



Bylaws Of the Kent County Democratic Party

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Article I. Name

Section 1.1 – Organizational Name

This organization shall be known as the Kent County Democratic Party (“the KCDP”).

Article II. Purpose

Section 2.1 – Purpose Statement

The purpose of the KCDP is to promote the platform of the Michigan Democratic Party (“the MDP”) and to elect Democrats who support it. We encourage inclusive and effective participation by our members, volunteers, precinct delegates, candidates, and public officeholders in advancing Democratic electoral and policy goals.

Article III. Fundamental Principles

Section 3.1 – Open Meetings

All public meetings of the KCDP shall be open to all members of the MDP residing in Kent County regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, gender expression, physical appearance, or ableness.

Section 3.2 – Inclusion

The KCDP invites and supports the broadest possible participation of fellow Democrats of any actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, gender expression, physical appearance, or ableness.

Section 3.3 – Non-Discrimination

No test for membership in, nor any oaths of loyalty to, the KCDP shall be required or used which has the effect of requiring anyone to acquiesce in, condone, or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, gender expression, physical appearance, or ableness.

Section 3.4 – Publication of Procedures

The KCDP shall publicize a full description of the legal and practical procedures for selection of KCDP 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 KCDP will be informed of the pertinent procedure in time to participate in each selection procedure at all levels of the KCDP.

Section 3.5 – Publication of Qualifications

The KCDP shall publicize a complete description of the legal and practical qualifications for all officers and representatives of the KCDP. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the KCDP will have the opportunity to be elected or appointed to the KCDP leadership.

Section 3.6 – Proportional Voting

Proportional voting shall be used in the election of delegates and alternates to any convention, and of members of the County Committee. When fewer than five (5) County Committee vacancies exist simultaneously, each vacant position shall be considered a single-position office and shall be filled using simple majority vote; when five (5) or more exist simultaneously, they shall be considered multiple-position offices and filled using proportional voting.

Section 3.7 – Consistency of Rules

All rules and bylaws of the KCDP shall be consistent with the bylaws of the MDP and shall be published on the website of the KCDP.

Section 3.8 – Robert’s Rules of Order

The latest edition of Robert’s Rules of Order shall prevail on all questions of procedure not resolved by the bylaws of the MDP, by these bylaws, or by rules established under Article IX.

Section 3.9 – Officers of Different Gender

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

Section 3.10 – Prohibition of Secret Ballots

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

Article IV. County Committee Meetings**Section 4.1 – Regular Meetings**

The regular meetings of the KCDP County Committee shall be held monthly at the location and time designated in the meeting notice. Such meetings must be held in places accessible to all party members and large enough to reasonably accommodate anticipated participants. Meetings may be conducted electronically (e.g. by videoconference or teleconference).

Section 4.2 – Notice of Meetings

At least five (5) days’ notice shall be given to members of the County Committee and officers of the date, time, and place of the meeting. Notice may be given by US mail, phone, handout, web-post, or email.

Section 4.3 – County Committee Quorum

The quorum for all County Committee meetings shall be a minimum of twenty-five (25) members of the County Committee and officers.

Section 4.4 – Special Meetings

Special meetings of the KCDP County Committee may be called by the Chairperson as deemed necessary or by petition of at least twenty-five (25) members of the County Committee and officers. At least five (5) days' notice shall be given of the date, place, time, and purpose of the special meeting by US mail, phone, handout, web-post, or email.

Section 4.5 – Meeting Rules

Subject to the rules of the MDP, these bylaws, and any Standing Rules, all meetings shall be conducted according to Robert's Rules of Order (latest edition).

Article V. Officers and County Committee**Section 5.1 – County Committee Composition**

One third ($\frac{1}{3}$) of the County Committee shall automatically consist of the most recent nominees for countywide office, the county commission, the State House, the State Senate, and the U.S. House whose districts include all or part of the county. (Referred to as the automatic members of the County Committee.) The County Convention shall elect the balance of the County Committee, which shall consist of twice the number of automatic members. (Referred to as the elected members of the County Committee.)

Section 5.2 – County Committee Elections

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 Chairperson for the purpose of electing part of the County Committee. Persons eligible to be nominated must be members of the MDP on or before November 1st of the year in which the County Convention is held.

Section 5.3 – County Committee Vacancies

A County Committee member may resign by written notice to the Chair or Secretary, indicating the date their resignation is effective. Elected members of the County Committee who no longer reside in Kent County shall be replaced. If a vacancy occurs in the position of elected member of the County Committee, the remaining elected Committee members fill the vacancy. (See Section 3.6 on election method.)

Section 5.4 – Minutes

The County Committee shall keep minutes of all meetings, which shall be available to all County Committee members.

Section 5.5 – Expansion of County Committee

The officers, by majority vote, may from time to time recommend expanding the County Committee by up to four (4) additional members at a time. Each recommendation to expand the Committee must be approved by a supermajority (2/3) vote of the County Committee. Election of individuals to these additional positions will then take place at the next meeting of the County Committee.

Section 5.6 – Officers

The officers shall consist of: Chairperson, First Vice-Chairperson of another gender, Second Vice-Chairperson, Secretary, Treasurer, and two (2) At-Large officers. Pursuant to MDP Bylaws each officer shall have a vote on the County Committee by virtue of their office.

Officers shall be selected in accordance with rules of the MDP within thirty (30) days of the County Convention. Officers shall be chosen as provided by the statutes of the State of Michigan governing the election of county party officers, being Michigan Compiled Laws (MCL) Section 168.599, Michigan Election Law Act 116 of 1954 as amended. MDP rules require that to hold any party office a person must be a member of the MDP at least thirty (30) days prior to election or appointment.

Vice-Chairpersons shall assist the Chairperson and the First Vice-Chairperson shall assume the duties and responsibilities of the Chairperson when the Chairperson is absent.

An officer may resign by written notice to the Chair or Secretary, indicating the date their resignation is effective. Any vacancy in an officer position shall be filled by a majority vote at a meeting of the County Committee subsequent to the meeting at which the vacancy was announced. The newly elected officer shall serve the remainder of the term.

Section 5.7 – Interim Officers

Vacancies in the Secretary or the Treasurer positions may be filled by appointment of the officers, on an interim basis, until the vacancy is filled.

Section 5.8 – Conflict of Interest

The officers of the KCDP are prohibited from serving concurrently as paid political staff members of a political candidate campaign committee.

Section 5.9 – Removal from office

5.9.1

Any officer of the KCDP may be removed from office for cause by a two-thirds (2/3) vote of the County Committee members present at a meeting specifically called for such purpose.

5.9.2

Any meeting for the purpose of removing an officer from office must be called by the Chairperson or Vice-Chairpersons of the KCDP, or by a petition signed by 25% of the members of the County Committee. The notice of such a meeting must indicate the specific time and

place of the meeting and the basis for the complaint upon which the action is founded. County Committee members must be notified of the meeting at least ten (10) days in advance by US mail, phone, handout, web-post, or email.

5.9.3

At any County Committee meeting convened for the purpose of removing an officer, if a motion is made for removal of an officer who is presiding, that presiding officer shall immediately relinquish the chair. If no other regularly elected presiding officer (e.g., a Vice-Chairperson) is present, the members may elect a temporary chair to preside for the duration of the meeting.

Section 5.10 – Chairperson

The KDCP Chairperson shall:

- Act as chief executive officer of the KCDP.
- Preside at meetings of the officers and meetings of the County Committee.
- Appoint chairpersons of standing committees, subject to confirmation by the County Committee.
- Serve ex officio on all committees except the Nominating Committee, or may designate another officer to do so.
- Serve as the KCDP spokesperson.
- Carry out other duties as usual to the office of County Chairperson and other activities necessary to further the goals and policies of the party, consistent with these bylaws, statutes, Standing Rules, and the Rules of the MDP.

Section 5.11 – Secretary

The Secretary shall:

- Publicize notice of and keep accurate minutes of the County Committee monthly meetings.
- Prepare and keep an accurate record of the full membership of the County Committee, a record of the elected precinct delegates, members of the MDP residing in Kent County, and members of all standing Committees and special committees.
- Keep and preserve the records, minutes, correspondence, and the property of the KCDP, other than as provided in Section 5.12, and immediately deliver these at the end of the term to the newly elected secretary.

Section 5.12 – Treasurer

The Treasurer shall:

- File with the Secretary of State an amended statement of organization within ten (10) days of being elected or appointed.
- Oversee all party financial activity, including receipts, expenditures, and banking interactions, ensuring that complete records of same are kept, that the party fulfills its financial obligations in a timely manner, and that expenditures are made in keeping with the party budget and bylaws.
- Ensure that the party satisfies its tax and campaign finance obligations. At the joint discretion of the Treasurer and Chairperson, a designated record keeper may be appointed to assist the Treasurer on campaign finance matters.

- Prepare for each regular meeting of the County Committee a clear and accurate report of the party's financial activity and position, in a written form suitable for attachment to the minutes of the proceedings kept by the Secretary.
- Collaborate with the Chairperson in leading the party budget process as described in the Standing Rules.
- Draft for review and approval by the officers written policies as necessary to ensure the good functioning of the party in financial and related matters and disseminate said policies to relevant persons.
- Cooperate and assist in any review or audit of party finances.
- Upon the conclusion of the term of office, promptly deliver to the newly elected Treasurer all the funds, books, and records currently balanced and reconciled, and the necessary credentials for any online services pertinent to the party's finances or regulatory compliance.

Article VI. Committees

Section 6.1 – Standing Committees

Standing Committees shall include the following:

1. Nominating Committee
2. Political Organizing Committee
3. Endorsement Committee
4. Fundraising Committee
5. Membership Committee
6. Communications Committee
7. Rules and Bylaws Committee

Section 6.2 – Standing Committee Appointments (excluding the Nominating Committee)

Subject to the approval of the majority vote of the County Committee, the Chairperson shall appoint the Standing Committee Chairpersons. Subject to the approval of the County Chairperson, each committee Chairperson shall appoint the committee members. All committee appointments shall be announced at the next monthly meeting of the County Committee.

Section 6.3 – Ex Officio Members

The Chairperson shall be an ex officio member of all Standing Committees except the Nominating Committee.

Section 6.4 – Nominating Committee

The Nominating Committee shall have seven (7) members, three (3) of whom will be selected by the officers and four (4) of whom shall be selected by the County Committee. The committee shall elect its own chair from among its members. The Nominating Committee shall begin their work no later than the last week of August (in even numbered years). At the September and October County Committee monthly meetings, the Nominating Committee will actively and publicly solicit names of eligible people willing to serve on the County Committee. At the November County Convention, the Nominating Committee will present a list of eligible people recommended to serve on the County Committee.

Section 6.5 – Political Organizing Committee

The Political Organizing Committee oversees and coordinates all aspects of the party's political campaigning and electoral activities. These include: Candidate recruitment, training, and support in coordination with relevant caucuses and groups; precinct and grassroots organizing; voter education and voter registration; and staffing and monitoring polling places.

Section 6.6 – Endorsement Committee

The Endorsement Committee shall have at least seven (7) members. The members will include the KCDP Chair and at least one additional KCDP officer. Elected officials are prohibited from serving on the Endorsement Committee. The Endorsement Committee makes recommendations to the County Committee on endorsements and the distribution of campaign funds, in keeping with such policies as are adopted by the County Committee for said processes.

Section 6.7 – Fundraising Committee

The Fundraising Committee will work with the Chair to plan and execute the party's fundraising events and activities.

Section 6.8 – Membership Committee

The Membership Committee will work to increase and retain membership in the party. It will organize and manage various party and public events and activities to increase general interest in our party and grow our membership.

Section 6.9. – Communications Committee

The Communications Committee will develop, manage, and disseminate the county party's overall message and present a positive image of the party. It creates content for and manages the party's social media outlets, maintains and updates the website, and develops and manages various forms of communications (e.g. newsletters, e-mails, etc.) with members and potential members. It will assist other committees in preparing strong, effective messages that promote the goals of the Democratic party.

Section 6.10.—Rules and Bylaws Committee.

The Rules and Bylaws Committee shall review any proposed changes or amendments to the bylaws and any proposed standing rules and report its recommendations to the next regular County Committee meeting or special meeting called for that purpose.

Article VII. Order of Business**Section 7.1 – Agenda**

The agenda for meetings of the County Committee shall be prepared by the Chairperson and shall be made available prior to the meeting. The agenda must be approved or amended by the County Committee at the meeting.

Article VIII. Affiliates

Section 8.1 – Certificate of Affiliation

Organizations, clubs, and any other groups, both existing and to be established, in Kent County, requesting affiliation with the KCDP shall submit their request along with a copy of their bylaws in writing to the Rules and Bylaws Committee. The Rules and Bylaws Committee shall formulate a recommendation according to the rules of the MDP and the policies of the KCDP County Committee within 30 days of receipt of the request by the County Party's Secretary. If found to be proper and in the best interests of the Democratic Party, a Certificate of Affiliation shall be issued to the organization subject to approval by the County Committee. The County Committee, at any time for just cause, after proper hearing, may revise, suspend, or revoke the Certificate of Affiliation.

Section 8.2 – Prohibited Affiliation Claims

No organization in Kent County shall claim or imply any association or affiliation with, or sanction by, the Democratic Party until it has complied with the bylaws and policies of the KCDP, and has received its certification of affiliation, and it shall take no action in conflict with these bylaws and policies after affiliation.

Section 8.3 – Affiliation Term

Affiliated organizations shall be approved for that two-year term of the County Committee.

Article IX. Standing Rules

Section 9.1 – Standing Rules

Standing Rules related to policies and procedures of the KCDP not covered by parliamentary procedure may be adopted, provided they do not conflict with any bylaw or existing rule. A Standing Rule remains in effect until rescinded or amended. Standing Rules will be published on the website of the KCDP.

Section 9.2 – Proposed Rules

Proposed Standing Rules or amendments must be submitted to the Rules and Bylaws Committee, which may refer these to the County Committee for approval. Approval requires a majority vote of the County Committee.

Article X. Amendments

Section 10.1 - Review and Recommendations

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

Section 10.2 – Approval of Changes

After the County Committee has received the recommendation of the Rules and Bylaws Committee, the proposed amendment and the recommendation shall be communicated to the KCDP County Committee by US Mail, handout, or electronic notice at least two (2) weeks prior to the date of the meeting at which the amendment will be subject to vote. The amendment may then be finally considered and adopted by a two-third ($\frac{2}{3}$) vote of the members of the KCDP County Committee and the officers present at the meeting.

Section 10.3 – Effectivity

These bylaws shall be in full force and effect upon their adoption and shall supersede all previous bylaws, rules, motions and policies of a contrary nature with the exception of the rules of the MDP.

Article XI. Dissolution

Section 11.1 – Dissolution

In the event of dissolution of the KCDP, all real and personal property will revert to the benefit of the Parent Organization of the MDP.