

CHEBOYGAN COUNTY DEMOCRATIC PARTY BYLAWS

(Adopted on June 28, 2007, Amended on June 24, 2015/March 22, 2017/February 24, 2021)

ARTICLE 1. NAME

The organization shall be known as the Cheboygan County Democratic Party (CCDP). It shall consist of all members of the Michigan Democratic Party (MDP) residing in Cheboygan County, along with its County Committee and Democratic precinct delegates residing in Cheboygan County.

ARTICLE 2. PURPOSE

The purpose of the CCDP 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 CCDP 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 MDP. 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 so approves.

ARTICLE 3. FUNDAMENTAL PRINCIPLES

Section 3.1. All public meetings of the CCDP 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.

Section 3.2. No tests for membership in, or any oaths of loyalty to, the CCDP shall be required or used which has the effect of requiring prospective or current members of the CCDP 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 3.3. The time and place for all public meetings of the CCDP 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 3.4. The CCDP, 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 3.5. The CCDP 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 CCDP officers and representatives. Publication of these procedures shall be done in such a fashion that

all prospective and current members and prospective candidates or applicants will be fully informed of the pertinent procedure in time to participate in selection procedures and to compete for office.

Section 3.6. Proportional voting shall be used in the election of delegates and alternates to any Convention, and members of the County Committee. (See State Party Manual for definitions.)

Section 3.7. All rules and Bylaws of the CCDP at all levels shall be consistent with the Rules of the MDP, whenever legally binding, and shall be available on request in writing to any member of the CCDP.

Section 3.8. The unit rule is prohibited at all levels of the CCDP.

Section 3.9. No rule shall be adopted at any level of the CCDP which would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

Section 3.10. On all questions of procedure not resolved by the Rules of the MDP or these Bylaws, the latest edition of Robert's Rules of Order Newly Revised shall be used.

Section 3.11. The Chairperson and Vice-Chairperson of the CCDP or County Convention of the CCDP shall be of the opposite sex.

Section 3.12. Votes shall not be taken by secret ballot at any meeting of the CCDP.

ARTICLE 4. MEMBERSHIP

Section 4.1. Membership of the CCDP shall consist of all members of the MDP residing in Cheboygan County. A financial contribution is not required to be and to remain a member of the MDP. All CCDP members who have been members of the MDP for at least thirty (30) days shall be eligible to vote in all general membership meetings and on adoption or amendments to these Bylaws.

Section 4.2. Precinct delegates shall be apportioned and selected in accordance with the Rules of the MDP.

Section 4.3. The Officers and County Committee of the CCDP shall be selected in accordance with the Rules of the MDP, whenever legally binding.

ARTICLE 5. MEETINGS

Section 5.1. The regular meetings of the CCDP 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, or email or other electronic communication means. A quorum shall exist at a County Committee meeting when a majority of the County Committee members are present. A County Committee member may participate in a meeting by means of a conference telephone or similar equipment, as long as all Committee members can communicate with each other. Participation by such means shall constitute attendance at such a meeting for purposes of establishing a quorum and shall confer voting privilege. All meetings of the County Committee shall be open to attendance and participation for all members of the CCDP.

Section 5.2. Special meetings of the County Committee or CCDP may be called by one-quarter of the members of the County Committee or by the Chair of the CCDP. At least three (3) days notice shall be given of the date, place, time and purpose of the special meeting by email or phone

Section 5.3. Subject to the Rules of the MDP and these Bylaws, all meetings shall be conducted according to the latest edition of Robert's Rules of Order Newly Revised.

ARTICLE 6. COUNTY COMMITTEE AND OFFICERS

Section 6.1. Every even-numbered year, the delegates to the Fall County Convention shall convene at the call of the County Chairperson within 20 days following the November election. The call shall be sent to each delegate by mail, FAX, or email at least 14 days before the date of the County Convention. The purpose of the Convention is to elect a number of persons equal to twice the number of candidates for County, State legislative and U.S. House of Representatives offices for which candidates were nominated at the most recent Fall Primary Election. Those persons, together with the persons most recently nominated by the Party for each of those offices, shall constitute the County Committee of the Party. When a new nomination is made for an office, the nominee for which is entitled to serve as a member of the County Committee, the new nominee shall replace the former nominee as a member of the County Committee. If a vacancy occurs in the position of delegate-elected member of the County Committee, the remaining delegate-elected members shall fill the vacancy. Except as otherwise provided in this article, the County Committee may elect officers it considers proper to carry out the purposes of the Committee, and may fill a vacancy in any of its offices.

Section 6.2. Immediately following the election of members of the County Committee, including the filling of vacancies, the Secretary of the County Committee shall certify the names and addresses of persons chosen to the County Clerk and to the Democratic Central Committee.

Section 6.3. Within thirty (30) days following the convening of the Fall County Convention, the County Committee shall meet. The notice of this meeting shall be sent to each member of the County Committee by mail, FAX, or email 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, who shall serve for the two (2) years commencing on January 1 next. 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.

Section 6.4. 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 and shall have the power to fill a vacancy which may occur in the membership of the County Committee or in any of its additional offices. The County Committee shall have the power to fill vacancies in nominations as prescribed by law. The term of service of a County Committee shall continue for two (2) years or until the selection of its

Section 6.5. County Committee members and officers of the CCDP may resign at any time. If a County Committee member or officer does not attend 50% of the County Committee meetings in any calendar year, the remaining County Committee members may remove this

Committee member or officer for lack of engagement. County Committee members and officers have a duty to notify an officer of an expected absence.

Section 6.6. The Chairperson shall preside at all County Committee and CCDP meetings, and have such other duties as are usual to the office of County Chairperson, or that may be required by this organization. The Chairperson shall provide a written annual report within 90 days of the end of each calendar year to all members of the CCDP.

Section 6.7. The Vice-Chairperson shall assist the Chairperson in the discharge of his/her duties, shall temporarily assume the duties and responsibilities of the Chairperson in his/her absence and have such other duties as are usual to the office of County Chairperson or that may be required by this organization.

Section 6.8. The Secretary of the organization shall keep an accurate record and minutes of the proceedings of the meetings of the County Committee and CCDP. The Secretary 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. The Secretary shall see that proper notification is given to the County Committee and all other members of the CCDP of all meetings, events or activities that affect the organization. The Secretary will maintain an updated listing of contact information for all members of the CCDP including their names, mailing addresses, phone numbers, and email addresses. Any member of the CCDP can require that their contact information be restricted to maintain their own privacy.

Section 6.9. The Treasurer shall be responsible for the financial receipts and disbursements of this organization subject to the approval of the County Committee. The funds of the organization shall be deposited in banks or other accredited financial institutions. The Treasurer shall make financial reports to the County Committee as that Committee so directs and shall make these reports available at all CCDP meetings. The Treasurer shall also be responsible for timely submission of all necessary State and Federal reports. When a new Treasurer is elected, the Finance Committee of the CCDP shall audit the books of the outgoing Treasurer, for the protection of both the outgoing and incoming Treasurers. On completion, and approval of the audit by the County Committee and recorded in its meeting minutes, 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. On taking office, the new Treasurer shall change the appropriate bank signature cards.

ARTICLE 7. COMMITTEES

Section 7.1. The Chairperson, subject to the approval of the majority of the County Committee, shall appoint the committees and committee chairpersons. The Chairperson, along with the County Committee, shall determine projects to be completed each year by CCDP members.

Section 7.2. Standing Committees shall include the following, in accordance with the roles and responsibilities outlined herein:

Bylaws Committee – This committee shall review the CCDP Bylaws in non-election years and shall present any proposed Bylaws changes to the general membership for acceptance before the end of the year.

Finance Committee – This committee shall draft a two-year budget by March 31st of each nonelection year and present it to the County Committee for acceptance at their next meeting. The committee will also review the Treasurer’s Reports and Party bank statements for consistency on a quarterly basis. The committee shall audit all financial books when a new Treasurer is confirmed by the County Committee.

These committees can form subcommittees, if deemed necessary. The Chairperson and Vice Chairperson of the CCDP shall be an ex-officio member of all standing committees.

ARTICLE 8. ORDER OF BUSINESS

During the monthly meeting of the County Committee, the following order of business shall be conducted:

1. Call to Order
2. Attendance
3. Determine quorum if necessary
4. Approval of Consent Agenda
All items listed under the Consent Agenda are considered routine and will be enacted one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.
 - a. minutes from previous meeting
 - b. officer reports
 - c. committee reports
 - d. project reports
5. Treasurer’s Report
6. Reports from Elected and Appointed Officials
7. Old Business
8. New Business
9. Next monthly meeting
10. Adjournment

ARTICLE 9. AMENDMENTS

Section 9.1. Proposals for changes or amendments to these Bylaws shall first be referred to the Bylaws Committee which shall report its recommendations at the next regular County Committee meeting or special meeting called for that purpose.

Section 9.2. These Bylaws may be amended by a two-thirds (2/3) majority vote of the members of the CCDP, 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 9.3. 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, whenever legally binding. All changes to these Bylaws shall be made only as provided herein, and shall again be signed and certified by its Chairperson and Secretary.

ARTICLE 10. PLEDGE OF CONDUCT

Civility, courtesy, truthfulness, integrity, openness and fairness will be the hallmarks of this body both in actions within itself and with the public it serves.

ARTICLE 11. CERTIFICATION

The Bylaws of the CCDP, as amended, are approved by the membership at a meeting dated February 24, 2021, the membership having been sent written notice as required by these Bylaws, such meeting being recorded in the Minutes.

The Bylaws of the CCDP are hereby signed and certified by the signatures of its Chairperson and Secretary, and a signed copy submitted to the Secretary of the Michigan State Central Committee as required by the Rules of the MDP.

Signed at Cheboygan Michigan on February 24, 2021:

Chairperson: _____

Secretary: _____