

**THE BYLAWS OF THE
CHIPPEWA COUNTY
DEMOCRATIC PARTY**

As amended on October 3, 2019

ARTICLE 1: NAME

1.1 This organization shall be known as the Chippewa County Democratic Party (CCDP) and shall consist of all Michigan Democratic Party members who are residents of Chippewa County, Michigan.

ARTICLE 2: PURPOSE

2.1 The purpose of the CCDP is to act as a unifying body to promote the democratic philosophy prescribed in the Preamble and Party Platform of the Michigan Democratic Party. Our mission is to support party candidates, elected officials, precinct delegates, committees, and party members with the goal of increasing participation in the election process, expanding opportunities to understand and discuss political issues, improving visibility of the Democratic party, and promoting public recognition of our values.

2.2 The Chippewa County Democratic Party shall be a non-profit organization. Upon dissolution, all assets, including real and personal property of the party and that of 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 1) the reimbursement of actual expenses, 2) reasonable compensation for services approved by the CCDP, or 3) contribution for electing a member to office approved by the CCDP.

ARTICLE 3: FUNDAMENTAL PRINCIPLES

3.1 All public meetings of the Chippewa County Democratic Party at all levels shall be open to all interested parties, with voting limited to MDP members who reside in Chippewa County and who have been members for at least 30 days, unless qualified for exclusion from the 30-day MDP membership rule as described in Article 4: Membership, Precinct Delegates and Voting Eligibility.

3.2 No tests for membership in, or any oaths of loyalty to, the Chippewa County 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 against others, in accordance with the Rules of the Michigan Democratic Party.

3.3 The time and place for all public meetings of the CCDP at all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons in accordance with Article 5. Such meetings shall be held in places accessible to all Party members and large enough to accommodate all interested persons.

3.4 The CCDP, on all levels, shall support the broadest possible participation of its members and interested persons.

3.5 The CCDP shall publicize fully and in such a manner as to assure notice to all interested parties a full description of:

a) the legal and practical procedures for the selection of CCDP officers and representatives on all levels: and

b) the legal and practical qualifications for all CCDP officers and representatives.

3.5.1 Such publication(s) shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position will have a full and adequate opportunity to compete for office.

3.6 All rules and by-laws of the CCDP 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 CCDP.

3.7 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.

3.8 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.

3.9 The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of the CCDP shall be of a different gender identity.

3.10 Votes shall not be taken by secret ballot at any meeting of the CCDP at any level.

ARTICLE 4: MEMBERSHIP, PRECINCT DELEGATES AND VOTING ELIGIBILITY

4.1 Members of the Chippewa County Democratic Party (CCDP) shall include all MDP members who are residents of Chippewa County.

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

4.3 In order to vote at any convention, caucus or meeting of the CCDP, a person shall be a current MDP member at least 30 days in advance of voting.

4.3.1 Precinct delegates, Democratic elected officials and Democratic nominees to partisan offices shall be exempt from the thirty (30) day advance membership requirement.

4.3.2 If MDP membership has lapsed in the last thirty (30) days prior to a vote, the member shall have the right to renew his/her membership up to and including the day of the vote.

4.4 Members holding party office at any level shall maintain current membership for the duration of their term in office.

4.4.1 If MDP membership lapses while a person holds party office, all rights and privileges of that office are suspended until membership is renewed, at which time all rights and privileges are immediately restored.

4.5 The CCDP membership list shall be available at all regular meetings for inspection by any member or by any candidate for CCDP office or position.

4.5.1 The membership list shall provide the names of all current members and their contact information.

ARTICLE 5: MEETINGS AND ORDER OF BUSINESS

5.1 The regular meetings of the Chippewa County Democratic Party 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.

5.1.1 The CCDP will strive to hold its meetings monthly, but an absolute minimum of six (6) meetings shall be held every calendar year.

5.1.2 A minimum of five (5) members or ten percent (10%) of total members, whichever number is greater, shall constitute a quorum at a meeting. The most recent membership list shall determine the total number of members.

5.2 Meeting notices may be given by email and/or social media platforms such as Facebook, Twitter or other similar platforms. Other possibilities include text messaging, phone, U.S. mail and/or public service announcements. The choice of media shall be the decision of the person(s) responsible for putting out the notice. The goal shall be to reach as many CCDP members as possible.

5.3 Special meetings may be called by 10% of the total CCDP membership of the CCDP members. At least five (5) days' notice shall be given of the date, place, time and purpose of such special meeting using all means of communication as described in 5.2.

5.3.1 No other business may be conducted at the special meeting other than the business related to the meeting's stated purpose.

5.4 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).

5.5 Electronic channels and/or telephone calls, including conference calls, will be permitted if possible for members located physically away from the meeting place and in need of remote access to a CCDP county committee meeting.

5.5.1 Remote access shall be restricted to county committee meetings only until approved for district and state party levels.

5.5.2 Due to current MDP state rules, members accessing a meeting remotely shall not be eligible to vote, but persons physically present at the meeting may freely choose to introduce or second motion(s) on the remote-access member's behalf.

5.5.3 Members planning to use remote access shall contact a CCDP officer (or a member authorized by one of the CCDP officers) in advance of the meeting.

5.5.4 The county meeting shall not be delayed and/or held up beyond a reasonable time as a result of technical problems in establishing and/or maintaining the connection.

5.6 Meetings should be conducted in the following order or business, unless a motion to suspend any part(s) is passed without debate or amendment:

1. Roll call of officers
2. Minutes of the previous meeting

3. Reports of officers
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Treasurer - financial report
 - d. Secretary – correspondence
4. Reports of committees
5. Unfinished/postponed business
6. New business
7. Adjournment

ARTICLE 6: FALL COUNTY CONVENTION AND COUNTY COMMITTEE

6.1 In even-numbered years the Chippewa County fall convention shall convene within 20 days of the November election. The county chairperson shall send the call to convention within 6 days following the November election and at least 14 days ahead of the convention. The call to convention shall be sent by U.S. mail, Fax, and/or email.

6.2 The Chippewa County fall convention shall be open to all interested MDP members who reside in Chippewa County. These persons collectively shall constitute the delegates to the convention.

6.3 The Chippewa County fall convention shall be convened for the purpose of electing the second of two groups of county committee members. The election shall follow in accordance with the Rules of the Michigan Democratic Party and Rules for Voting and Elections in the Michigan Democratic Party

6.3.1 The first group shall automatically consist of: The Democratic Party's most recent state primary nominees for 1) county offices and 2) state legislative and U.S. Representative offices that include all or part of Chippewa County in their districts.

6.3.2 The second group shall consist of CCDP members who are elected to the county committee by the convention delegates. The number of persons in this second group shall be equal to twice the number of persons in the first group.

6.4 The county committee may vote to add more members up to and including all members of the CCDP.

6.5 New nominees for office shall replace former nominees as members of the Chippewa County Committee.

ARTICLE 7: OFFICERS

7.1 During even-numbered years within 30 days of the Chippewa County fall convention the county committee shall meet for the purpose of electing the county party officers. Notice of the meeting shall be sent to each member of the county committee by mail, FAX, or e-mail at least seven (7) days before the meeting date. Other methods for sending notice may include text messaging via cell phone or through a social media platform that enables text messaging.

7.2 Elections shall be held by a simple-majority vote in accordance with the Rules for Voting and Elections in the Michigan Democratic Party.

7.3 Candidates for legislative offices (state house, state senate and US Congress) in districts consisting of more than one (1) county may provide a written proxy to any county committee member.

7.4 The county committee shall first elect a temporary chairperson and a temporary secretary who will serve only during the election of the officers.

7.5 The county committee shall elect the county party officers: 1) a Chairperson, 2) a Vice-Chairperson of a different gender identity to the Chairperson, 3) a Secretary and 4) a Treasurer.

7.5.1 The Chairperson shall preside at all Chippewa County Committee meetings and shall perform all chair-related duties as required by the Chippewa County Democratic Party.

7.5.2 The Vice-Chairperson shall assist in the Chairperson's duties and responsibilities and assume them fully in the Chairperson's absence.

7.5.3 The Secretary shall keep an accurate record and minutes of the proceedings of the county committee meetings. The Secretary shall keep and preserve all the books, documents, correspondence, records, minutes, effects and any other property of this organization. When a new secretary is elected, the past secretary shall deliver all aforementioned items to the new secretary.

7.5.3.1 The Secretary shall see that proper notice is given for all county committee meetings.

7.5.3.2 The Secretary shall submit rule changes to the Corresponding Secretary of the State Central Committee within thirty (30) days of the rule changes being adopted by the Chippewa County Committee.

7.5.4 The Treasurer shall be responsible for the financial receipts and disbursements of the CCDP. The funds shall be deposited to FDIC-insured banks or credit unions and shall be drawn only by checks signed by any two of the four officers, subject to the approval of the Chippewa County Committee.

7.5.4.1 The Treasurer shall be responsible for ensuring the Chippewa County Democratic Party's compliance with all applicable rules including State Elections Board and Federal Election rules and filing of all required reports with the appropriate agencies, subject to the oversight of the Chippewa County Committee.

7.5.4.2 The Treasurer shall make financial reports detailing receipts and disbursements since the last report at every County Committee meeting and providing general balance information.

7.5.4.3 When a new Treasurer is elected, the past Treasurer shall deliver to the new Treasurer all the books and records kept during his/her tenure in office as well as all funds.

7.6 The officers will serve two (2) years commencing on January 1 next.

7.7 Any officer may be removed from office by a 2/3 majority vote of members present at a meeting specifically called for this purpose.

7.7.1 Such meeting must be called by the chair or vice-chair or by the written request of 10% of the total county committee membership with each person's signature.

7.7.2 Notice of the date, time and place of the meeting shall be given at least five (5) days in advance.

7.7.3 At the meeting if a motion is made to remove the chair or presiding officer, that officer shall relinquish the position and a temporary chair shall be elected to preside instead. If the motion to remove is defeated, then the chair shall return to the chair position and resume presiding over the meeting.

7.7.4 During discussion of the motion, every good-will effort shall be made by all parties concerned to resolve the dispute(s) leading to the call for removal. Every effort will likewise be made to maintain civility, refrain from personal attacks and profanity, and restrict comments to only those issues pertaining to the call for removal.

7.7.5 If an officer is removed, the members at the meeting may elect a new officer who will then serve the remainder of the term.

ARTICLE 8: COMMITTEES

8.0 Committees shall include appropriate subcommittees. Ad-hoc committees may be formed as needed.

8.1 The chairperson, subject to majority approval at a meeting of the county committee, shall appoint the committees and committee chairpersons necessary for the work of the organization.

8.1.1 The chairperson shall be an ex-officio member of all committees.

8.2 Committees shall report on their activities to the county committee at each meeting as needed.

8.3 Standing committees shall include:

- Communications Committee
- Finance Committee (and Subcommittee on Campaign Finance)
- Fundraising Committee
- Membership Committee

8.3.1 Ad Hoc Committees shall include:

- Political Committee
- Resolutions Committee
- Rules and By-Laws Committee
- Planning Committee

8.3.1.1 Other Ad Hoc Committees shall be formed as necessary for conducting the party's business.

8.4 Communications Committee

8.4.1 The committee shall assist in the creation of press releases, advertisements and publicity on behalf of the county party.

8.4.1.1 Other than simple announcements, press releases or prepared public statements that express positional statements on behalf of the county party about topics and/or issues shall require pre-approval at a county committee meeting by a two-third's (2/3's) majority of those present.

8.4.1.2 The committee shall oversee and make recommendations for the content of any positional statements appearing on public platforms such as websites and/or social media pages. Any positional statements that appear on any public platform shall require pre-approval at a county committee meeting by a two-thirds (2/3s) majority of those present.

8.4.2 The committee shall have ready one or more processes for notifying members of urgent and/or last minute announcements.

8.4.3 The committee shall oversee the guidelines and rules governing use of the county party's e-mail list(s) and shall recommend policy changes as needed to the county committee.

8.5 Finance Committee and Subcommittee on Campaign Finance

8.5.1 The Finance Committee shall monitor and evaluate the county party's finances.

8.5.2 The committee shall audit the county party's financial records and report its findings, recommendations and conclusions at a county committee meeting for approval. Audits shall be conducted at the end of even-numbered years and/or when directed by the county committee.

8.5.3 If so directed by the county committee, the Finance Committee shall develop a budget with the assistance of the treasurer.

8.5.4 The Finance Committee shall include a Subcommittee for Campaign Finance. The subcommittee shall analyze the campaign funding needs of local candidates and recommend contributions subject to membership approval.

8.5.4.1 The subcommittee shall write, e-mail and/or contact by other means all known local candidates to notify them of the process to apply for county-party contributions and the deadline for receipt of such application.

8.5.4.2 Local candidates shall apply for county party contributions in writing by U.S. mail to any subcommittee member or to any county party officer (chairperson, vice-chairperson, secretary or treasurer). The chairperson, vice-chairperson, secretary or treasurer shall deliver the request to a subcommittee member.

8.5.4.3 Local candidates shall include primary candidates who are running unopposed and/or general election candidates running for office at the county, state-representative and state-senate levels.

8.5.4.4 Candidates for other levels of public office may request contributions, but the subcommittee is not required to attempt to contact these candidates.

8.6 Fundraising Committee

8.6.1 The Fundraising Committee shall work on developing fundraising ideas and activities and bring their recommendations to the county committee.

8.7 Membership Committee

8.7.1 The Membership Committee shall work toward the goal of expanding the membership body of the CCDP. The committee shall create and implement ways to reach out to potentially new members and encourage them to join.

8.7.2 Recruitment activities may include invitations by telephone, mail, advertisement, Internet e-mail, or other acceptable methods of approach.

8.7.3 The committee shall oversee the county party's membership list and will encourage membership renewal among those with expired or soon-to-be expired memberships.

8.7.4 The committee shall be responsible for helping individuals in need of assistance to submit and process their membership applications.

8.8 Political Committee

8.8.1 The Political Committee shall monitor and research politics at all levels of interest and relevance to Chippewa County citizens and shall assist the officers and county committee in the formulation and expression of the CCDP's position on individual topics and issues.

8.8.2 The committee shall assist in the recommendation and recruitment of candidates to run as Democrats in upcoming elections.

8.8.3 The committee shall report to the county committee on the status and needs of campaigns involving Democratic Party candidates.

8.8.4 The committee shall encourage and oversee participation and involvement among Democratic Party supporters in Chippewa County.

8.9 Resolutions Committee

8.9.1 The Resolutions Committee shall ensure compliance of resolutions to party rules and/or bylaws at all levels and compose the language of the resolution for presentation to appropriate groups.

8.10 Rules and By-Laws Committee

8.10.1 The Rules and By-laws Committee shall ensure compliance of our county party by-laws with the rules and regulations of the MDP as well as with federal, state and local government law.

8.10.2 The committee shall accept proposals to amend the by-laws and prepare the final language of the proposed amendments for introduction at a meeting of the county committee.

8.10.3 The committee shall handle by-law amendments in accordance with Article 10.

8.11 Planning Committee

8.11.1 At the start of each new term the chairperson shall appoint members of the Planning Committee to prepare a two-year plan for the CCDP.

8.11.2 The two-year plan shall be approved by the county committee membership.

8.11.3 During the plan's two-year time period the chairperson shall report regularly on the progress in following the plan.

8.11.4 Any proposed changes to the two-year plan shall be referred to the Planning Committee and approved by the county committee membership prior to implementation.

ARTICLE 9: ENDORSEMENT OF CANDIDATES

9.1 The CCDP reserves the right not to endorse a candidate.

9.2 The CCDP shall only endorse a primary candidate by a three-quarters ($\frac{3}{4}$) majority vote of those present at the county committee meeting. Advance notice of the meeting shall be given as described in Article 5.1.

9.3 The CCDP shall only endorse or provide funds to candidates who are MDP members.

9.4 The CCDP shall only provide funds to candidates running for county-level office and for state house and state senate.

ARTICLE 10: AMENDMENTS

10.1 Proposals for changes or amendments to these by-laws shall first be referred to the Rules and By-laws Committee which shall report its recommendations at the next regular county committee meeting or at a special county committee meeting called for that purpose.

10.2 These by-laws shall be amended by a two-thirds (2/3) majority vote of those present at the county committee meeting.

10.2.1 Written notice setting forth the proposed amendment shall be given to all county committee members at least two (2) weeks prior to the county committee meeting.

10.3 These by-laws shall be in full force and effect upon their adoption and shall supersede all by-laws, rules, motions and policies of a contrary nature with the exception of the Rules of the Michigan Democratic Party.