

# **OTSEGO COUNTY DEMOCRATIC PARTY BYLAWS**

## **ARTICLE I. NAME**

This organization shall be known as the Otsego County Democratic Party, hereinafter referred to as “Party”. It shall consist of the County Committee, and all members of the Michigan Democratic Party and all duly elected Democratic precinct delegates residing in the Otsego County.

## **ARTICLE II. PURPOSE**

The purpose of the Party 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 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 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 III. FUNDAMENTAL PRINCIPLES**

Section 1. All public meetings of the Party 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 2. No tests for membership in, nor any oaths of loyalty to, the 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 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 3. The time and place for all public meetings of the 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.

Section 4. The 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

Section 5. The Party 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 the Party 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 Party will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedures at all levels of the Party organization.

Section 6. The Party 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 Party. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the Party will have full and adequate opportunity to compete for office.

Section 7. Proportional voting shall be used in the election of delegates and alternates to any Convention, and members of the County Committee.

Section 8. All rules and bylaws of the Party 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 Party.

Section 9. The unit rule is prohibited at all levels of the Party.

Section 10. No rule shall be adopted at any level of the Party which would require a person to cast a vote or be recorded a voting contrary to that person's judgment.

Section 11. 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 12. The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of the Party shall be of the opposite sex.

Section 13. Votes shall not be taken by secret ballot at any meeting of the Party at any level.

#### **ARTICLE IV. MEMBERSHIP**

Section 1. Membership of the Party shall consist of all duly elected Democratic precinct delegates of Otsego County, members of the Michigan Democratic Party residing in Otsego County and the County Committee and Officers, all of whom must be members of the Michigan Democratic Party, and are also encouraged to be members of the Democratic National Party.

Section 2. Precinct delegates shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party.

Section 3. The Officers and County Committee of the Party shall be selected in accordance with the Rules of the Michigan Democratic Party.

## **ARTICLE V. MEETINGS**

Section 1. The regular meetings of the Party shall be held no less than six times per year 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, telegram, fax or email. A quorum shall exist at a Party or a County Committee meeting when a majority of the Officers are present.

Section 2. The full County Committee shall meet quarterly, or at least annually, within thirty (30) days following the convening of the County Convention to review the activities of the Party. At least five (5) days' notice shall be given of the date, time and place of the meeting. Notice may be given by mail, telegram, fax or email.

Section 3. Special meetings of the Party or County Committee may be called by a majority of the members of the Party or County Committee, respectively. At least five (5) days' notice shall be given of the date, place, time and purpose of the special meeting.

Section 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).

## **ARTICLE VI. OFFICERS AND COUNTY COMMITTEE**

Section 1. The County Committee shall automatically consist of the most recent nominees for countywide office and the county commission, and State House, State Senate and U.S. House whose districts include all or part of the county. The balance of the County Committee consists of all Party members. The County Committee may meet quarterly, but at least annually within thirty (30) days following the Fall Convention and shall keep minutes of all meetings which shall be available to all Party members at County Committee meetings.

Section 2. Officers shall be selected in November of every even numbered year not more than twenty (20) days following the election, in accordance with the Rules of the Michigan Democratic Party. The officers are a Chairperson, a Vice-Chairperson of the opposite sex of the Chairperson, a Secretary and a Treasurer, who serve as officers of both the Party and County Committee. **The Party may, as needed and following the same procedure as for officers, select one co-officer for each of these offices.**

Section 3. The Chairperson presides at all Party and County Committee meetings, and has such other duties as are usual to the office of County Chairperson, or that may be

required by the Party. **The Chairperson may delegate his or her duties to a Party-selected Co-Chairperson who will assist the Chairperson in the discharge of his or her duties as needed.**

Section 4. The Vice-Chairperson must be a member of the opposite sex from the Chairperson. The Vice-Chairperson assists the Chairperson in the discharge of his or her duties, and temporarily assumes the duties and responsibilities of the Chairperson in his or her absence. **The Vice-Chairperson may delegate his or her duties to a Party-selected Co-Vice-Chairperson who will assist the Vice-Chairperson in the discharge of his or her duties as needed.**

Section 5. The Secretary must keep an accurate record and minutes of the proceedings of the meetings of the Party and County Committee. He or she must keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of the Party, and when a new secretary is elected the past secretary must quickly deliver to the newly elected secretary all of the aforementioned items kept and preserved during his/or her tenure of office. He or she must see that proper notification is given to the Party and County Committee of their meetings. **The Secretary may delegate his or her duties to a Party-selected Co-Secretary who will assist the Secretary in the discharge of his or her duties regarding only correspondence.**

Section 6. The Treasurer is responsible for the financial receipts and disbursements of the Party, subject to the approval of the Party. The funds of the Party must be deposited in bank(s) and will be drawn only upon only by checks signed by any two of the following officers: Chairperson, Secretary, and Treasurer. **The Treasurer may delegate his or her duties to a Party-selected Co-Treasurer who will assist the Treasurer in the discharge of his or her duties regarding only the State filings.** The Treasurer must make financial reports to the Party as the Party so directs and must make them to all County Committee meetings. When a new Treasurer is elected, the past Treasurer must quickly deliver to the new Treasurer the funds and all the books and records kept during his or her tenure in office.

## **ARTICLE VII. COMMITTEES**

Section 1. The Chairperson, subject to the approval of the majority of the Party shall appoint the committees and committee chairpersons necessary for the work of the organization.

Section 2. Standing Committees shall include the following:

1. Bylaws Committee
2. Finance and Fundraising Committee
3. Candidate Recruitment Committee
4. Community Outreach Committee
5. Membership Committee

These committees shall include the appropriate subcommittees. The Chairperson of the County Party shall be an ex-officio member of all standing committees.

## **ARTICLE VIII. ORDER OF BUSINESS**

At meetings the business of the organization shall proceed in the following order:

1. Roll call of officers
2. Minutes of the previous meeting
3. Reports of officers
  - a. Chair
  - b. Vice Chair
  - c. Treasurer (financial report)
  - d. Secretary (correspondence)
4. Reports of committees
5. Unfinished business
6. Postponed business
7. New business
8. Adjournment

## **ARTICLE IX. AMENDMENTS**

Section 1. Proposals for changes or amendments to these bylaws shall first be referred to the Rules and Bylaws Committee which shall report its recommendations to the next regular County Committee meeting or special meeting called for that purpose.

Section 2. These bylaws may be amended by a two-thirds (2/3) majority vote of the members of County Committee, present at a meeting, provided that written notice setting forth the proposed amendment has been given to all Party members at least fourteen (14) days prior to the date of the meeting.

Section 3. These bylaws shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions and policies of a contrary nature with the exception the Rules of the Michigan Democratic Party.