4 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.

9.5 Whenever amendments to the Bylaws are adopted, the Secretary shall within thirty days submit the amended Bylaws to the Corresponding Secretary of the State Central Committee.

#### **ARTICLE X – SEVERABILITY**

10.1 If any Bylaw is inconsistent with applicable Michigan law or MDP rule, that Bylaw shall be superseded by the applicable Michigan law or MDP rule, and the remaining Bylaws shall remain in effect.

#### **ARTICLE XI – DISSOLUTION**

11.1 In the event that the District is dissolved all general funds and any other assets or holdings shall revert to the Michigan Democratic Party.