

# **Bylaws of Mecosta County Democratic Party**

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## **ARTICLE I. NAME**

This organization shall be known as the Mecosta County Democratic Party (MCDP). It shall consist of the following residents of Mecosta County: the MCDP County Committee, MCDP Officers, MCDP appointed committee members, Michigan Democratic Party members, and all duly elected Democratic precinct delegates.

## **ARTICLE II. PURPOSE**

The purpose of the MCDP is to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy, and further, to unite and to aid 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 MCDP 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 MCDP at all levels shall be open to all members of the Democratic Party regardless of actual or perceived race, color, creed, gender, 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 MCDP 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, gender, 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 MCDP 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 MCDP, on all levels, shall support the broadest possible participation without discrimination on grounds of actual or perceived race, color, creed, gender, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

Section 5. The MCDP shall publicize fully and in such a manner as to assure notice to all interested parties of a complete description of the legal and practical qualifications for all officers and representatives of the MCDP. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position with the MCDP will have full and adequate opportunity to compete for office. **A description of the duties of the each office and representative position will be listed in the Procedural Document of the MCDP.**

Section 6. Proportional voting shall be used in the election of delegates and alternates to any Convention, and members of the County Committee.

Section 7. All rules and bylaws of the MCDP 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 Mecosta County Democratic Party.

Section 8. The unit rule is prohibited at all levels of the MCDP.

Section 9. No rule shall be adopted at any level of the MCDP which would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

Section 10. On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or these Bylaws, or the Procedural Document of the MCDP the latest edition of *Robert's Rules of Order Newly Revised* shall be used.

Section 11. The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of the Mecosta County Democratic Party shall be of different genders.

Section 12. Votes shall not be taken by secret ballot at any meeting of the MCDP at any level.

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

Section 1. Membership of the Mecosta County Democratic Party shall consist of all duly elected Democratic precinct delegates of this county, members of the Michigan Democratic Party residing in this county, individuals serving on MCDP committees, and the MCDP County Committee and Officers.

Section 2. Voting rights of the MCDP shall be exercised by members of the Michigan Democratic Party residing in Mecosta County at least 30 days prior to the general meeting/convention. Precinct delegates, candidates, and elected officials are exempt from the 30-day advance membership requirement, however must be members of the MCDP in order to vote at the general/quarterly meetings. Voting rights at County Committee meetings shall be all elected County Committee members, all *ex-officio* members, and all chairs of county committees.

Section 3. Precinct delegates shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party.

Section 4. The Officers, County Committee and committees of the MCDP shall be selected in accordance with the Rules of the Michigan Democratic Party.

## **ARTICLE V. MEETINGS**

Section 1. The regular meetings of the Mecosta County County Committee shall be on the day of each month at the location and time designated in the meeting notice. These meetings can include an on-line option, such as Zoom, as authorized by the Chair. At least seven (7) days notice shall be given of the date, time and place of the meeting. Notice may be given by mail or email. A quorum shall exist at an County Committee meeting when a majority of the County Committee members are present, excluding the *ex-officio* members.

Section 2. The full MCDP membership shall meet at Quarterly Membership Meetings to review the activities of the County Committee and committees. At least seven (7) days notice shall be given of the date, time and place of the meeting. Notice may be given by mail or email.

Section 3. A special meeting of County Committee may be called by a majority of the members of the County Committee. At least seven (7) 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 the latest edition of *Robert's Rules of Order Newly Revised*.

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

Section 1. The County Committee will be elected at the County Convention and shall consist of a minimum of 6 to a maximum of 15 members. In addition to these elected members, the County Committee shall automatically include the following *ex-officio* members: the most recent nominees for countywide office and county commission, State House, State Senate, and U.S. House whose districts include all or part of the county. The County Committee shall also automatically include the Past Chair of the MCDP.

Each even-numbered year at the Quarterly meeting following the November election, the delegates to the County Convention shall convene at the call of the county chairperson for the purpose of electing the County Committee.

If a vacancy occurs in the position of a member of the County Committee, the remaining members shall fill the vacancy. The County Committee may fill a vacancy in any of its offices. The County Committee shall meet monthly at a regular scheduled meeting and shall keep minutes of all meetings which shall be available to all Party members at Quarterly Membership Meetings.

Section 2. Officers shall be selected in accordance with the Rules of the Michigan Democratic Party within thirty (30) days of the election of the County Committee. The officers are a Chairperson, a Vice-Chairperson of different gender from the Chairperson, a Secretary and a Treasurer, who shall serve as officers of the MCDP.

Section 3. Within forty-five (45) days of January 1 of each odd numbered year the County Committee determines the membership of the committee. The County Committee can elect additional

officers which in their judgment are proper to carry out the purposes of the County Committee, and can fill a vacancy which may occur in the membership of the County Committee.

Section 4. The MCDP Chairperson shall preside at all County Committee meetings and Quarterly Membership Meetings and have such other duties as are usual to that office, or that may be required by this organization.

Section 5. The Vice-Chairperson shall be a member of a different gender from the Chairperson. The Vice-Chairperson shall assist the Chairperson in the discharge of their duties, and shall temporarily assume the duties and responsibilities of the Chairperson in their absence.

Section 6. The Secretary of this organization shall keep an accurate record and minutes of the proceedings of the County Committee and Quarterly Membership Meetings. They shall keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization, and when a new secretary is elected the past secretary shall forthwith deliver to the newly elected secretary all the aforesaid items kept and preserved during their tenure of office. They shall see that proper notification is given to the County Committee and Membership of their meetings.

Section 7. The Treasurer shall be responsible for the financial receipts and disbursements of this organization subject to the approval of the County Committee. The funds of this organization shall be deposited in banks and shall be drawn upon only by checks signed by any one of the following officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Treasurer shall make financial reports to the County Committee as that Committee so directs and shall make them available at all Quarterly Membership Meetings. When a new Treasurer is elected, the past Treasurer shall forthwith deliver to the new Treasurer the funds and all the books and records kept during their tenure in office.

Section 8. The Deputy Treasurer will substitute for and assist the Treasurer as necessary.

Section 9. The Chairperson of the Mecosta County Democratic Party or the Chairperson's designee who is a member of the Mecosta County Democratic Party will serve as the administrator of all Mecosta County Democratic Party's social media functions. If a designee is appointed, the designee's term of service will be conterminous with that of the Chairperson. If the Chairperson is an elected official of a county or state office, a designee who is not an elected official of a county or state office must be appointed. The Chairperson or designee will have broad authority to enforce appertaining rules as determined by the Mecosta County Democratic Party. Determinations made by the Chairperson or designee may be overturned by a majority vote of either the Mecosta County Democratic Party or the party's County Committee. The chairperson, at the next County Committee meeting, shall report disciplinary actions taken against users of these social media accounts.

## **ARTICLE VII. COMMITTEES**

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

Section 2. Standing Committees shall include the following:

1. Communications Committee
2. Finance Committee

3. Goals and Resolutions Committee
4. Membership Committee
5. Outreach Committee
6. Political Engagement Committee
7. Rules and Bylaws Committee

These committees shall include the appropriate subcommittees. Definitions and duties of each committee are described in the Procedural Document of the MCDP. 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 should proceed in the following order:

1. Roll call of officers
2. Open Forum/Public Comment
3. Minutes of the previous meeting
4. Reports of officers
  - a. Chair
  - b. Vice Chair
  - c. Treasurer (financial report)
  - d. Secretary (correspondence)
5. Reports of committee
6. Unfinished Business
7. New Business
8. Open Forum/Public Comment
9. 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 Quarterly Membership 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 the MCDP, present at the Quarterly Membership Meeting, provided that written notice setting forth the proposed amendment has been given to all Party members via mail or email at least two (2) weeks 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 of the Rules of the Michigan Democratic Party.