

# **OTSEGO COUNTY DEMOCRATIC PARTY BYLAWS**

## **ARTICLE I. NAME**

This organization is known as the Otsego County Democratic Party (“Party”). It consists of the County Committee, all members of the Michigan Democratic Party residing in Otsego County, and all elected Democratic precinct delegates residing in Otsego County.

## **ARTICLE II. PURPOSE**

The Party’s purpose is to promote the philosophy of the Democratic Party and to elect Democratic representatives 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 Democratic representatives working to promote wide and active participation in the Democratic Party.

The Party is a non-profit organization, and upon its dissolution, all assets and real and personal property of the Party and its committees reverts to the benefit of the Michigan Democratic Party. No part of the income or assets of the Party may 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 are 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. Neither test for membership in, nor any oath of loyalty to, the Party is 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 must 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, must 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 must 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 must 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 must 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 must 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 must 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 must be consistent with the Rules of the Michigan Democratic Party and must 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 may 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 must be used.

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

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

Section 1. Membership of the Party consists 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 must be apportioned and selected in accordance with the Rules of the Michigan Democratic Party.

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

## **ARTICLE V. MEETINGS**

Section 1. The regular meetings of the Party must 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 must be given of the date, time, and place of the meeting. Notice may be given by mail, telegram, fax, email, or posting to the Party's social-media platform(s). A quorum exists at a Party or a County Committee meeting when a majority of the Officers are present.

Section 2. The full County Committee must 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 must be given of the date, time and place of the meeting. Notice may be given by mail, telegram, fax, email, or posting to the Party's social-media platform(s).

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 must 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 must be conducted according to Robert's Rules of Order (latest edition).

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

Section 1. The County Committee automatically consists of the most recent nominees for countywide office and the county commission, 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 must keep minutes of all meetings which must be available to all Party members at County Committee meetings.

Section 2. Officers must 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 – Chairperson, Co-Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, and Co-Treasurer – serve as officers of both the Party and County Committee.

Section 3. The Chairperson must preside at all Party and County Committee meetings, and have such other duties as are usual to the office of County Chairperson, or that may be required by this organization. The Chairperson may delegate duties to the

Co-Chairperson who must assist the Chairperson in the discharge of the Chairperson's duties as needed.

Section 4. The Vice-Chairperson must assist the Chairperson in the discharge of the Chairperson's duties and must temporarily assume the duties and responsibilities of the Chairperson in the Chairperson's absence.

Section 5. The Recording Secretary of this organization must keep an accurate record and minutes of the proceedings of the meetings of the Party and County Committee. The Recording Secretary must keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization, and, when a new Recording Secretary is elected, the past Recording Secretary must forthwith deliver to the newly elected Recording Secretary all of the items kept and preserved during the Recording Secretary's tenure of office. The Corresponding Secretary must see that proper notification is given to the Party and County Committee of their meetings, and when a new Corresponding Secretary is elected, the past Corresponding Secretary must forthwith deliver to the newly elected Corresponding Secretary all of the items kept and preserved during the Corresponding Secretary's tenure in office, including, but not limited to, all login and password information for all Party electronic accounts in the Corresponding Secretary's possession

Section 6. The Treasurer must be responsible for the financial receipts and disbursements of this organization subject to the approval of the Party. The funds of this organization must be deposited in bank(s) and may be drawn upon only by checks signed by any two of the following officers: Chairperson, Co-Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, and Co-Treasurer. The Co-Treasurer must assist the Treasurer with the discharge of the Treasurer's duties with regard only to State filings. The Treasurer must make financial reports to the Party as it so directs and must make them to all County Committee meetings. When a new Treasurer is elected, the past Treasurer must forthwith deliver to the new Treasurer the funds and all the books and records kept during the Treasurer's tenure in office, including, but not limited to, all login and password information for all Party electronic accounts in the Treasurer's possession. When a new Co-Treasurer is elected, the past Co-Treasurer must forthwith deliver to the new Co-Treasurer the funds and all the books and records kept during the Co-Treasurer's tenure in office, including, but not limited to, all login and password information for all Party electronic accounts in the Co-Treasurer's possession.

## **ARTICLE VII. COMMITTEES**

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

Section 2. Standing Committees include the following:

1. Bylaws Committee

2. Finance and Fundraising Committee
3. Candidate Recruitment Committee
4. Community Outreach Committee
5. Membership Committee
6. Scholarship Committee

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

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

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

1. Roll call of officers
2. Minutes of the previous meeting
3. Reports of officers
  - a. Chairperson
  - b. Vice Chairperson
  - c. Treasurer (financial report)
  - d. Corresponding Secretary
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 must first be referred to the Rules and Bylaws Committee which must 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 are in full force and effect upon their adoption and supersede all bylaws, rules, motions, and policies of a contrary nature, with the exception the Rules of the Michigan Democratic Party.