



**ALPENA COUNTY
DEMOCRATIC PARTY
BYLAWS**

AS AMENDED MARCH 2021

APPROVED BY ACDP MEMBERSHIP: APRIL 15, 2021

ARTICLE I. NAME

This organization shall be known as the Alpena County Democratic Party (HEREINAFTER REFERRED TO AS "ACDP").

ARTICLE II. PURPOSE

The purpose of the ACDP 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.

The ACDP shall be a non-profit organization and upon its dissolution, all assets and real and personal property of the Party 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 if the Party approves, or a contribution for electing a member to office if the Party approves.

ARTICLE III. FUNDAMENTAL PRINCIPLES

Section 1. All public meetings of the ACDP at all levels shall be open to all members of the Michigan 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.

Section 2. The time and place for all public meetings of the ACDP 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. Public meetings of the ACDP may also be conducted virtually.

Section 3. The ACDP shall provide notice to all members a full description of the legal and practical procedures and necessary qualifications for selection of ACDP 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 ACDP will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedure at all levels of the ACDP organization.

Section 4. All rules and bylaws of the ACDP 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 ACDP.

Section 5. 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 6. Votes shall not be taken by secret ballot at any meeting of the ACDP at any level.

ARTICLE IV. MEMBERSHIP, PRECINCT DELEGATES AND VOTING ELIGIBILITY

Section 1. Membership of the ACDP shall consist of the following:

- A. All members of the Michigan Democratic Party who reside in Alpena County.
- B. All precinct delegates who shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party.
- C. The Officers (Executive Board), and County Committee of the ACDP who shall be selected in accordance with the Rules of the Michigan Democratic Party.

Section 2. In order to vote, make motions, nominate, be nominated or be elected at any convention, caucus or meeting of the Party, a person shall be a current member of the Michigan Democratic Party at least thirty (30) days in advance of voting.

Section 3. If membership in the Michigan Democratic Party has lapsed in the last thirty (30) days prior to a vote, the member shall have the right to renew membership up to and including the day of the vote.

ARTICLE V. MEETINGS

Section 1. The regular monthly meetings of the County 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, fax, email, print media and/or social media platforms such as Facebook and Twitter. A quorum shall exist at a County Committee meeting when a majority of the Executive Board officers are present.

Section 2. The County Committee, which consists of all ACDP members, shall hold a County Convention twice each year to review the activities of the Party. At least five (5) days' notice shall be given of the date, time and place of the meeting. Notice may be given by mail, fax, email, print media and/or social media Platforms such as Facebook and Twitter.

Section 3. Special meetings of the County Committee may be called by a majority of the members of the County Committee OR BY THE EXECUTIVE BOARD. At least five (5) days' notice shall be given of the date, place, time, and purpose of the special meeting. Minutes shall be kept of all such meetings which shall be available to all ACDP members.

ARTICLE VI. OFFICERS AND COUNTY COMMITTEE

Section 1. The County Committee shall automatically consist of the most recent nominees for countywide office and the County Commission, and State House, State Senate and

U.S. House whose districts include all of part of the county. The County Convention shall elect the balance of the County Committee, which shall consist of twice the number of automatic members. Each even-numbered year within twenty (20) days following the November election, the delegates to the County Convention shall convene at the call of the county Chairperson for the purpose of electing the Executive Board. If a vacancy occurs in any Executive Board office, the Chairperson may appoint an interim replacement to serve until the next regular meeting of the County Committee. The County Committee shall meet monthly at a regularly scheduled meeting and shall keep minutes of all meetings which shall be available to all Party members at County Committee meetings.

Section 2. Officers shall be selected in accordance with the Rules of the Michigan Democratic Party. The officers are a Chairperson, a Vice-Chairperson of the opposite sex of the Chairperson, a Secretary, and a Treasurer, who shall serve as officers of the County Committee. All ACDP officers must be in good standing with Michigan Democratic Party membership.

Section 3. Within forty-five (45) days of January 1 of each odd-numbered year the County Committee determines the membership of the County Committee. The County Committee can elect additional officers who in its judgment are proper to carry out the purposes of the County Committee and can fill a vacancy which may occur in the membership of the County Committee or in any of its additional offices. Between meetings of the County Committee, the Executive Board, consisting of all the officers, has all the powers and performs all the duties of the County Committee, including the filling of vacancies in nominations as prescribed by law.

Section 4. The Chairperson shall preside at all County Committee meetings and have such other duties as are usual to the office of County Chairperson, or that may be required by ACDP.

Section 5. The 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 6. The Secretary shall keep an accurate record and minutes of the proceedings of the meetings of the County Committee, the Executive Board and the Leadership Team. He/She shall keep and preserve all the books, documents, correspondence, records, minutes, social media accounts, effects and any other property of the ACDP. 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 County Committee, Executive Board and Leadership Team.

Section 7. The Treasurer shall be responsible for the financial receipts and disbursements of the ACDP subject to the approval of the County Committee. The funds of the ACDP shall be deposited in financial institutions approved by the County Committee and shall be drawn upon only by checks signed by any two of the following officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Treasurer shall make financial reports to the County Committee as that Committee so directs. The Treasurer shall be responsible for filing all legally required reports with the Michigan Secretary of State Bureau of Elections, the IRS and any other legally required reports. The Treasurer shall maintain executive control of all financial digital accounts and records. A three (3) member panel of the Finance Committee, chaired by the Committee Chairperson, shall conduct an Audit of ACDP financial records commencing in January of odd-numbered years and shall report said audit at the February County Committee meeting. The financial records and information of the ACDP shall be shared by the Treasurer with only the Executive Board and Finance Committee. 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.

ARTICLE VII. COMMITTEES

Section 1. The Chairperson, subject to the approval of the majority of the County Committee shall appoint Committees as necessary for the work of the ACDP. The Chairperson of the County Party shall be an ex-officio member of any Committee.

Section 2. Standing Committees shall include the following:

- A. Elections Committee
- B. Finance Committee
- C. Activism Committee
- D. Fundraising Committee
- E. Membership Committee
- F. Ad Hoc Committees as needed

ARTICLE VIII. ORDER OF BUSINESS

Meetings of the ACDP shall proceed in the following order of business:

- 1. Roll call of officers
- 2. Report of the Secretary (minutes & correspondence)
- 3. Report of the Treasurer (financial report)
- 4. Report of the Chairperson
- 5. Reports of other Officers
- 6. Reports of Elected Officials
- 7. Reports of Committees
- 8. Unfinished Business
- 9. New Business

10. Adjournment

ARTICLE IX. OPERATIONS AND PROCEDURES MANUAL

The ACDP Executive Board may, at its discretion, establish and maintain a manual of operating procedures which shall set forth the operating practices of the ACDP. The manual shall be maintained as a document separate and apart from these bylaws and shall not become an article of or incorporated into these bylaws. The manual of operating procedures may be amended by the Executive Board on an as needed basis with the consent of the County Committee.

ARTICLE X. AMENDMENTS

Section 1. Proposals for changes or amendments to these bylaws shall first be referred to a Rules and Bylaws Committee which shall report its recommendations to the next regular County Committee meeting, or a 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 County Committee, present at a meeting, provided that written notice setting forth the proposed amendment has been given to all ACDP 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.