

# **Bylaws of the Ingham County Democratic Party**

Revised and approved by the Expanded Executive Committee: April 19, 2006

As amended by the Expanded Executive Committee: March 19, 2008, February 17, 2010,

**August, 21, 2013**

## **Preamble**

The name of this organization shall be the Ingham County Democratic Party. In order to assure wide participation and effective organization in furthering the continuing growth, development and implementation of the local, county, state and national programs and policies of the Democratic Party in ways that best represent the interests of Ingham Democrats, the Ingham County Democratic Party hereby adopts these bylaws in accordance with the statutes of the State of Michigan and the Rules of the Michigan Democratic Party.

## **Article I: Definitions and General Provisions**

### **Section 1. Definitions**

- A. "Statutory Executive Committee" means the committee composed of designated Ingham County Democratic candidates and the individuals elected to the Executive Committee at the November County Convention of even numbered years under the Michigan Election Law [MCL 168.599 (1)].
- B. "Expanded Executive Committee" means the committee established by the Statutory Executive Committee.
- C. "ICDP" means the Ingham County Democratic Party, including its Statutory Executive Committee and its Expanded Executive Committee.
- D. "Party office" means the officers, the Statutory Executive Committee, and the Expanded Executive Committee of the Ingham County Democratic Party.

### **Section 2. Non-Profit Status, Dissolution Provisions**

The Ingham County Democratic Party 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 as reimbursement of actual expenses, reasonable compensation for services approved by the Expanded Executive Committee, or a contribution for electing a member to office who is endorsed by the ICDP.

### **Section 3. Party Membership and Participation**

Membership in the Ingham County Democratic Party shall consist of all duly elected Democratic precinct delegates of Ingham County, members of the Michigan Democratic Party residing in Ingham County, the officers of the Ingham County Democratic Party and members of the Statutory and Expanded Executive Committees of the ICDP, all of whom must be members of the Michigan Democratic Party. A financial contribution shall not be required to be or to remain a member.

## **Article II: Officers and Staff**

### **Section 1. Composition of ICDP Officers.**

- A. There shall be a Chair, a First Vice-Chair who shall be of the opposite sex of the Chair, a Second Vice-Chair, a Third Vice-Chair, a Fourth Vice-Chair, a Secretary and a Treasurer. They shall be officers of the ICDP with full voting membership.
- B. The officers shall be elected by the Statutory Executive Committee within thirty days of the election of the Statutory Executive Committee and in accordance with the Rules of the Michigan Democratic Party. In conformance with MCL 168.599 (3), they shall take office January 1 in odd numbered years and serve until December 31 of the next even numbered year. They shall perform duties associated with their offices as provided by statute, the Rules of the Michigan Democratic Party, these bylaws, the Rules of the Ingham County Democratic Party, and the most recent edition of Roberts Rules of Order.

## **Section 2. Duties of the Chair.**

The Chair shall:

- A. Call meetings as provided in these bylaws.
- B. Preside at all meetings when business comes before the ICDP.
- C. Appoint chairs and members of standing and special committees as required by these bylaws, subject to confirmation by the Expanded Executive Committee.
- D. Ensure that expenditures are made according to the requirements of the budget as established in these bylaws.
- E. Act as chief executive officer of the ICDP. The Chair shall carry out activities necessary to further the goals and policies of the ICDP as long as they are consistent with these bylaws, statutes and the Rules of the Michigan Democratic Party.
- F. Be recognized as the ICDP spokesperson.

## **Section 3. Duties of the First Vice-Chair**

The First Vice-Chair shall preside in the absence of the Chair and when the Chair finds it necessary to leave the Chair. In the extended absence of the Chair, due to travel, illness, etc., the First Vice-Chair shall assume the duties of the Chair.

## **Section 4. Duties of the Second, Third, and Fourth Vice-Chairs.**

The Second, Third, and Fourth Vice-Chairs shall each have specific tasks assigned to them by the Chair, depending on the needs of the ICDP at the time.

## **Section 5. Duties of the Secretary.**

The Secretary shall:

- A. Keep a record and prepare minutes of all meetings of the Statutory Executive Committee, the Expanded Executive Committee and the ICDP Officers. When approved, the minutes shall become the official record of the body approving the minutes and shall be made available to the membership.
- B. Prepare and keep a record of the membership of all ICDP committees.
- C. Prepare, with the advice of the Chair, an agenda for each meeting called by the Chair, and ensure sufficient copies of minutes, resolutions, and other materials to be considered at the meeting and make these available in advance to the people with standing to participate in the meeting.
- D. Give notice of the meetings of the Statutory Executive Committee, the Expanded Executive Committee, and the officers, plus other meetings called by the Chair, the officers, the Statutory Executive Committee or the Expanded Executive Committee. The notice shall be given to the membership of whichever group is meeting and to others required to receive notice by these bylaws, the Rules of the Michigan Democratic Party, the Rules of the Ingham County Democratic Party, or statute.



- E. See that all records produced during his/her term are maintained in the ICDP office. These records shall be easily available to officers, ICDP office staff and others designated by the officers according to policies established by the Expanded Executive Committee or the Statutory Executive Committee. A duplicate set of these records shall be maintained some place other than the ICDP headquarters.

#### **Section 6. Duties of the Treasurer.**

The Treasurer shall be bonded prior to authorizing and signing checks and shall:

- A. Act as the official custodian of the funds of the organization; keeping funds in a manner approved by the Statutory Executive Committee or the Expanded Executive Committee; and a record of the source and uses of all monies.
- B. Be responsible for the payment of all bills that are authorized by the officers and/or the Expanded Executive Committee. The Treasurer shall see that expenditures are made according to the requirements of the budget as established in these by-laws. All checks and transfers of money must have two (2) signatures. Four officers shall be authorized to sign checks, but one of the signatures must be either the Treasurer or the Chair.
- C. Have an annual independent audit or reconciliation made of the financial records in December of each year with a summary of the results reported to the Statutory Executive Committee and the Expanded Executive Committee.
- D. Provide the members of the Expanded Executive Committee with a monthly Treasurer's report. This report shall include, at a minimum, a report of the balance of all ICDP accounts, a report of all monies collected during the month covered by the report, a report of all monies spent during the month covered by the report. These monthly totals shall be reported alongside the budget approved in accordance with these bylaws. Any Treasurer's report not containing these elements shall not be approved by the Expanded Executive Committee. The Treasurer shall make available to any Expanded Executive Committee member, upon request, a monthly listing of itemized revenues and expenditures. In the event that the Treasurer is unable to present a report, it shall be delivered by the Chair.

#### **Section 7. Officer Vacancies.**

If the office of the Chair becomes vacant, the First-Vice Chair shall assume the office until a new Chair is elected. An election shall take place within sixty days following the creation of a vacancy in any office. Vacancies in any office shall be filled by the Statutory Executive Committee pursuant to MCL 168.599 (4).

#### **Section 8. ICDP Staff**

Staff shall be hired and employed under policies established by the officers and approved by the Expanded Executive Committee. The ICDP shall be an affirmative action employer and provide remuneration and benefits consistent with traditional ideals of the Democratic Party.

### **Article III: Statutory Executive Committee**

#### **Section 1. Election of the Statutory Executive Committee.**

- A. The Statutory Executive Committee shall be derived and elected as provided by Michigan Election Law [MCL 168.599 (1)] and the Rules of the Michigan Democratic Party.
- B. In accordance with Michigan Election Law [MCL 168.599] the Statutory Executive Committee shall consist of:

- i. a number of persons equal to the number of county offices and state legislative offices for which candidates were nominated at the last 2 preceding fall primary elections, and
  - ii. the persons most recently nominated by the party for each of those offices.
- C. 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 chair for the purpose of electing the members of the Statutory Executive Committee covered by clause B(i) of this Section.
- D. The elected members of the Statutory Executive Committee shall be apportioned among the wards of the City of Lansing, the City of East Lansing, Lansing Township, Meridian Township, Delhi Township, and the remainder of the county in proportion to the vote for President of the United States or Secretary of State whichever was most recent. The elected members shall be registered voters within the jurisdiction from which they are elected.

**Section 2.** The Statutory Executive Committee shall recognize a vacancy in the position of delegate-elected member of the Statutory Executive Committee under the following circumstances:

- A. Resignation of a member, evidenced by a signed letter to the Chair of the ICDP received from the member.
- B. Written or public notice of a member's death.
- C. Verification from the person's clerk or the county clerk that the person has changed his or her voter registration to a location outside the county.

### **Section 3. Filling Vacancies in the Statutory Executive Committee**

Vacancies in the elected membership shall be filled by election of a replacement by the remaining members of the Statutory Executive Committee as required by statute.

### **Section 4. Duties of the Statutory Executive Committee.**

The Statutory Executive Committee shall:

- A. Elect the officers of the ICDP and fill such vacancies as may occur.
- B. Adopt the ICDP budget.
- C. Perform other duties required by statute or the Rules of the Michigan Democratic Party.

### **Section 5. Other Powers of the Statutory Executive Committee.**

The Statutory Executive Committee may:

- A. Amend the ICDP budget.
- B. Adopt and amend the rules to govern the activities of the ICDP.
- C. Amend the bylaws of the Ingham County Democratic Party.
- D. Meet at other times in special meetings upon the call of:
  - a. The Chair.
  - b. Any three of the officers.
  - c. Any ten members of the Statutory Executive Committee.

## **Article IV: Expanded Executive Committee**

### **Section 1. Establishment of the Expanded Executive Committee.**

- A. Members of the Statutory Executive Committee shall be members of the Expanded Executive Committee.
- B. Chair of standing committees shall be members of the Expanded Executive Committee.



- C. Any member of the Expanded Executive Committee, at the end of the most recent even numbered year, who attends a meeting of the Statutory Executive Committee or the Expanded Executive Committee in January, February, March or April of odd numbered years and who applies to be on the Expanded Executive Committee shall be appointed to the Expanded Executive Committee if he/she meets the requirements of membership.
- D. Individuals may be appointed to the Expanded Executive Committee by attending two of three consecutive meetings of that committee, making application for membership at the first meeting and being present at the second when the acceptance of the application is voted on by the full Expanded Executive Committee.
- E. An individual shall be permitted to vote at the first Expanded Executive Committee meeting held after the meeting in which he/she is appointed.
- F. The President of the Michigan State University College Democrats (MSU Dems), and any other University or College Democratic organization which is recognized by the Michigan Federation of College Democrats and which is active in Ingham County, shall be a member of the Expanded Executive Committee.
- G. The President or Chair of any Democratic Party recognized organization or caucus that is active in Ingham County and meets at least quarterly shall be a member of the Expanded Executive Committee.
- H. Members of the Expanded Executive Committee, excepting members of the Statutory Executive Committee and chairs of standing committees, shall lose their membership if they have three consecutive unexcused absences. A member may be excused from attending a meeting by notifying an officer in advance of their inability to attend.
- I. Individuals shall be members of the Michigan Democratic Party and reside in Ingham County in order to qualify for membership on the Expanded Executive Committee.

## **Section 2. Duties of the Expanded Executive Committee.**

The Expanded Executive Committee shall:

- A. Meet monthly. The December meeting shall be held at the discretion of the Chair.
- B. Set policy for, and conduct the business of, the ICDP between county conventions. It shall not adopt the ICDP budget.

## **Section 3. Other Powers of the Expanded Executive Committee.**

- A. Amend the ICDP budget adopted by the Statutory Executive Committee.
- B. Amend the bylaws of the ICDP.
- C. Approve committee chairs and committee memberships appointed by the Chair as provided for in these bylaws.
- D. Meet at other times in special meetings upon the call of:
  - a. The Chair.
  - b. Any three of the officers.
  - c. Any twenty members of the Expanded Executive Committee.

## **Article V: Budget and Expenditures**

### **Section 1. Preparation and Adoption of the ICDP Budget.**

- A. The Chair and the Treasurer, in consultation with the other officers, shall prepare a balanced budget which the Chair shall distribute to the members of the Statutory Executive Committee no later than March 15 of odd numbered years.
- B. The budget shall be for the current and next calendar year.

- C. The Statutory Executive Committee shall meet before March 31 of odd numbered years and adopt a balanced budget that runs through the subsequent calendar year.

### **Section 2. Budget Structure and Limitations.**

- A. All expenditures made by the ICDP shall be applied to specific items in the budget.
- B. The Chair and the Treasurer shall not authorize nor make expenditures that exceed the amounts allotted to specific items in the budget nor shall they create debt that would bring a specific budget item over established funding limits.

### **Section 3. Amendments to the Budget.**

- A. In January of even numbered years, the Expanded Executive Committee shall meet to review the budget and may amend it.
- B. Except for the meeting of the Expanded Executive Committee required by this section, a proposed amendment to the budget shall be made available to the members of the Expanded Executive Committee at the meeting the month before the change is voted on.
- C. The proposed amendment shall clearly state the part(s) of the budget to be amended.
- D. More than one amendment may be proposed at a meeting.

### **Section 4. Fiscal Year.**

The fiscal year of the ICDP shall be January 1 to December 31, except that in odd numbered years the ICDP shall operate on an interim budget approved by the newly elected officers until the final budget is adopted by the Statutory Executive Committee.

## **Article VI: Standing and Special Committees**

### **Section 1. Establishment of Standing Committees.**

The standing committees shall be:

- A. Communications
- B. Elections
- C. Finance
- D. Resolutions and Bylaws
- E. Judicial Qualifications
- F. Organization and Development
- G. Any other standing committee the Statutory Executive Committee or the Expanded Executive Committee may wish to establish.

### **Section 2. Committee Membership.**

Membership of standing committees shall be determined as follows:

- A. The Chair shall appoint the chairs of all committees and members of the finance committee, the judicial qualifications committee, and the elections committee with the approval of the Expanded Executive Committee.
- B. The Chair of the ICDP shall be an ex-officio member of all standing and special committees.
- C. The initial elections committee members are appointed by the Chair. Attendance at two elections committee meetings is a prerequisite for additional on the committee.



- D. Standing committees, other than those stated in subsection (A), shall have membership open to any current member of the Democratic Party in Ingham County, subject to the approval of the Expanded Executive Committee.

### **Section 3. Special Committees.**

Special committees shall be appointed by the Chair with the approval of the Expanded Executive Committee. In appointing a special committee, the Chair may specify the chair of the special committee and shall specify its membership or declare it open to any member of the Expanded Executive Committee or of the Ingham County Democratic Party.

## **Article VII: Meetings**

### **Section 1. Required Meetings.**

The Statutory Executive Committee and the Expanded Executive Committee will hold their required meetings at the call of the Chair. The monthly meetings of the Expanded Executive Committee shall be held on dates established by that committee. Other meetings of the Statutory Executive Committee and the Expanded Executive Committee shall be held according to the provisions of these bylaws.

### **Section 2. Quorum.**

A quorum shall consist of the following:

- A. For the officers, a majority of the officers then serving.
- B. For the Statutory Executive Committee, one fourth of the members then serving.
- C. For the Expanded Executive Committee, twenty members.

### **Section 3. Proxies.**

Proxies shall not be given for any member of the ICDP, except where provided by statute.

### **Section 4. Notice of Meetings.**

Notification of the place and time of meetings of the Statutory Executive Committee, and the Expanded Executive Committee shall be made in advance for all regular and special meetings of those committees by mail to members of the committee that is scheduled to meet. To the extent possible notice will also be provide via the ICDP website and via e-mail.

### **Section 5. Content of Special Meetings.**

Special meetings of these committees are meetings not specifically required by these bylaws, statutes or the Rules of the Michigan Democratic Party. Special meetings of the Statutory Executive Committee or the Expanded Executive Committee shall only consider items stated in the written notice sent to committee members.

### **Section 6. Resolutions.**

No anonymously proposed resolutions may be considered by the Bylaws and Resolutions Committee, the Statutory and Expanded Executive Committees, nor at any County Convention.

## **Article VIII: Adoption and Continuing Effect of These Bylaws; Other Authority; Amendments**

### **Section 1. Amendments and Continuous Effect.**

These bylaws may be amended and are in continuous effect until repealed in their entirety or until the ICDP ceases to exist.

### **Section 2. Amendment Process**

These bylaws may be amended by the Statutory Executive Committee or the Expanded Executive Committee as indicated in Articles III and IV of these bylaws. Proposed amendments may be included in the mailing for a meeting or presented at a meeting under New Business. It shall be referred to the Resolutions and Bylaws Committee for consideration and reported back to a meeting as an agenda item. At that meeting it may be discussed and referred to the next meeting as an agenda item to be voted on or it may be sent back to the Resolutions and Bylaws Committee with proposed amendments.

### **Section 3. Rules of the ICDP.**

The Statutory Executive Committee and the Expanded Executive Committee may adopt rules to govern the activities of the ICDP. These rules shall not conflict with these bylaws, applicable statutes or the Rules of the Michigan Democratic Party.

### **Section 4. Roberts Rules of Order**

All matters not expressly covered by these bylaws, Rules of the ICDP, statutes, or the Rules of the Michigan Democratic Party shall be governed by the most recent edition of Roberts Rules of Order, except that a person's prior vote will not affect that person's right to move to reconsider a vote.

### **Section 5. Priority of Rules**

Any part of these ICDP bylaws found to be in conflict with applicable statutes or the Rules of the Michigan Democratic Party shall be null and void.

### **Section 6. Submission of Amendments to MDP**

Any amendment to these rules or bylaws shall be submitted to the Corresponding Secretary of the Democratic State Central Committee of the Michigan Democratic Party within thirty (30) days of adoption.

**Section 7.** Article 2 of the Michigan Democratic Party Rules shall be attached to, and distributed with, these bylaws.

## **Article IX: Endorsements**

### **Section 1. Requests for Endorsements.**

In order to be guaranteed consideration for endorsement by the ICDP, individuals seeking endorsement by the ICDP shall send their request to the ICDP office no later than 14 (fourteen) days after the primary, or the filing deadline in those cases where there is no primary. For judicial candidates, the applicable filing deadline is the filing deadline for non-incumbent candidates. For candidates for positions to be nominated at the even year fall state convention, the deadline is 14 (fourteen) days prior to the primary election. All requests for endorsements shall be referred to the Elections Committee, or in the case of judicial candidates, to the Judicial Qualifications Committee.



**Section 2. Endorsement Process**

The Elections and Judicial Qualifications Committees shall meet within two weeks of the deadline in Section 1, and shall report their recommendations for endorsement or non-endorsement to the Expanded Executive Committee within one month of the deadline. All candidates seeking endorsement for a given office shall be treated in a fair and even manner. In the event that either committee fails to do so, a motion to endorse may be made at an Expanded Executive Committee meeting. The Elections and Judicial Qualifications Committees may, if they choose, hold additional meetings to consider any request for an endorsement which comes in after the deadline in Section 1. Neither committee may recommend more candidates for endorsement than there are positions to be elected.

**Section 3. Notice Requirement.**

No endorsements shall be made unless the meeting agenda contains notice of the offices for which endorsements may be made.

**Section 4. Vote Requirements.**

Pre-primary endorsements in contested races may be made only in extraordinary circumstances and shall require the support of three-fourths of Expanded Executive Committee members voting.

All other endorsements shall require support of two-thirds of Expanded Executive Committee members voting.

An endorsement may be withdrawn by a two-thirds vote of the expanded executive committee members voting.

Under no circumstances shall the ICDP endorse more candidates for any office than there are positions to be elected.

**Section 5. Endorsement Motions from the Floor.**

The provisions of Sections 3 and 4 apply to endorsements made following recommendations by the Elections Committee and the Judicial Qualifications Committee and endorsements made by motion from the floor.

**Section 6. MDP Membership Required**

Only those officeholders and candidates who are members of the Michigan Democratic Party shall be eligible to receive election assistance of any kind, including endorsement, from the Ingham County Democratic Party. Candidates for Judicial offices are exempt from this requirement.

# **Rules of the Ingham County Democratic Party**

Revised and approved by the Expanded Executive Committee: April 19, 2006

## **Rule 1: Agenda**

The order of business at meetings of the ICDP shall be:

- a) Call To Order
- b) Approval of the Agenda
- c) Approval of the Minutes
- d) Officer's Reports
- e) Committee Reports
- f) Approval of new members of the Expanded Executive Committee
- g) Old Business
- h) New Business
- i) Elected Official's Reports
- j) Organization/Caucus Reports
- k) Announcements/Good and Welfare
- l) Adjournment

## **Rule 2: Changes to the Agenda.**

Once the ICDP has adopted its agenda, it shall be followed in the order adopted. Changes to the agenda require a 2/3 vote.

## **Rule 3: Introduction of Business**

All items of business under committee reports, old business and new business shall be introduced as follows: "I move that the ICDP...." No items of business may be introduced except under committee reports, old business or new business.

## **Rule 4: Resolutions and Proposed Amendments to the ICDP Bylaws and Rules**

- a) New resolutions or proposals for amendments to the Bylaws or Rules of the Ingham County Democratic Party (ICDP) shall be delivered to the ICDP headquarters or to the Chair of the Resolutions and Bylaws Committee at least fourteen (14) days prior to the Expanded Executive Committee meeting at which it may be considered.
- b) All resolutions or proposals for amendments to the Bylaws or Rules of the ICDP shall be provided in either hard copy or electronically.
- c) The Resolutions and Bylaws Committee will consider the resolution or amendment and prepare a report to be included in the meeting notice packet mailed to the Expanded Executive Committee members. Whenever possible the resolution or amendment will also be e-mailed.
- d) If the Resolutions and Bylaws Committee report makes changes to the resolution or amendment, the individual submitting the resolution or amendment will be notified by the Chair of the Resolutions and Bylaws Committee such that the individual may defend the original version -before the Expanded Executive Committee if he/she wishes to do so.
- e) If a resolution or amendment is submitted too late to be included in the meeting notice packet and is considered to be urgent and timely, the resolution or amendment may be considered under "New Business" on the agenda of the Expanded Executive Committee meeting, if ample copies of the resolution or amendment are provided.



- f) A resolution not mailed to the Expanded Executive Committee prior to the meeting at which it is to be considered may only be adopted by a 2/3 majority vote. All other resolutions require a simple majority vote for adoption.
- g) The person(s) proposing a resolution or an amendment to the Bylaws shall be invited to attend all Resolution and Bylaws Committee meetings at which proposal is considered.

**Rule 5. Standing Committee Meetings.**

- a) Each standing committee will meet at least on a quarterly basis.
- b) Committees reporting matters to the Statutory or Expanded Executive Committee for their action shall provide majority and, if any, minority reports.
- c) For appointed committees, absence from three consecutive meeting means automatic dismissal.
- d) A secretary shall be appointed by the chair and minutes submitted to the Secretary of the ICDP.
- e) Except as otherwise provided, committees shall adopt their own rules.

**Rule 6. Duties of Committee Chairs**

Standing Committee Chairs and Co-Chairs will meet with the Officers on a regular basis to discuss long-range goals for the Party, and specific objectives of the committees in order to reach these goals.

**Rule 7. Newsletter.**

As finances permit, a regular newsletter will be published.

**Rule 8. Officer and Committee Meetings**

- a) The officers will meet on a regular basis.
- b) Committees will meet on a regular basis as needed with times posted at Party headquarters. Notice shall also be placed on the ICDP website.
- c) Members of committees will receive prior notice of the agenda.
- d) Minutes of all meetings will be posted within 72 hours (where possible) at headquarters.

**Rule 9. Request for Copies of Agenda and Minutes.**

Reasonable requests from Expanded Executive Committee members for copies of committee agendas and minutes will be honored.

**Rule 10. Duties of the Finance Committee.**

The Finance Committee will report regularly to the Expanded Executive Committee on expenditures and recommendations. Requests for financial expenditures shall be referred to the Finance Committee.

**Rule 11. Judicial Qualifications Committee Membership Requirements.**

Membership on the Judicial Qualifications Committee shall have a majority of members who are attorneys.

**Rule 12. Committee Rules.**

Committees may establish their own rules with the approval of the Expanded Executive Committee.

**Rule 13. Criteria for Endorsement**

The Elections and Judicial Qualifications Committees shall develop written criteria that will be used for all endorsements. The criteria shall be published in advance.

**The following questionnaire should accompany a copy of the potential candidate resume and the letter requesting endorsement.**

Name:

Address:

Phone:

Office being sought:

1. Party membership Yes\_\_\_\_\_ No\_\_\_\_\_ Number of years\_\_\_\_\_
2. Party involvement: list committees service, party offices held, *etc.*
3. Your qualifications for the office being sought
4. Incumbent Yes\_\_\_\_\_ No\_\_\_\_\_
5. What other public office have you run for or held?
6. What has been your community involvement
7. Why are you running?
8. What are your issues?
9. Other things you think the committee should take into consideration in making their recommendation.

**Rule 14. Rules for Endorsement**

The Elections and Judicial Qualifications Committees shall adopt rules and procedures for conducting the endorsement process and shall submit them to the Expanded Executive Committee for its approval



## Michigan Democratic Party Rules, Article 2.

### ARTICLE 2. POLICY

#### A. Fundamental Principles

1. All public meetings at all levels of the Democratic Party in Michigan 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, physical appearance or disability.
2. No tests for membership in, nor any oaths of loyalty to, the Democratic Party in Michigan 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, physical appearance or disability.
3. The time and place for all public meetings of the Democratic Party 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.
4. The 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, physical appearance or disability.
5. The Democratic Party in each County/District 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 Democratic Party officers and representation all levels. Publication of these procedures shall be done in such a fashion that all prospective and current members of each County/District Democratic Party will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedures at all levels of the Democratic Party organization.
6. The Democratic Party in each County/District 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 the Democratic Party. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within each County/District Democratic Party will have full and adequate opportunity to compete for office.
7. The Michigan Democratic Party shall establish endorsement and censure procedures on the state and legislative levels where warranted. At the local level, these procedures shall be the function of the local party.
8. Proportional voting shall be used in the election of delegates and alternates to any Convention, delegates and alternates of the Democratic State Central Committee, and members of any County or District Executive Committee.
9. Votes shall not be taken by secret ballot at any meeting of the Democratic Party in Michigan at any level.

## **B. Standard Rules of All Levels of the Party Structure**

The official structure of the Michigan Democratic Party shall consist of Precinct, County, District and Statewide organizations established by these rules (hereinafter referred to as units).

1. Any unit of the Democratic Party is authorized to establish a system of standing rules for that unit. Such rules may relate to questions of implementation or policy and may be changed as required.
2. No rule shall be adopted by any unit of the Democratic Party which is inconsistent with the rules of this document.
3. Any rule adopted by any unit of the Democratic Party shall be made available on request in writing to any member of the Democratic Party in that unit.
4. Any rule adopted by any unit of the Democratic Party shall within thirty (30) days be submitted by the Secretary of that unit to the Corresponding Secretary of the State Central Committee. Copies of all rules shall be maintained at the office of the State Central Committee.
5. In any unit of the Democratic Party on any question of procedure, the latest edition of Robert's Rules of Order shall be used.
6. The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of the Democratic Party within the State, shall be of the opposite sex.
7. The Unit Rule shall be prohibited at all levels of the Democratic Party structure.
8. No rule shall be adopted by any unit of the Democratic Party which would require any person to cast a vote or be recorded as voting contrary to that person's judgment.