



JACKSON DEMS

JACKSON COUNTY DEMOCRATIC COMMITTEE

Jackson County Democratic Committee By-Laws

As adopted on May 15, 2017 by the Jackson County Democratic Committee including amendments unanimously approved on March 18, May 20, and July 15, 2019.

Article I. Name

Section 1.1. – Organization Name. This organization shall be known as the Jackson County Democratic Committee (JCDC). It shall consist of the County Executive Committee, the Executive Board, the County Committee, all enrolled members of the Michigan Democratic Party in Jackson County, and all duly elected Democratic precinct delegates residing in Jackson County.

Article II. Mission

Section 2.1. – Mission. The mission of the Jackson County Democratic Committee is to promote the philosophy and platform of the Democratic Party and to elect Democrats who support this philosophy within Jackson County; and further, to unite and to aid in the activities of all precinct delegates, committees, officeholders, candidates and all other Democrats working to promote active participation in the Democratic Party.

Article III. Fundamental Principles

Section 3.1. – Openness. All public meetings of the Jackson County Democratic Committee 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, physical appearance or disability.

Section 3.2. – Broad participation. The Jackson County Democratic Committee, 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.

Section 3.3. – Publication of procedures. The Jackson County Democratic Committee 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 Jackson County Democratic Committee 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 Jackson County Democratic Committee will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedures at all levels of the Jackson County Democratic Committee organization.

Section 3.4. – Publication of qualifications. The Jackson County Democratic Committee 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 Jackson County Democratic Committee. Such publication shall be done in a timely fashion so that all

prospective candidates or applicants for any elected or appointed position within the Jackson County Democratic Committee will have full and adequate opportunity to compete for office.

Section 3.5. – Consistency of rules. All rules and bylaws of the Jackson County Democratic Committee 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 Jackson County Democratic Committee.

Section 3.6. – Unit rule prohibited. The unit rule is prohibited at all levels of the Jackson County Democratic Committee.

Section 3.7. – Voting rules. No rule shall be adopted at any level of the Jackson County Democratic Committee which would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

Section 3.8. – Robert's Rules. 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 3.9. – Officers of opposite sex. The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of the Jackson County Democratic Committee shall be of the opposite sex.

Section 3.10. – Secret ballots. Votes shall not be taken by secret ballot at any meeting of the Jackson County Democratic Committee at any level.

Article IV. Definitions

Section 4.1. – Committee. "The Committee" or "the County Committee" shall mean the Jackson County Democratic Committee unless otherwise specified.

Section 4.2. – Enrolled Member. An "enrolled member" is an individual who has filled out and submitted a current Jackson County Democratic Committee membership form, and is in good standing. There is no financial requirement for membership. Membership must be renewed yearly.

Section 4.3. – Counting Days. In all places in these bylaws where a number of days are referred to, it shall be presumed that consecutive calendar days are intended, unless the context clearly indicates otherwise.

Section 4.4. – Business Days. Whenever the date fixed for the doing or completion of an act falls on a legal holiday or other non-business day, the act shall be done or completed on the next business day.

Section 4.5. – Records. Records includes all meeting minutes, financial documents, reports, membership forms, and all other official documents created or obtained doing the official work of the Jackson County Democratic Committee by any Officer.

Article V. General Provisions.

Section 5.1. – Fiscal Year. The fiscal year of the JCDC shall be January 1 to December 31, except that in odd-numbered years, the JCDC shall operate on an interim budget approved by the newly elected officers until the final budget is adopted by the County Committee.

Section 5.2. – Budget Creation. The Chair and the Treasurer, in consultation with other officers, shall prepare a balanced budget for one (1) or two (2) years, which the Chair shall distribute to the

members of the County Committee after January 1 of the odd-number year. The County Committee shall meet before March 31 of odd-numbered years and adopt a balanced budget for either one or two years. In January of even-numbered years, the County Committee shall meet to review, amend and adopt the budget for that year.

Section 5.3. – Annual Report. The Executive Board shall publish an annual report that, in simple form, shall summarize the activities the Committee and show a summary of the revenues and expenses of the Committee. Copies of this report shall be kept by the Secretary and shall, upon request, be made available to members of the Committee.

Section 5.4. – Expenditure of funds. The County Committee shall approve all expenditures, unless previously adopted in a yearly budget. In case of urgent need, the Executive Board may approve expenditures of up to three hundred dollars (\$300), but shall report all such expenditures at the next regular meeting of the County Committee. The Executive Committee shall approve all expenditures that appropriate funds to a term extending beyond the tenure of the current Officers.

Article VI. Membership

Section 6.1. – Membership. Membership of the Jackson County Democratic Committee shall consist of: (a) all duly elected and accredited Democratic precinct delegates of Jackson County; (b) enrolled members of the Michigan Democratic Party residing in Jackson County; (c) enrolled members of the Jackson County Democratic Committee; and (d) the County Committee and the County Executive Committee.

Section 6.2. – Membership Tests. 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.

Section 6.3. – Filing of Membership. Membership in the County Committee shall be forwarded no later than (30) business days to the Michigan Democratic Party and filed according to Michigan Statutes.

Section 6.4. – Participation. All members shall be entitled to participate in the activities of this organization.

Article VII. Meetings

Section 7.1. – Meeting Call. The time and place for all meetings shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Electronic and/or postal mail is suitable for notifications of regular and special meetings. Meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

Section 7.2. – Regular Meetings. The Jackson County Democratic Committee shall annually provide by resolution for the time and place of its regular meetings, and shall hold at least one regular meeting each month. At regular meetings, enrolled members of the committee shall be eligible to vote on resolutions, and county fund-raising programs, expenditures of committee funds, endorsements of candidates, and all other business of the Jackson County Democratic Committee. Five (5) business days' notice shall be given for the cancellation or rescheduling of any regular meetings.

Section 7.3. – Special Meetings. Special meetings may be called by the Chairperson, a two-thirds (2/3) vote of the members of the Executive Board, or by a resolution of the majority of the members

at a meeting of the County Democratic Committee. Three (3) business days' notice shall be given notifying members of the place, time, and purpose of the meeting.

Section 7.4. – Voting Privileges. In order to vote at any Convention, Caucus or meeting of any unit of the Jackson County Democratic Committee at any level, a person must be a member of the Jackson County Democratic Committee for at least thirty (30) days prior to that Convention, Caucus or meeting. Precinct delegates, candidates and elected officials are exempt from the thirty (30) day advance membership requirement. However, precinct delegates, candidates and elected officials must be a member of the Jackson County Democratic Committee in order to vote at any Convention, Caucus or meeting of any unit of the Jackson County Democratic Committee at any level.

Section 7.5. – Meeting Minutes. The Secretary shall keep a printed journal of all regular or special meetings in the English language. In the Secretary's absence, the Chairperson shall appoint a temporary Secretary for the purpose of taking minutes at that meeting. Minutes of regular and special meetings shall be available for inspection by the Committee within five (5) business days after approval by the Committee.

Section 7.6. – Executive Board Quorum. A quorum shall exist at an Executive Board meeting when two-thirds (2/3) of the officers are present.

Section 7.7. – Executive Committee Quorum. A quorum of the Executive Committee shall consist of 50% of those elected and serving members of the Executive Committee.

Section 7.8. – General Quorum. A quorum at any other meetings of the committee, not including the Executive Board and the Executive Committee, shall consist of those members present at the meeting.

Section 7.9. – Meeting agenda. Agendas for meetings shall be made available to enrolled members five (5) business days before scheduled meetings.

Section 7.10. – Order of Business. Unless otherwise adopted by the Committee, the business of the organization shall proceed in the following order:

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Officers
4. Approval of Minutes
5. Member Comment
6. Report of Officers
7. Standing Committee Reports
8. Ad Hoc Committee Reports
9. Old Business
10. New Business
11. Adjournment

Section 7.11. – Limitations on Member & Officer's Comment. Unless otherwise specified by the Chairperson, members and officers wishing to speak during Member Comment and Officers' Comments will be limited to 3 minutes each.

Section 7.12. – Adoption of Robert's Rules. Subject to these by-laws, all meetings shall be conducted according to Robert's Rules of Order (latest edition).

Section 7.13. – Secret Ballot. Votes shall not be taken by secret ballot at any meeting of the Jackson County Democratic Committee at any level.

Article VIII. Officers and Board Members

Section 8.1. – Holding Office. In order to be elected or appointed to, and to hold any Party office in any unit of the Jackson County Democratic Committee at any level, a person must be a member of the Jackson County Democratic Committee for at least thirty (30) days prior to election or appointment, and maintain membership during the term of office. If membership in the Jackson County Democratic Committee 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. If membership is not renewed within 30 days, the position will be considered vacated and the position will be filled as set forth in these bylaws.

Precinct delegates, candidates and elected officials are exempt from the thirty (30) day advance membership requirements in order to be elected or appointed to any office in any unit of the Michigan Democratic Party at any level. However, precinct delegates, candidates and elected officials who hold Party office must maintain membership during the term of Party office. If membership lapses while a precinct delegate, candidate or elected official 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. If membership is not renewed within 30 days, the position will be considered vacated and the position will be filled as set forth in these bylaws.

Section 8.2. - Selection of Officers. Officers shall be chosen as provided in the rules of the Michigan Democratic Party. Each even-numbered year, within twenty 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 an Executive Committee. The Executive Committee shall elect the committee officers within 30 days of that convention.

Section 8.3. – Executive Committee Composition. The Executive Committee shall be comprised of a number of persons equal to twice the number of county offices and state legislative offices for which candidates were nominated, as well as those candidates so nominated. The Officers of the County Committee shall be elected by this body. The secretary shall keep minutes of all meetings of the committee, which shall be available to all committee members. They shall meet at the call of the county Chairperson or a meeting may be called by at least two-thirds (2/3) of their membership.

Section 8.4. – Removal of Officers. Removal of officers by the Jackson County Democratic Committee shall proceed the following process:

Step 1: Any enrolled member (petitioner) contemplating the initiation of a removal action of any officer must first place their reasons for removal in writing to both the officer in question and one other Executive Board Officer. That Executive Board Officer shall set up a meeting and act as an arbitrator at the meeting between the filing member and the officer in question to attempt to resolve the matter in question. This meeting shall be held within ten (10) days of receiving the reasons for removal. Minutes to this meeting will be kept by the Executive Board Officer and a copy given to those attending the meeting along with JCDC Secretary.

Step 2: If the matter remains unresolved, within fifteen (15) days after the meeting the petitioner must make a written request, that includes the reasons for removal signed by at least ten enrolled members requesting the scheduling of a removal vote at the next county committee meeting. If such a request is received, the question of whether or not to schedule a removal vote will be placed on the next regular meeting agenda. If a majority of paid members vote to schedule a removal vote, the question shall be placed on the agenda for the next regular county committee meeting.

Step 3: Special notice shall be given to all members of the county committee four (4) days prior to the next county committee meeting that identifies the petitioners, the officer in

question, and reasons for removal. If two-thirds (2/3) of the paid members present vote to remove the officer, that office becomes immediately vacant.

Section 8.5. – Filing of Vacancies. The County Committee shall have the right to elect additional officers who, in its judgment, are proper to carry out the purposes of the County Committee, and shall have power to fill a vacancy that may occur in the membership of the County Committee or in any of its additional offices. Between meetings of the County Committee the Executive Committee shall have all the powers and perform all the duties of the County Committee, including the filling of vacancies in nominations as prescribed by law.

Section 8.6. – Executive Board Composition. The Executive Board shall be composed of the Chairperson, the Vice-Chairperson, the Treasurer and the Secretary. The Board shall meet at the call of the Chairperson, or two-thirds (2/3) of the officers.

Section 8.7 - The Chair:

- Shall preside at all membership and board meetings;
- Shall appoint committees and committee chairs as provided in section 9.4;
- Shall be an ex officio member of all committees and standing committees;
- Shall supervise the JCDC office(s) and personnel;
- May appoint one or more Sergeant(s)-at-Arms as needed;
- May appoint one Parliamentarian as needed;
- May appoint one Deputy Treasurer as provided in Section 8.9; and
- Shall perform any other duties usual or necessary to the office.

Section 8.8. – The Vice Chair:

- Shall be of a different gender from the Chair;
- Shall assist the Chair in the discharge of their duties;
- Shall assume the responsibilities of the Chair in their absence or failure to act; and
- Shall perform any other duties usual or necessary to the office.

Section 8.9. – The Treasurer:

- Shall be a qualified elector who is registered to vote in Jackson County;
- Shall be responsible for the financial receipts and disbursements of this organization, with their actions subject to the approval of the general membership;
- Shall keep records of all JCDC funds clearly documenting the amount, purpose, and parties to each transaction;
- Shall make written financial reports according to normal accounting practices at all regular general membership meetings;
- Shall, when there is a change in the office, immediately deliver to the incoming Treasurer the funds of the JCDC and all the relevant financial books and records of the JCDC kept during their tenure in office;
- Shall pay all normal committee bills such as office rent, utilities, etc., and any and all fees or fines, in a timely manner;
- Shall pay outstanding invoices in a timely manner;
- Shall pay requests for reimbursement for expenses incurred on behalf of the JCDC only after receiving receipts documenting such expenses and only after verifying the legitimacy of such expenses;
- Shall perform, under the supervision of the Chair, the duties of a county party treasurer under the Michigan Campaign Finance Act, including but not necessarily limited to: keeping the committee's state PAC fund accounts, records, bills, receipts and electronic files for five (5) years, authorizing all contributions received and expenditures made by the state PAC fund, and filing campaign finance reports and other correspondence, including Statements of Organization, in a timely and accurate manner;
- Shall perform any other duties usual or necessary to the office; and

- May request that the Chair, subject to the unanimous approval of the Executive Board and the approval of a majority of the Executive Committee, appoint a Deputy Treasurer to serve as Designated Record Keeper pursuant to the Michigan Campaign Finance Act. The Deputy Treasurer:
 - Shall assume the responsibilities and perform the duties of a Designated Record Keeper, most importantly the filing of campaign finance reports, under the supervision of the Treasurer and the Chair;
 - Shall not have any kind of relationship with the Chair or Treasurer that would constitute a conflict of interest or give rise to the appearance of impropriety; and
 - May be removed at any time and for any reason by a majority vote of either the Executive Board, the Executive Committee, or the general membership, whereupon their duties shall revert to the Treasurer.

Section 8.10. – The Secretary:

- Shall keep an accurate record and minutes of the proceedings of the regular and special meetings and of the conventions of the County Committee and the general membership;
- Shall keep the membership rolls, including the names, addresses, telephone numbers, and email addresses of all general members, County Committee members, officers, members and chairs of standing and ad hoc committees, and precinct delegates;
- Shall keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization, with the exception of those records for which the Treasurer is responsible under the Michigan Campaign Finance Act or other applicable law;
- Shall, when there is a change in the office, immediately deliver to the incoming Secretary all the aforementioned items kept and preserved during their tenure;
- Shall reasonably notify, and see that proper notification is given to the general membership of its meetings, and to the County Committee of its meetings, and to the Executive Board of its meetings, and to those entitled to notice of conventions; and
- Shall perform any other duties usual or necessary to the office.

Article IX. Committees

Section 9.1. – General Provisions. Except as otherwise provided as to any particular committee, all committees shall be subject to the following general provisions:

Section 9.1.1. - No committee of this organization shall have separate tax status, file separate campaign finance reports, or in any way exist as an entity separate and autonomous from the Committee.

Section 9.1.2. - The standing committees shall be formed, and committee chairs appointed, as soon as possible following the election of a new JCDC Chair.

Section 9.1.3. - The county committee, or the Chair, may refer business to a standing or ad hoc committee, and may direct said committee to meet and report back in a timely manner.

Section 9.1.4. - Minutes must be taken at every meeting of every standing or ad hoc committee, and submitted by the chair of said committee to the JCDC Chair and Secretary at least 24 hours prior to the next general membership meeting.

Section 9.2. - Standing Committees. Standing Committees for the Committee shall include the following:

Section 9.2.1. - Political Organizing Team. The Political Organizing Team supports the legislative advocacy and electoral campaigns for the Jackson County Democratic Committee. The committee works to recruit candidates, organize and mobilize volunteers, and develop and execute campaign plans each cycle. It also builds support for the county committee between elections by developing volunteer training, identifying and reaching out to new parts of the community, and promoting door-to-door canvassing.

Section 9.2.2. - Communications Team . The Communications Team works to maintain positive relationships with the press, and works to communicate party affairs to the membership and to the public. The committee is responsible for developing and maintaining a party website, updating social media accounts, and writing press releases and media advisories, under supervision of the JCDC Chair.

Section 9.2.3. - Finance & Fundraising Team. The Finance & Fundraising Team develops a budget in accordance with Section 5.2 to support the administrative, campaign and other operational needs of the committee, and develops and executes a fundraising plan to fund the budget.

Section 9.2.4. - Membership & Outreach Team. This team grows and maintains the membership rolls, reminds members of their annual renewal in a timely manner, and coordinates with the MDP with respect to memberships. It also works to build relationships with allied organizations, and to organize the county committee's presence at community events.

Section 9.2.5. - Rules Committee. The Rules Committee shall review all proposed policies, resolutions and bylaws amendments and shall make a recommendation to the committee as to whether or not they should be adopted.

Section 9.3. Ad Hoc Committees. Ad Hoc committees may be established, altered, or terminated at such time, for such time, and with such duties as the Chairperson of the County Committee deems necessary.

Section 9.4. - Chair Appointments. The Chairperson, subject to the approval of a majority of the Executive Board of the County Committee shall appoint standing committee chairpersons as the Committee may deem necessary for the work of the organization.

Section 9.5. - Committee Membership. Members of Standing and Ad Hoc Committees must maintain membership in the Jackson County Democratic Committee. The Chairperson of the County Committee shall be an ex-officio member of all Standing and Ad Hoc Committees.

Article X. Endorsements

Section 10.1 - Candidate eligibility. 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 Jackson County Democratic Committee. For judicial candidates only, this subsection is subject to any applicable state law or canon of judicial conduct which limits a judicial candidate's membership in a political party.

Section 10.2 - Non-partisan races and ballot questions. In addition to partisan races, the JCDC may endorse in a non-partisan race, either judicial or non-judicial, and may endorse ballot questions. For the purposes of this article, recall petition drives may be treated as ballot questions.

Section 10.3 - Number of endorsements. The JCDC shall not endorse more candidates for a single office than are to be elected, and shall not endorse multiple positions on a single ballot question.

Section 10.4 - Requesting endorsement. A campaign seeking the JCDC endorsement shall submit a written request to the JCDC Chair, who shall refer the request to the Political Organizing Team as soon as possible following the later of (A) the JCDC Chair's receipt of the request for endorsement and (B) the filing deadline for the office in question (or, in the case of a ballot question, the date of approval of the ballot question language).

Section 10.5 - Notice. The Political Organizing Team shall report its recommendation to the general membership at the next regularly scheduled monthly meeting, provided that at least 5 days' notice has been given to the general membership.

Section 10.6 - General membership vote. After hearing the Political Organizing Team's recommendation, the general membership shall vote, with a two-thirds vote being necessary to endorse. No failure of the Political Organizing Team to make a recommendation shall jeopardize the ability of the general membership to make a decision at that time.

Section 10.7 - Non-partisan primaries. The JCDC may endorse in non-partisan or ballot question races without regard for the existence or timing of any primary election.

Section 10.8 - Contested Democratic primaries. The JCDC shall not endorse in any contested Democratic primary election for partisan office. Following such a contested Democratic primary, the JCDC Chair may bypass the Political Organizing Team and refer the primary winner's request for endorsement directly to the general membership. At the next regularly scheduled meeting, provided that at least 5 days' notice has been given, such endorsements may be approved in bulk and/or by a simple majority.

Section 10.9 - Uncontested Democratic primaries. When no more Democratic candidates have filed for a partisan office than the number of candidates to be chosen at the Democratic partisan primary election, the JCDC Chair may bypass the Political Organizing Team and refer those candidates' requests for endorsement directly to the general membership. At the next regularly scheduled meeting, provided that at least 5 days' notice has been given, such endorsements may be approved in bulk and/or by a simple majority.

Section 10.10 - Higher-level races. For offices such as but not limited to President of the United States, Governor, and Justice of the Supreme Court of Michigan, the JCDC shall abide by nomination and endorsement decisions made by the national Democratic Party or the MDP in any relevant nominating or endorsement primaries, caucuses, or conventions. Such candidates, as well as any ballot questions similarly endorsed, shall be considered as having the JCDC endorsement for the purposes of eligibility for electoral support.

Section 10.11 - Extraordinary circumstances. In extraordinary circumstances not addressed elsewhere in this article, a motion to endorse may be made on the floor at a general membership meeting, with a three-quarters vote needed to approve.

Section 10.12 - MDP bylaws and state law to control. In any other situations not addressed elsewhere in this article, or when this article conflicts with MDP bylaws or state law, MDP bylaws or state law shall control.

Section 10.13 - Benefits of endorsement. Candidates and ballot questions must have the endorsement of the JCDC in order to become eligible for financial or other support, but an endorsement does not by itself guarantee or imply any such support.

Article XI. Amendments

Section 11.1. – Rules Committee. Proposals of changes or amendments to these by-laws shall first be referred to the Policy, Resolution & Rules Committee, which shall report its recommendations to the next regular meeting or special meeting called for that purpose.

Section 11.2. – Amendments. These by-laws may be amended by a two-thirds (2/3) vote of the County Committee, present and seated, provided that written notice setting forth the proposed amendment has been given to all Committee members at least two weeks prior to the date of the meeting.

Section 11.3. – Submission of Bylaws. 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.

Section 11.3. – Supremacy. These by-laws shall be in full force and effect upon their adoption and shall supersede all motions and policies of a contrary nature with the exception of those provisions of the Rules of the Michigan Democratic Party or the appropriate laws of the State of Michigan.

Article XII. Dissolution

Section 12.1. – Dissolution. The Jackson County Democratic Committee shall be a nonprofit 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 County Committee, or a contribution for electing a member to office who is endorsed by the Committee.