

# **Bylaws**

FOR

The County Committee

OF

Calhoun County Democratic Party

**Approved May 9, 2024 at our regular monthly County Committee meeting; supersedes  
Bylaws dated July 12, 2017**

Linda Pell, Calhoun County Democratic Party Chairperson

## Calhoun County Democratic Party Bylaws

### Article 1 Name

**Section 1.1** This organization shall be known as the “Calhoun County Democratic Party,” hereafter referred to in these Bylaws as CCDP.

### Article 2 Purpose

**Section 2.1** The purpose of the CCDP 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.

### Article 3 Fundamental Principles

**Section 3.1 Openness.** All meetings of all MDP units shall be open to the public regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance, or disability. However, MDP units may hold meetings limited to MDP members in cases where confidential consideration of party strategy is necessary.

**Section 3.2 Broad Participation.** No test for membership in, nor any oaths of loyalty to, the CCDP 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 and gender identity, physical appearance or disability.

**Section 3.3 Publication.** The time and place for all public meetings of the CCDP shall be publicized fully and comprehensively in such a manner as to assure timely notice. Such meetings must be held in places accessible to all party members and large enough to accommodate all interested persons.

**Section 3.4 Common Good.** The CCDP shall support the broadest possible participation without

discriminating on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation and gender identity, physical appearance, or disability. CCDP will strive to increase participation of traditionally underrepresented citizens.

**Section 3.5 Publication of Procedures.** The CCDP 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 CCDP 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 CCDP will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedures at all levels of the CCDP organization.

**Section 3.6 Publication of Qualifications.** The CCDP 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 CCDP. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the CCDP will have full and adequate opportunity to compete for office.

**Section 3.7 Consistency of Rules.** All rules and Bylaws of the CCDP shall be consistent with the rules of the Michigan Democratic Party and shall be available on request in writing to any member of CCDP.

**Section 3.8 The Unit Rule.** The unit rule, a rule of procedure at a National Convention under which a State's entire vote must be cast for the candidate preferred by a majority of the State's delegates as defined by the American Heritage Dictionary, is prohibited at all levels of the CCDP. Proportional voting shall be used in the election of delegates and alternates to any convention, and members of the County Committee.

**Section 3.9 Voting Rules.** No rule shall be adopted at any level of CCDP which would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

**Section 3.10 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 prevail.

**Section 3.11 Officers of Opposite Sex.** The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of CCDP shall be of the opposite sex.

**Section 3.12 Secret Ballots.** Votes shall not be taken by secret ballot at any meeting of CCDP at any level.

#### **Article 4 Membership & Voting Privileges**

**Section 4.1 Membership** of Calhoun 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 and the County Committee and its officers, all of whom must be members of the Michigan Democratic Party.

**Section 4.2 County Committee** means the committee composed of designated Calhoun County Democratic candidates and the individuals elected to the County Committee at the November County Convention of even-numbered years, by CCDP membership. CCDP County Committee and its officers shall be organized in accordance with the Rules of the Michigan Democratic Party and the statutes of the State of Michigan governing county executive committees, being Michigan Compiled Laws (MCL) Section 168.599, Michigan Election Law Act 116 of 1954 as amended. CCDP County Committee and its elected officers are the equivalent of the Executive Committee of the county party as described in Michigan election laws.

**Section 4.3 Precinct Delegates** shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party.

#### **Section 4.4 Voting Privileges**

- a) CCDP Members in compliance with the MDP 30-day advance membership rule, are eligible to discuss and vote on any issue before the County Committee at CCDP regular or special meetings and at County Conventions required by the MDP.
- b) Precinct Delegates, candidates, and elected officials must be members of the MDP to vote but are exempt from the MDPs 30-day advance membership requirement.
- c) Any vote held at a regular or special meeting of CCDP, in accordance with Article 5 CCDP Meetings, shall be approved by a majority vote of the members present unless otherwise specifically defined in these bylaws such as Article 6.3 Resignations and Removals of County Committee Members and Officers and Article 8 Candidate Support and Endorsement.

## **Article 5 Meetings**

**Section 5.1 Regular Meetings** of the CCDP County Committee shall be held monthly, not less than 9 times per year, at the location and time designated in the meeting notice. At least seven (7) days' notice shall be given of the date, time, and place of the meeting. Notice to the County Committee members as well as general CCDP members may be given by email, posted on the CCDP website and monthly e-newsletter. Meetings may be conducted in-person or electronically and may be cancelled and rescheduled in cases of inclement weather or other unforeseen events at the discretion of the Chair.

**Section 5.2 Written Agendas** shall be provided for every County Convention, County Committee meeting, and Special meeting, and shall be available at the beginning of the meeting. Minutes of all meetings and conventions shall be available to all CCDP members upon request. The customary agenda for meetings of the County Committee shall be:

- a) Roll call of Officers
- b) Determination of Quorum
- c) Approval of Agenda
- d) Approval of Minutes
- e) Officer reports, Chair, Treasurer, remaining officer reports
- f) Committee Reports
- g) Unfinished Business
- h) New Business
- i) Elected Officials/Candidates updates
- j) Announcements
- k) Adjournment

**Section 5.3 A Quorum** shall exist at any meeting where 14 of the County Committee members are present.

**Section 5.4 Special Meetings** of the County Committee may be called by the Chair or by a majority of the County Committee by means of a signed petition. Five (5) day notice to all CCDP members must be given of the time, place, and specific purpose of the Special Meeting.

**Section 5.5 Subject to the Rules of the Michigan Democratic Party, all meetings shall be conducted according to Robert's Rules of Order (latest edition).**

**Section 5.6 Conventions**

- a) The County Chair is responsible for giving notice to County Conventions held in every

two-year election cycle as well as any other special convention called by the MDP. Notice of all County Conventions shall be given to all members by electronic mail whenever possible and by regular mail to those members without email access or who request to be notified by regular mail. All notices shall be sent no less than fifteen (15) days prior to the Convention.

- b) County Conventions are held prior to the MDP Endorsing Convention in even-numbered years, prior to the Fall State Convention (every 4 years), and again in January or February of each odd-numbered year, prior to the Spring State Convention. The State Central Committee sets the specific dates and rules for these County Conventions.
- c) The County Chair shall call a County Convention within twenty (20) days after the November general election in even-numbered years to elect the non-candidate members of the CCDP County Committee.

**Section 5.7 Election of Officers** by the new County Committee shall take place on a date, and at a place and hour, set by the County Chair for the previous term, falling between the County Convention to select members of the new County Committee and January 1 of the next year,

#### **Article 6 County Committee and Its Officers**

**Section 6.1 One third (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. The County Convention shall elect the balance of the County Committee which shall consist of twice the number of automatic members.

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 the additional members of the County Committee in accordance with the Rules of the Michigan Democratic Party. Elected County Committee members should include representatives from across the County whenever possible.

**Section 6.2 Officers** shall be selected in accordance with Rules of the Michigan Democratic Party within thirty (30) days of the County Convention. Officers shall be chosen as provided by the statutes of Michigan governing the election of county party officials, being Michigan Compiled Laws (MCL) Section 168.599, Michigan Election Law Act 116 of 1954 as amended.

The Officers shall consist of: Chairperson, First Vice-Chairperson of the opposite sex, Second Vice-Chair, Recording Secretary, Treasurer, and a minimum of two (2) At-Large Trustees.

### **Section 6.3 Resignations and Removals of County Committee Members and Officers**

- a) A County Committee member or officer may resign by written notice to the committee, which is effective upon its receipt by the committee.
- b) An officer may be removed by a two-thirds vote of those members voting at two consecutive County Committee meetings.
- c) A non-candidate member of the County Committee, after failing to attend four (4) consecutive County Committee meetings within one calendar year, may be removed by vote of a quorum of County Committee members.
- d) Vacancies for officers and non-candidate members of the County Committee may be filled with a successor selected by a quorum of the County Committee.

### **Section 6.4 Chairperson Duties**

The Chairperson shall preside at all County Committee meetings and have such other duties as usual to the office of County Chairperson, or that may be required by the organization. The Rules of the Michigan Democratic Party and state law impose the following duties on County Chairs.

- a) Precinct Delegate Apportionment
- b) Election Inspector challenges
- c) Recruitment of Election Challengers
- d) Appointments to County Board of Canvassers
- e) Selecting nominees to fill vacancies in nominations, recalls and resignations of candidates nominated for Congress, State Senate, State House, Countywide office, County Commission, or Township office
- f) County Apportionment Commission
- g) Conducting County Conventions

**Section 6.5 Vice-Chairpersons** shall assist the Chairperson in the discharge of his/her duties and the first Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his/her absence.

**Section 6.6 Recording Secretary** shall keep an accurate record, prepare minutes and publicize notice of the County Committee monthly meetings. He/she shall be responsible for keeping and preserving the records, minutes, correspondence, and the property of the CCDP, and he/she shall be responsible for their immediate delivery at the end of his/her term to the newly elected secretary.

### **Section 6.7 Treasurer**

- a) Within ten (10) days, the Treasurer (elected or newly appointed) shall file with the

Secretary of State an amended statement of organization and always keep the Statement of Organization up to date.

- b) shall keep accounts of all monies of the organization received and disbursed and make timely deposits of all monies in the name of and to the credit of the organization in such banks and depositories as the organization designates.
- c) shall submit a financial report at all regular meetings of the organization.
- d) shall pay all outstanding invoices, within 30 days after receiving proper documentation (subject to approvals in Section 6.8 g below)
- e) shall pay requests for reimbursement for expenses incurred on behalf of CCDP only after receiving receipts documenting the expenses (subject to approvals in Section 6.7 g below); all receipts for reimbursement must be submitted within 90 days to be considered for reimbursement.
- f) The Treasurer is also responsible for timely filing of campaign finance reports with the Secretary of State and/or Federal Election Commission, if applicable.
- g) Expenditures of CCDP shall be approved as follows: Expenditures must be pre-approved by the County Committee as part of the annual budgeting process or as individual requests during regularly scheduled County Committee meetings. Between regularly scheduled meetings of the County Committee, immediate payment of unexpected expenses, necessary to meet the objectives of the organization, not to exceed \$250 may be approved by the Chair and unexpected expenses not to exceed \$1000 may be approved by agreement of three (3) officers; these expenditures shall be reported at the next County Committee meeting.
- h) The Treasurer shall cooperate and assist the Audit Committee in a review of the Treasurer's records following the end of each year.
- i) Upon the expiration of his/her term of office, the Treasurer shall immediately deliver to the newly elected Treasurer all the funds, books, and records for which he/she was responsible, currently balanced and reconciled.

**Section 6.8 Assistant Treasurer.** At least one elected officer, excluding the Chairperson, may be authorized by the County Committee to assist the Treasurer in the discharge of his/her duties. The Assistant Treasurer shall be listed as an authorized signatory on County Party bank accounts with authority to deposit checks and pay obligations by check or debit card in accordance with Section 6.7 g of these bylaws. The Assistant Treasurer shall have such other powers and duties as may be granted from time to time by express resolution of the County Committee.

**Section 6.9 Trustees** shall be members of the Audit Committee and review the Treasurer's records following the end of each year and report the results of their review and



recommendations for improvements to the County Committee by the end of the first quarter in the following year. Additionally, the Trustees shall have other powers and duties as may be granted from time to time by the County Committee.

### **Article 7 Committees**

**Section 7.1 Committee Chairperson.** The CCDP Chairperson, subject to the approval of a quorum of the County Committee, shall appoint the committees and committee Chairpersons necessary for the work of the organization.

The County Chairperson shall be an Ex-Officio member of all Standing Committees. The 1<sup>st</sup> Vice Chair shall be an Ex-Officio member of the Recruitment and Campaign Committee; The Secretary shall be an Ex-Officio member of the Membership Committee.

**Section 7.2 Standing Committees** shall include the following:

- a) **Communications:** The Communications Committee creates and coordinates internal and external messaging for CCDP. It is responsible for editorial content and maintaining the applications and software used to create and disseminate our messaging on the website, newsletter, press releases, social media, paid advertising and public relations.
- b) **Membership:** The Membership Committee works to increase the number of official members in CCDP and maintains a database of volunteers and supporters. The Membership database is important for credentialing voting members and identifying volunteers. This committee also orients new members to the party by encouraging them to sign up for eblasts, follow us on social media and connects them to committees and other activities of interest.
- c) **Community Outreach & Volunteer Engagement:** Ensures that CCDP has a visible presence at local events like community festivals and fairs, organizes service projects, and partners with other organizations. This committee focuses on being out in the field to make sure Democratic voices are being heard and sharing the party message. Activities should reflect the geographical and socio-economic diversity of our county, support our party values, and engage volunteers and the public in a positive manner.
- d) **Recruitment and Campaigns:** Responsibilities include identifying, training, and supporting candidates for elected offices within the County and Precinct Delegates. They also manage the candidate endorsement process and are responsible for

succession planning for CCDP officers and County Committee.

- e) **Fundraising:** The Fundraising Committee is responsible for raising the funds that pay for all approved expenses of CCDP. This committee plans fundraising events, works to incorporate fundraising into everything CCDP does through messaging, at meetings, and events and by identifying potential non-member donors.
- f) **Audit Committee:** The Audit Committee members are the elected Trustees of CCDP. They review the Treasurer's records following the end of each year and report the results of their review and recommendations for improvements to the County Committee by the end of the first quarter of the following year.
- g) **Bylaws Committee:** At least every four (4) years at the request of the County Committee, reviews these bylaws and presents recommendations for updates or changes to the Bylaws to the County Committee for consideration and adoption.

### **Article 8 Candidate Support & Endorsements**

**Section 8.1** Only those officeholders and candidates who are members of the Michigan Democratic Party shall be eligible to receive election assistance of any kind from CCDP, including endorsement. Judicial officeholders and judicial candidates are exempt from this requirement.

**Section 8.2** A motion to endorse a ballot proposal or pass a resolution may be adopted at any regularly scheduled County Committee meeting.

**Section 8.3** the County Committee shall establish a process for receiving, reviewing, and voting on endorsements including, but not limited to:

- a) No endorsements will be made prior to the filing deadline for the office.
- b) Pre-primary endorsements may be made only in the event of an uncontested primary, or in extraordinary circumstances by a three-quarters vote of those members voting at any meeting of CCDP in accordance with Article 5 of these Bylaws.

### **Article 9 Amendments**

**Section 9.1 Adoption of Bylaws.** These Bylaws shall be in full force and effect upon their adoption and shall supersede all previous Bylaws, rules motion and policies of a contrary nature except for the Rules of the Michigan Democratic Party.

**Section 9.2 Changes to Bylaws.**

- a) Proposals for changes or amendments to these Bylaws shall first be referred to the Bylaws Committee which shall report its recommendations to the next regular Executive Committee meeting or special meeting called for that purpose.
- b) These bylaws may be amended by a two-thirds (2/3) majority vote of the members of the Calhoun County Democratic Committee present at a meeting, provided that written notice setting forth the proposed amendment has been given to all Party members at least two (2) weeks prior to the date of the meeting.
- c) 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.

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