

# **Bylaws of the Saunders County Democratic Party**

## **PREAMBLE**

The Saunders County Democratic Party (“County Party”) recognizes the basic worth of all people and does not discriminate on the basis of age, race, color, national origin, religion, sexual or gender orientation, physical disability, ethnic background, or cultural heritage.

The purpose of the County Party is to provide the ongoing structure to ensure the election of Democrats to both partisan and non-partisan offices; to retain and recruit Democrats; to encourage Democrats as potential candidates for public office; and to provide our membership with a forum on matters of political interest. The County Party also provides education and training. The County Party demonstrates this commitment by providing candidates with technical support, expertise, and election “Get Out The Vote” efforts.

The intention of the County Party is to approach its tasks with integrity and honor and to involve as many people as possible in the process. The goal of the County Party is to build a party whose strength is in its solidarity.

## **ARTICLE I: THE COUNTY CONVENTION**

The Saunders County Democratic Party Convention (“County Convention”), as constituted and empowered by state law and the bylaws and rules of the Nebraska Democratic Party (“NDP”) and Democratic National Committee (“DNC”), is the body which directs and guides the County Party organization.

### **Section A: County Convention Participants and Quorum**

The County Party shall convene a biennial County Convention. Any voter registered as a Democrat in Saunders County is eligible to attend, participate in, and vote at the County Convention. The Secretary shall declare that a quorum exists for the purposes of conducting business at the County Convention if at least 15 voters registered as Democrat and in good standing are in attendance. “In good standing” means eligible to vote as registered.

### **Section B: Convention Business**

The County Convention shall:

- a. Elect County Party officers, including but not limited to, County Chair, Vice Chair Secretary, Treasurer and PR/Media Specialist, as provided in Article II.
- b. Elect delegates and alternates to the Nebraska Democratic State Convention.
- c. Consider and act upon any proposed bylaw amendments.
- d. Consider and act upon any proposed Platform, provided, however, that the County Party shall not adopt a separate Platform from the Nebraska Democratic Party unless the need for a separate Platform shall be evaluated prior to the County Convention. If deemed necessary, a Platform Committee shall be formed by the County Chair to

submit a Platform to the County Convention for approval.

e. Consider such other business as may come before the County Convention.

### **Section C: County Convention Agenda**

The County Chair, with the assistance of the Secretary and the approval of the Executive Committee, shall draft the agenda for the County Convention. The County Chair or, in the Chair's absence, the Vice Chair or person appointed by the County Chair in the Vice Chair's absence, shall call the County Convention to order. The County Chair may preside over the County Convention or may call for nominations for a Convention Chair to preside over the County Convention. In the event a Convention Chair is duly elected, a Convention Secretary must also be nominated and elected to take minutes and record all official acts of the County Convention.

### **Section D: *Robert's Rules of Order***

The County Convention and all other meetings of the County Party shall be conducted in accordance with *Robert's Rules of Order*.

### **Section E: Authority**

The authority of the members of the County Party shall be vested in the County Convention. When the County Convention shall be in recess or adjourned, then the authority of the members shall be vested in the Executive Committee, as constituted pursuant to Article II.

## **ARTICLE II: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Chair, Vice Chair, Secretary, Treasurer, and PR/Media Specialist. The Chair and Vice Chair positions must be gender-balanced (male Chair and female Vice Chair, or female Chair and male Vice Chair). The Executive Committee shall also be gender-balanced (three females and two males, or three males and two females).

### **Section A: Nomination and Election**

Nominations shall be made from the floor of the County Convention. Any registered Saunders County Democrat may be nominated. The person nominated must, verbally or in writing, declare that he or she accepts the nomination. Without such declaration, the nomination is void. Once all nominations have been made, the County Chair, or Convention Chair if one has been elected, shall announce that the nominations are closed. Each candidate for the office under consideration shall have the opportunity to briefly introduce themselves, state their qualifications for office, and say why they feel they are most qualified for the position. Thereafter, election for the position shall be by any of the following public methods of voting: by voice, division of the house (standing or a show of hands), roll call, or signed written ballot. The person winning the most votes shall be elected to the office.

## **Section B: Term of County Officers**

The terms of the County Party officers shall begin with adjournment of the County Convention and shall extend to the convention of the next biennial County Convention, unless resignation, removal or death shall come first.

## **Section C: Replacement of Officers**

In case of an officer's death, serious illness, resignation, removal, change of address to a county other than Saunders County, or change of party affiliation, the vacancy shall be filled by an election at the next meeting of the members of the County Party ("County Party Meeting"). However, if the office of Chair falls vacant, the Vice Chair shall assume the office of Chair and a new Vice Chair shall be sought. The person selected to fill the vacancy shall hold office until the next County Convention.

Any officer may be removed from office by the Executive Committee or by a two-thirds (2/3) vote of the members at a County Party Meeting for any of the following reasons: (i) an officer accumulates two unexcused absences from meetings of the Executive Committee or the County Party Meetings; (ii) an officer is convicted of a felony or serious misdemeanor; or (iii) an officer fails to faithfully fulfill her or his duties. If an officer is absent from an Executive Committee meeting or County Party Meeting, the other officers shall determine whether the absence is excused. Upon the removal of an officer, the vacancy shall be filled as set forth in the first paragraph of this Section.

## **Section D: Officer Responsibilities**

- a. **County Chair.** The Chair shall, in addition to any other duties assigned by the County Convention:
  1. Appoint such committees, subcommittees, commissions, boards, or tribunals as necessary or appropriate.
  2. Supervise, organize, conduct, and preside at meetings of the Executive Committee, the biennial County Convention and other County Party Meetings. In the event a Convention Chair is elected at County Convention, the Convention Chair, and the Chair, will preside over the County Convention.
  3. Direct the day-to-day activities of the County Party. The Chair shall not, however, act contrary to any directive of the County Convention or the Executive Committee.
  4. Represent the County Party and serve as its spokesperson.
  5. Maintain good communications with Executive Committee members, precinct chairs, and other Democrats so as to further the aims and facilitate the tasks of the County Party.
  6. Attend meetings of the County Chairs at meetings of the Nebraska Central Committee, Nebraska State Democratic Conventions, and other meetings.

7. Set the time, date, place, and agenda of the biennial County Convention, County Party Meetings and Executive Committee meetings.
- b. **Vice Chair.** The Vice Chair shall assist and advise the Chair in the execution of the duties of the office of Chair and shall assume the duties of the Chair in the Chair's absence. If the office of Chair falls vacant, the Vice Chair shall assume the office of Chair.
- c. **Secretary.** The Secretary shall keep the minutes of all County Party Meetings and Executive Committee meetings, submit those minutes for the approval at the next regular County Party Meeting or Executive Committee meeting, as applicable, and issue, keep, and maintain all correspondence to or from the County Party. The Secretary also may keep minutes of other committee meetings and submit those committees' reports. All minutes and reports should be posted on the County Party website.
- d. **Treasurer.** The Treasurer shall collect, receive, keep, and disburse the funds of the County Party. All funds maintained by the Treasurer shall be placed in a checking account kept at a financial institution which is insured by the Federal Depository Insurance Corporation. The Treasurer shall make a report at each County Party Meeting and Executive Committee meeting as to the condition of the Party's finances. The Treasurer also shall provide timely, accurate reports regarding the financial circumstances of the County Party as may be required by law, including but not limited to The Nebraska Accountability and Disclosure Commission. All disbursements require approval by majority vote of the Executive Committee. The Treasurer shall disburse funds only in the form of a check. If the disbursement is over \$500.00 and is not an ongoing monthly expense, the check shall require two signatures, one from the Treasurer and the other from the Chair or Vice Chair.
- e. **PR/Media Specialist.** The PR/Media Specialist shall maintain the online presence of the County Party as directed by the Executive Committee. She or he shall also arrange for news coverage of events, submit news articles to newspapers and other news outlets as appropriate, and create or help the Executive Committee and other committees to create and disseminate information and materials to build the County Party, publicize County Party activities and events and fulfill the purposes of the County Party. The PR/Media Specialist must comply with all standards set by the NDP, the DNC, the Executive Committee and the County Party.

### **Section E. Executive Committee Meetings**

The Executive Committee shall meet no less than four times per year. The times and places of such meetings shall be fixed by the Chair, or by the Vice Chair in the Chair's absence. Executive Committee members shall be provided reasonable advance notice of the time and place of the meetings. The attendance of three members of the Executive Committee shall constitute a quorum.

#### **ARTICLE IV: OFFICIAL ACTS**

Those actions taken by the Executive Committee, other committees, or officers of the County Party in accordance with these Bylaws shall be deemed to be the official acts of the Saunders County Democratic Party unless and until the act is overruled by a majority vote at a County Party Meeting or at the County Convention.

#### **ARTICLE V: AMENDMENTS TO BYLAWS**

These Bylaws may be amended by a two-thirds (2/3) vote at the County Convention. Such amendments may only be made if the proposed amendment is published on the County Party website or is otherwise made publicly available to all registered Democrats of Saunders County at least fourteen (14) days prior to the vote.

*Recommended for Adoption by the Executive Committee of the Saunders County Democratic Party – May 6, 2018*