

BYLAWS OF THE ALLEGAN COUNTY DEMOCRATIC PARTY

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Table of Contents:

Preamble

Article I: Name

Article II: Purpose

Article III: Standard Provisions

Article IV: Membership

Section 1: General Membership

Section 2: Precinct Delegates

Section 3: Officers and County Committee Members

Section 4: Requirement for Membership of MDP

Section 5: Censure and Removal of Members

Article V: Meetings

Section 1: Regular Meetings of the County Committee

Section 2: Special Meetings of the County Committee

Section 3: Minutes

Section 4: Conflicts with MDP Bylaws and Robert's Rules of Order

Section 5: Telephone/Email Voting for Urgent Issues

Article VI: Election of County Committee and Officers

Section 1: Election of County Committee (County Convention)

Section 2: Election of Officers

Section 3: Vacancies

Section 4: ACDP Governance

Section 5: Duties of County Committee

Section 6: Duties of Chairperson and Vice Chairperson

Section 7: Duties of Secretary

Section 8: Duties of Treasurer

Article VII: Committees

Article VIII: Order of Business

Article IX: Amendments

Article X: Severability

PREAMBLE

We, the members of the Allegan County Democratic Party, in order to:

Work for and support the principles of the Democratic Party,

Give service to the needs and aspirations of all people in the County, State and Nation,

Strive in the spirit of cooperation and understanding toward people throughout the world,

Promote equal opportunity for access and full participation by all elements of our society,

Do ordain and establish the Bylaws for the Allegan County Democratic Party.

ARTICLE I. NAME

This organization shall be known as the Allegan County Democratic Party, a/k/a ACDP. It shall operate through the County Party Officers, County Committee, standing committees and ad hoc committees.

ARTICLE II. PURPOSE

Section 1. The purposes of the Allegan County Democratic Party are:

- To promote the philosophy of the Democratic Party
- To recruit, train, organize and support an effective, cohesive and motivated team of officers, committee members, delegates, precinct workers and party activists, all of whom are engaged in furthering Democratic Party goals, principles and programs
- To provide aid and support to official Democratic Party candidates who are working to promote the interests, values and activities of the Democratic Party
- To involve ACDP members in implementing the above purposes by promoting their meaningful and active participation in the party

Section 2. The Allegan County Democratic Party, on all levels, shall support the broadest possible participation, without discrimination on grounds of actual or perceived race, color, creed, gender, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

Section 3. The Allegan County Democratic Party shall be a non-profit organization and, upon its dissolution, all assets and real or personal property of the ACDP and its committees shall revert to the benefit of the Michigan Democratic Party. No part of the income or assets of the Party shall inure to any of its members, except for the reimbursement of actual expenses, reasonable compensation for services and campaign contributions for electing an endorsed candidate to public office or supporting a ballot measure. All such expenditures must be approved by the County Committee of the ACDP.

ARTICLE III. STANDARD PROVISIONS

Section 1. All rules and bylaws of the Allegan County 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 Allegan County Democratic Party.

Section 2. On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or these By-Laws, the latest edition of Robert's Rules of Order shall be used.

Section 3. The Chairperson and 1st Vice-Chairperson of any unit, Committee, Caucus or Convention of the Allegan County Democratic Party shall be of the opposite gender.

Section 4. The unit rule is prohibited at all levels of the Allegan County Democratic Party.

Section 5. No rule shall be adopted at any level of the Allegan County Democratic Party which requires a person to cast a vote or be recorded as voting contrary to that person's judgment.

Section 6. Votes shall not be taken by secret ballot at any meeting of the Allegan County Democratic Party at any level. A roll call vote will be taken at the request of any ACDP member.

ARTICLE IV. MEMBERSHIP

Section 1. The General Membership of the Allegan County Democratic Party shall consist of all duly elected Democratic precinct delegates in Allegan County; members of the Michigan Democratic Party residing in Allegan County and members of the County Committee. Members of the ACDP must also maintain membership in the Michigan Democratic Party. Non-residents of Allegan County may become non-voting members of the ACDP.

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

Section 3. Officers and all other members of the County Committee of the Allegan County Democratic Party shall maintain legal residency within Allegan County, excepting any of the most recent nominees for State House, State Senate, and the U.S. House of Representatives whose districts are only partially within Allegan County.

Section 4. In accordance with Michigan Democratic Party rules, to vote at any convention, caucus or meeting at any level, or to hold any party office, a person must have been a member of the Michigan Democratic Party for at least thirty (30) days prior to the date of such convention, caucus, meeting, election or appointment. Precinct delegates, candidates and elected officials are exempt from the thirty (30) day advance membership requirement. However, they must secure and maintain membership in the Michigan Democratic Party in order to vote at conventions, caucuses and meetings or hold party office. If a person's membership lapses, the right to vote at conventions, caucuses and meetings, as well as all rights and privileges of office, are suspended until membership is renewed. For the purposes of this section, Party office includes National and State Convention Delegates, Committee members and Officers; and Officers and Executive Committee members of all Precinct, County and Congressional District organizations.

Section 5. A member of the County Committee, including a County Party Officer, is subject to censure, up to and including removal from his/her position, for the following reasons:

- a. Failure to fulfill the position's requirements or perform duties of office.
- b. Violating laws, Michigan Democratic Party rules or ACDP Bylaws and approved policies.

Censure may be invoked by a majority of County Committee members present and voting at a special meeting called for the purpose of reviewing alleged failures and/or violations. Such meeting shall be called according to the provisions of Article V, Section 2, except that notice shall be provided ten (10) days in advance.

ARTICLE V. MEETINGS

Section 1. The County Committee shall meet a minimum of two (2) times each year to review activities of the Party. At least seven (7) calendar days notice shall be given of the date, time, and place of the meeting. Notice may be given by mail, telegram, fax, email, or phone. A quorum shall exist when a majority of the Officers and Chairpersons of the Standing Committees is present. If a quorum does not exist, then main motions may be introduced, seconded, and discussed but the vote on the motion must be tabled until a later meeting when a quorum is present. Only County Committee members may vote on issues coming before the County Committee. A majority of County Committee members voting at a meeting may decide to refer an issue to the ACDP's General Membership, to be voted upon at that meeting or another regular or special meeting.

Section 2. A special meeting of the County Committee may be called by the chair, by a majority of the Officers or by one third of the county committee's members. At least five (5) calendar days notice shall be given of the date, place, time and purpose of the special meeting. The special meeting may deal only with the matter or purpose identified in the notice.

Section 3. Minutes shall be recorded and maintained for all regular or special meetings of the County Committee.

Section 4. Subject to the Rules of the Michigan Democratic Party and these By-Laws, all meetings shall be conducted according to Robert's Rules of Order (latest edition). In the event of a conflict between Roberts Rules and these Bylaws, these Bylaws will have priority. In the event of a conflict between these Bylaws and the Bylaws of the Michigan Democratic Party, the Michigan Democratic Party Bylaws will have priority.

Section 5. When an urgent issue requires action by the County Committee and such action may not be delayed until the next regular or special meeting, the County Chairperson may obtain a phone or email vote on that issue. Any action approved in this manner shall require an affirmative vote by a majority of the County Committee members. The Chairperson shall produce a written record of all votes and present it for formal adoption at the next regular County Committee meeting.

ARTICLE VI. COUNTY COMMITTEE, OFFICERS

Section 1. The County Committee shall be elected at the County Convention as required in the Bylaws of the Michigan Democratic Party. One third (1/3) of the County Committee shall consist of the candidates for countywide office and county commission, as well as those for State House, State Senate and U.S. House of Representatives with districts including all or part of the county, who were nominated in the most recent fall primary election for that office. When a new candidate is nominated for one of these offices, he/she shall replace the former nominee for that office as a member of the County Committee. The balance of the County Committee shall consist of twice the number of candidate members. The County Committee can expand the number of Committee members with a 2/3 vote of members present at a County Committee meeting. Each even-numbered year, within twenty (20) days following the November election, the delegates to the Fall County Convention shall convene at the call of the county chairperson for the purpose of electing the non-candidate members of the County Committee. The call shall be sent to each delegate by mail, FAX, or email at least fourteen (14) days before the date of the County Convention. The newly elected County Committee takes office immediately. The term of service of a County Committee shall continue for two (2) years or until the selection of its successor.

Section 2. Within thirty (30) days following the convening of the Fall County Convention, the

County Committee shall meet for the purpose of electing officers. The notice of this meeting shall be sent to each member of the County Committee by mail, FAX or e-mail at least seven (7) days before the date of the meeting. At the meeting, the County Committee shall elect a temporary chairperson and temporary secretary. The temporary officers shall serve only during the election of the officers of the County Committee. The elected officers shall serve for two (2) years commencing immediately. The officers shall be a Chairperson, a Vice-Chairperson of a different gender to the Chairperson, a Secretary and a Treasurer. Each officer shall have a vote on the County Committee. Candidates for legislative offices consisting of more than one (1) County may give a written proxy to any other member of the County Committee. The County Committee shall have the right to elect additional officers which in its judgment are proper to carry out the purposes of the County Committee.

Section 3. If any vacancy occurs in the position of delegate elected member of the County Committee, either by resignation, removal or vote of the County Committee to expand its number of members, the county committee shall vote to fill the vacancy. If such vacancy occurs among the candidate members of the County Committee, that position shall remain open until a new candidate is appointed or nominated through the normal political process. The County Committee shall have the power to fill vacancies in nominations as prescribed by law.

Section 4. The County Committee shall govern the ACDP and shall have authority to take any action to achieve the ACDP's purpose which is not inconsistent with State or Federal laws, Michigan Democratic Party Rules or these Bylaws. County Committee members shall follow these Bylaws and all County Committee approved policies. Their actions shall support of the purposes of the ACDP.

Section 5. Duties and Authority of the County Committee:

- a) Elect officers of the County Party, as described below
- b) Fill any vacancies occurring in those offices
- c) Exercise an option to expand its number of delegate elected members
- d) Fill any vacancies among its delegate elected members, as described above
- e) Determine the membership of the County Committee
- f) Determine procedures and policies for Party operations
- g) Maintain and exercise a defined process, up to and including censure and removal, for disciplining officers or County Committee members who act in violation of the law, these Bylaws or approved ACDP policy
- h) Approve budgets and finances, including all expenditures of ACDP General Funds
- i) Review and consent to all activities, directives and endorsements of the ACDP, including policies or recommendations developed by standing committees and ad hoc committees
- j) Foster and support grassroots precinct organization.
- k) Ratify platform positions and resolutions on political issues.

Section 6. The Chairperson shall preside at all meetings of the County Committee, and have such other duties as are usual to the office of County Chairperson, or that may be required by this organization. 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. If the Chairperson and Vice Chairperson are absent, the Chairperson may appoint a member of the County Committee to preside over the business of the County Committee.

Section 7. The Secretary shall keep an accurate record and minutes of the proceedings of all regular and special meetings of the County Committee and shall see that proper notification is given for all these meetings. He/She shall keep and preserve all books, records, correspondence and documents, including a permanent file of precinct delegates and membership applications for the past five years, and any other property of the organization. When a new secretary takes office, the past secretary shall forthwith deliver to the new secretary all the aforesaid items kept and preserved during his/her tenure of office. If the Secretary resigns or is removed before a new Secretary is selected, he/she shall deliver these items to the Chairperson.

Section 8. The Treasurer shall be responsible for the financial receipts and disbursements of the party, subject to the approval of the County Committee. The Treasurer will also submit any required financial reports to the necessary local and/or state governmental agencies. The funds of the party shall be deposited in banks or credit unions and shall be drawn upon only by checks. Use of the General Fund requires all checks to be signed by any two of the following officers: Chairperson, Vice-Chairperson, Secretary and Treasurer. The Treasurer may be the sole signatory for Administrative Fund expenditures which are included in an approved budget or have been otherwise approved by the Officers or County Committee. The Treasurer shall provide written financial reports to the County Committee at every regular meeting. When a new Treasurer takes office, the past Treasurer shall forthwith deliver to the new Treasurer the funds and all the books and records held during his/her tenure of office. If the Treasurer resigns or is removed before a new Treasurer is selected, he/she shall deliver these items to the Chairperson. Financial Records shall be maintained for a minimum of seven (7) years, and are subject to audit each January, and whenever a Treasurer resigns or is removed.

ARTICLE VII. STANDING COMMITTEES, AD HOC COMMITTEES

Section 1. The Chairperson, with the approval of the other ACDP officers, shall appoint the standing committees and standing committee chairpersons necessary for the work of the County Party. Appropriate subcommittees may be added as necessary by the Chairperson of the ACDP or by the Chairperson of the standing committee. The County Chairperson shall be an ex-officio member of all standing committees.

Section 2. Standing committees shall include, but are not limited to the following:

1. Rules and Bylaws Committee
 - a) Parliamentarian

- b) Liaison to clubs, caucuses or other Democratic Party groups in the country
- c) Policy review and development
- 2. Elections
 - a) Candidate recruitment
 - b) Campaign
- 3. Finance committee
 - a) Budgeting
 - b) Fundraising
- 4. Communications Committee
 - a) Community Work
 - b) Public relations
- 5. Membership
 - a) Recruitment and retention
 - b) Young Dems
 - c) Volunteer Coordination
- 6. Platform and Resolutions
- 7. Precinct Delegates/Captains Committee

Section 3. Each standing committee shall develop a set of policies governing its activities. These policies will be reviewed by the Rules and Bylaws Committee for consistency with other Party rules and bylaws before being submitted to the County Committee for a vote of approval. An amendment to a standing committee's policies may be proposed at any time by a member of the County Committee. The County Committee may vote to consider such an amendment, referring it to a Bylaws and Rules Committee review prior to voting for its adoption.

Section 4. The County Chairperson may create an ad hoc committee to oversee and coordinate any short-term project of the organization, as needed. The County Chairperson will designate the Chairperson of such a committee, who shall select its other members in consultation with the County Chairperson.

ARTICLE VIII. ORDER OF BUSINESS

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

- 1. Roll Call of Officers
- 2. Approval of Agenda
- 3. Approval of the Minutes of the Previous Meeting
- 4. Financial Reports
- 5. Chairperson Report
- 6. Correspondence and Communications
- 7. Committee Reports

8. Unfinished Business
9. New Business
10. Good and Welfare
11. Adjournment

The order of business may be modified for a specific meeting by a majority vote of the County Committee.

ARTICLE IX. AMENDMENTS

Section 1. Proposals for changes or amendments to these Bylaws shall first be referred, in writing, to the Rules and Bylaws Committee. The Rules and Bylaws Committee shall report its recommendations to the next regular County Committee meeting or special meeting called for that purpose only.

Section 2. These Bylaws may be amended by two-thirds (2/3) majority vote of the members of the Allegan County Democratic Party 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 prior bylaws or rules, motions and policies of a contrary nature, with the exception of the Rules of the Michigan Democratic Party.

ARTICLE XI. SEVERABILITY

If any provision of these Bylaws, or any application of a provision to a particular circumstance, is found to be inconsistent with Michigan Democratic Party Rules or state law, it shall be invalidated. An invalidated provision or application shall be severable from these Bylaws and all remaining provisions and applications shall continue in effect.

Affirmed by:

Chairperson of the Allegan County Democratic
Party

Date

