

# ***Story County Democratic Party***

## ***Constitution & Bylaws***

### **Article 1: Name and Purpose**

1.1 The name of this organization shall be Story County Democratic Party.

1.2 The Story County Democratic Party exists to advance the principles of democratic government, social justice, civil liberties, and civic responsibilities by promoting and supporting the Democratic Party, its policies, programs and candidates on the national, state, and county levels, and by maintaining an effective Democratic Party organization in Story County.

### **Article 2: The Central Committee**

2.1 Members: The Story County Democratic Party Central Committee (Central Committee) shall be composed of two duly elected members from each precinct, all constitutional officers, and standing subcommittee chairs elected by the Central Committee.

2.1.1 Honorary Members: The Central Committee may elect honorary members such as members and officers of the Democratic National Committee and District Central Committee, and elected honorary officers.

2.1.2 Alternate Central Committee Members: A precinct shall elect a primary and a secondary alternate to the Central Committee. When in the absence of a duly elected precinct Central Committee member, the primary alternate shall temporarily assume the duties of the duly elected Central Committee member for the duration of their absence.

2.2 Procedure: The general procedure of the Central Committee shall be in accord with *Robert's Rules of Order, Newly Revised* unless as otherwise stated in these Bylaws. All decisions of the Central Committee shall be determined by a majority vote of those present and voting, assuming a quorum has been met as provided in Section 2.4 and provided that notice of such meeting shall have been given seven (7) days prior to the meeting date. The Iowa State Democratic Party Constitution and Bylaws and the Code of Iowa shall take precedence over these Bylaws.

### **2.3 Central Committee Meetings:**

2.3.1 Regular Meetings: Meetings shall be held on a regular basis, at the call of the Chair (or the Vice-chair in the absence of the Chair). A meeting shall be held at least once every three (3) months. The place, time, and dates of regular meetings shall be set by the Central Committee on the advice of the Chair.

2.3.2 Special Meetings: A meeting shall also be held in response to a petition by at least twenty- five percent (25%) of the members. The Chair shall call a meeting within twelve (12) days of receipt of a petition requesting a meeting bearing the signatures of at least

twenty-five percent (25%) of the Central Committee. Notice of the meeting shall be given to all members at least seven (7) days prior to the date set for such a meeting.

2.4 Quorum: A quorum exists when twenty-five percent (25%) of duly elected Central Committee members are present at a meeting. A meeting may be held without a quorum, but decisions made without the presence of a quorum must be ratified at a future meeting with a quorum.

2.4.1 Quorum shall be established by recording each elected Central Committee member and officer present. This record shall serve as the attendance record for all Central Committee members and officers. Attendance of honorary members, guests, elected officials, and other individuals shall not be used to establish quorum and shall be recorded separately.

## 2.5 Parliamentarian

2.5.1 The Parliamentarian shall be appointed by the Chair for a term of no more than two years or until a successor is appointed.

2.5.2 The Parliamentarian shall advise the Central Committee and its subcommittees on parliamentary procedure according to *Roberts Rules of Order, Newly Revised*.

2.5.3 The Parliamentarian shall advise the Central Committee and its subcommittees on the proper conduct of meetings and activities according to these Bylaws, the constitution and Bylaws of the Iowa Democratic Party, and Iowa law.

2.5.4 The Parliamentarian shall propose revisions to these Bylaws as needed and shall advise such subcommittee as is charged with revising the Bylaws,

2.5.5 The Parliamentarian shall be a non-voting member of the Central Committee unless otherwise duly elected as a member.

2.5.6 The Parliamentarian shall be present at the County Convention and serve as an advisor on matters parliamentary procedure.

2.6 Records: All records of the Central Committee held by the Chair, Secretary, or Treasurer shall be made available within a reasonable time and in a reasonable manner for the review of any member or officer of the Central Committee at the request of such member or officer. All officers and standing subcommittee chairs shall surrender to the Secretary or to the Chair all records and documents upon leaving office.

2.7 Votes: Unless otherwise stated, voting shall be by voice vote, and in case of doubt by division.

2.7.1 On contested questions votes shall be recorded in reviewable way. Acceptable methods include, but are not limited to: division, roll call, and paper ballot.

2.7.2 Any member may call for a division, ballot, or similar voting method on any

question.

### **Article 3: Subcommittees**

3.1 Standing Subcommittees: The following subcommittees of the Central Committee shall exist:

- 3.1.1 Executive Committee
- 3.1.2 Bylaw, Rules, and Nominations Committee
- 3.1.3 Caucus and Elections Committee
- 3.1.4 Communications Committee
- 3.1.5 Convention Committee
- 3.1.6 Disability Advocacy Committee
- 3.1.7 Affirmative Action and Outreach Committee
- 3.1.8 Finance Committee
- 3.1.9 LBGT Advocacy Committee
- 3.1.10 Transitions and Training Committee
- 3.1.11 Veterans Advocacy Committee

3.2 Ad Hoc Subcommittees: The Central Committee may create additional standing or temporary subcommittees.

3.3 Executive Committee:

3.3.1 The Executive Committee shall consist of the four (4) constitutional officers of the Central Committee, as defined in Article 4, and the chairs of all standing subcommittees, as defined in 3.1. These individuals shall serve as the members of the Executive Committee. The chair of the Executive Committee shall be the Central Committee Chair.

3.3.2 Except for the power to amend the Bylaws, the Executive Committee shall be able to act on behalf of the Central Committee in the intervals between meetings of the Central Committee; however any action taken by the Executive Committee must be ratified at the following meeting of the Central Committee.

3.3.3 The Executive Committee shall meet as needed prior to each Central Committee meeting. The Chair shall provide a report of the Executive Committee meeting at the next Central Committee meeting.

3.4 Bylaws, Rules, and Nominations Committee:

3.4.1 The Bylaws, Rules, and Nominations Committee shall have a chair and at least five members who shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.4.2 The Bylaws, Rules, and Nominations Committee shall consider the format for proposed rule changes and serve as the Nominations Committee for officers, as called for in these Bylaws. In addition, any other nomination activities shall be coordinated by the Bylaws, Rules, and Nominations Committee, including but not limited to ballot

vacancies.

3.4.3 The Bylaws, Rules, and Nominations Committee shall annually review the bylaws and shall propose amendments. This committee shall submit proposed revisions to the Central Committee for adoption.

3.4.4 The Bylaws, Rules, and Nominations Committee shall review the attendance of all Central Committee Members semiannually, as per 7.1 and 2.4.1, in cooperation with the Chair and Secretary. Members found to be in violation of 7.1 shall be provided notice and their names and attendance record shall be presented to the Central Committee at its next regular meeting with a Bylaws, Rules, and Nominations Committee recommended action.

### 3.5 Caucus and Elections Committee:

3.5.1 The Caucus and Election Committee shall have a chair and at least five members who shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.5.2 The Caucus and Election Committee shall advise the Central Committee on the organization of precinct caucuses, coordinating with candidate campaign committees and staff, and other election-related activities, including but not limited to campaign headquarters procurement and election reviews.

### 3.6 Communications Committee:

3.6.1 The Communications Committee shall have a chair and at least five members who shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.6.2 The Communications Committee shall advise the Central Committee on the use and applications of technology for organizing, outreach, and communicating with registered Democrats throughout Story County. The Communications Committee shall maintain the organization's website, Facebook page, Twitter account, Snapchat account, and/or any other communication applications that disseminate official organizational information on behalf of the Story County Democratic Party.

### 3.7 Convention Committee:

3.7.1 The Convention Committee shall have a chair and at least five members who shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.7.2 The Convention Committee shall advise the Central Committee on the organization of the county convention including but not limited to convention location procurement and a review of the convention.

### 3.8 Disability Advocacy Committee:

3.8.1 The Disability Advocacy Committee shall have a chair and at least five members. Each member shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.8.2 The Disability Advocacy Committee shall coordinate and facilitate outreach and advocacy for persons with disabilities by working with potential and existing organizational allies including but not limited to: the Disability Caucus of the Iowa Democratic Party and groups that represent the concerns of persons with disabilities throughout Story County.

### 3.9 Affirmative Action and Outreach Committee:

3.9.1 The Affirmative Action and Outreach Committee shall have a chair and at least five members. Each member shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.9.2 The Affirmative Action and Outreach Committee shall coordinate and facilitate outreach for the purpose of expanding diversity within the Story County Democratic Party to reflect/represent the diversity of our community by working with potential and existing organizational allies including but not limited to: existing and future diversity caucuses as recognized by the state Democratic Party (currently Asian/Pacific Islander, Black, Latino, Native American), campaign volunteers, former Central Committee members, former office holders, coalition partners, Democratic Party members and donors, Iowa State University College Democrats, and other Democratic Party organizations.

### 3.10 Finance Committee:

3.4.1 The Finance Committee shall have a chair and at least five members who shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.4.2 The Finance Committee shall develop the budget, annually audit the Central Committee's finances, and consider any matters dealing with the organization's finances.

### 3.11 LGBT Advocacy Committee:

3.11.1 The LGBT Advocacy Committee shall have a chair and at least five members. Each member shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.11.2 The LGBT Advocacy Committee shall coordinate and facilitate outreach and advocacy for LGBT persons by working with potential and existing organizational allies including but not limited to: the LGBT Caucus of the Iowa Democratic Party and groups that represent the concerns of LGBT persons throughout Story County.

### 3.12 Transitions and Training Committee:

3.12.1 The Transitions and Training Committee shall have a chair and at least five members who shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.12.2 The Transitions and Training Committee shall coordinate activities related to, and for the purpose of facilitating, the transition of officers and sub-committee chairs and the training and development of officers and Central Committee Members.

3.12.2.1 These activities shall include, but not be limited to, informational meetings for newly elected Central Committee Members; officer and sub-committee chair trainings and orientations; opportunities to discuss policies, issues, platforms, and candidates; and organizing trainings.

3.12.2.2 The Transitions and Trainings Committee shall develop and maintain information and records in cooperation with the Executive Committee, for reference and distribution during transitions and trainings. This shall include a reference packet for Central Committee Members that includes, at minimum: a copy of these Bylaws, a list of all Central Committee Members and their contact information, a copy of the current county platform, and a list of useful references such as a list of elected officials and Iowa Democratic Party contact information.

### 3.13 Veterans Advocacy Committee:

3.11.1 The Veterans Advocacy Committee shall have a chair and at least five members. Each member shall serve for a two-year term, not to extend beyond the biennial organizational meeting.

3.11.2 The Veterans Advocacy Committee shall coordinate and facilitate outreach and advocacy for Veterans by working with potential and existing organizational allies including but not limited to: the Veterans Caucus of the Iowa Democratic Party and groups that represent the concerns of Veterans throughout Story County.

## **Article 4: Officers**

4.1 Constitutional Officers: The Central Committee shall elect its officers according to the State Party Constitutional procedure. The constitutional officers shall consist of the following:

Chair

Vice Chair

Secretary

Treasurer

The succession order for acting Chair shall be as listed above.

4.2 Other Officers and Subcommittee Chairs: The Central Committee shall elect other officers and subcommittee chairs, as it deems appropriate.

4.2.1 At the time of election, a description of the position shall be provided to Chair of

the Central Committee and the Bylaws, Rules, and Nominations Committee. This description must include length of term, duties, and if the position will be considered a member of the Executive Committee.

4.2.2 Elections shall follow the procedure outlined in Article 5

#### 4.3 Duties of the Chair:

4.3.1 The Chair shall preside over meetings of the Central Committee.

4.3.2 The Chair shall, in consultation with the Treasurer, approve the expenditure of budgeted funds for appropriate and reasonable items. In the absence of the Treasurer, the Chair may issue checks for expenditures approved under the requirements of Article 6.

4.3.3 The Chair shall bring to the attention of the Central Committee and the Bylaws, Rules, and Nominations Committee all vacancies on the Central Committee and its subcommittees and such other positions as may need to be filled by the Central Committee, and to recommend persons to fill each position.

4.3.4 The Chair shall provide the Secretary with the agenda and any other materials to be provided to members at least seven (7) days in advance of any meeting.

4.3.5 The Chair shall carry out, or assist subcommittees to carry out, any policies and procedures required by these Bylaws or by the Central Committee.

#### 4.4 Duties of the Vice-chair:

4.4.1 The Vice-chair shall serve as acting Chair in the absence of the Chair.

4.4.2 The Vice-chair shall oversee activity planning and shall present a report at each Central Committee meeting outlining any activities of the Story County Democratic Party that have taken place since the previous meeting and any upcoming activities that have been planned.

#### 4.5 Duties of the Secretary:

4.5.1 The Secretary shall keep minutes of all business transacted at Central Committee and Executive Committee meetings.

4.5.2 The Secretary shall distribute the minutes of the last meeting, the agenda for the next meeting, and any other materials the Chair may direct at least seven (7) days before each meeting.

4.5.3 The Secretary shall keep the records of the Central Committee. These include minutes (listing the members, officers, and guests present), monthly attendance, financial reports, correspondence, and applicable party rules and other appropriate records and documents.

4.5.4 The Secretary shall keep a record of the names, addresses, phone numbers, and email addresses of all members and officers of the Central Committee and every subcommittee. The Secretary shall distribute an updated list of Central Committee members and their contact information to all members at the first meeting following the caucuses. The Secretary shall make a report as necessary at Central Committee meetings of any changes to the membership.

#### 4.6 Duties of the Treasurer:

4.6.1 The Treasurer shall receive and promptly deposit all funds of the Central Committee in a bank account in Story County under the name of the Story County Democratic Central Committee.

4.6.2 The Treasurer shall give a financial report to the Central Committee at each regular meeting, noting the balance, income, and expenditures since the previous report and any outstanding unpaid bills.

4.6.3 The Treasurer shall issue checks on Central Committee funds for expenditures authorized under Article 6. Expenditures for items falling within a budget adopted by the Central Committee shall be approved in consultation with the Chair and shall be appropriate and reasonable.

4.6.4 The Treasurer shall maintain records of all funds received and expended, to submit financial reports as required by law, and to provide these records to the Chair and the Finance Committee for annual review and when otherwise required by the Central Committee.

### **Article 5: Elections and Filling of Vacancies**

5.1 Election of Officers, Subcommittee Chairs, and Subcommittee Members: The Central Committee shall meet and organize at a biennial organizational meeting. The biennial organizational meeting shall take place in the odd numbered years at a time and location set by the Central Committee between March 1 and April 1. The term of office for a member of the Central Committee shall be two years or until a replacement is elected, unless sooner removed by the Central Committee for non-residency, inattention to duty, incompetence, or support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party. Vacancies on the Central Committee shall be filled from alternate committee persons if any such were elected at the precinct caucus, otherwise as nominated and elected pursuant to section 5.2 through 5.5.3 of these Bylaws. The Central Committee shall elect all constitutional officers, subcommittee members and chairs and such other officers as the Central Committee may deem necessary, all in accordance with sections 5.1.1 through 5.5.3 of these Bylaws.

5.1.1 Eligibility: All residents of Story County who are registered to vote as Democrats shall be eligible for membership on subcommittees and for all offices of the Central Committee, including the office of Chair.



5.1.2 **Terms of Office:** All constitutional officers shall be elected for terms of two years. All chairs and members of the standing subcommittees listed in Article 3 and of the Bylaws committee authorized in Article 11 shall be elected for terms of two years or until a successor is elected. All other officers and the chairs and members of other subcommittees shall be elected for such terms as the Central Committee shall deem appropriate. The length of the term shall be stated at the time of the election. Terms shall not be defined to extend beyond the next biennial organizational meeting.

5.1.3 No term of office shall extend beyond the election of a successor.

5.2 **Nominations:** The Bylaws, Rules, and Nominations Committee shall solicit and receive nominations for each officer and subcommittee position to be filled, shall contact those nominated about their willingness to serve, shall collect a brief statement of information from each candidate, and at least seven (7) days prior to the biennial organizational meeting, shall send all members the names and supporting information on all those who are candidates for the vacant position(s). Nominations from the floor shall also be received.

5.3 It shall be appropriate for any member of the Central Committee and for each candidate to speak briefly prior to a vote by the Central Committee to fill any Central Committee office or subcommittee position.

5.4 **Elections:** Officers and subcommittee chairs shall be elected by majority vote of the Central Committee members in attendance at a duly noticed meeting. All officer positions and subcommittee chairs shall be voted on individually. Candidates for membership on subcommittees shall be elected as a group by majority vote unless a motion is made to elect members of that subcommittee individually. In the event no candidate receives a majority vote, there shall be a run-off between the top two vote-getters. If there is a tie for highest vote-getter, the run-off shall be among only those in the tie for first. If there is a tie for second highest vote-getter, the run-off shall be between the highest vote-getter and those who tied for second. The run-off process shall be repeated until one candidate has received a majority vote.

5.5 **Filing of Vacancies:** The Central Committee will fill any vacancies that exist within the Committee whether such vacancies be that of an officer, subcommittee chair, Central Committee member, or alternate Central Committee member.

5.5.1 **Announcement of Vacancies:** Whenever there is a vacancy on the Central Committee, in an office, a subcommittee chair, or an alternate Central Committee position, the chair shall inform all Central Committee members of the vacancy or vacancies at or before the next Central Committee meeting.

5.5.2 **Nominations:** The Bylaws, Rules, and Nominations Committee shall operate in the same manner as specified for the election of officers and subcommittee positions.

5.5.3 **Voting:** Voting shall be in the same manner as for the election of officers and subcommittee positions.

## **Article 6: Financial Guidelines**

### **6.1 Budgets**

6.1.1 The Central Committee shall adopt a budget of its projected income and operating expenses. This budget shall be presented annually for approval at the November Central Committee meeting.

6.1.2 Before a donation is made to any candidate, it shall be approved by the Central Committee.

## 6.2 Expenditure of Budgeted Funds

6.2.1 Funds shall be expended on items falling within budgeted categories only if the specified items are reasonable and appropriate, and then only to the budget amount limits approved by the Central Committee. Such expenditures shall require the consultation and concurrence of the Chair and Treasurer.

6.2.2 When Central Committee funds are to be spent in excess of budgeted amounts or on items that are not found in an approved budget, they shall be presented to the Central Committee for approval prior to their being spent.

6.3 Other Expenditures: Unplanned expenditures must be approved by the Chair and Treasurer and a report of the expenditure(s) presented to the Central Committee.

6.4 Amendment of Budgets: The Central Committee may amend any budget by majority vote at any Central Committee meeting and shall do so whenever there are significant changes in the funds received or expenditures anticipated.

6.5 Issuance of Checks: No check drawn on Central Committee funds shall be issued by the payee of the check. No check shall be made payable to "cash," nor shall any other withdrawal of funds be made in cash, except for such small amounts as may be required to make change so as to facilitate the sale of campaign buttons, event tickets, and other fundraising items.

## **Article 7: Duties of Central Committee Members**

7.1 Central Committee Members shall attend and participate in Central Committee meetings.

7.1.1 Central Committee Members shall provide justification to the Chair prior to any expected absence.

7.1.2 Central Committee Members failing to attend 50% of regular Central Committee meetings, without prior approval from the Chair, shall be subject to dismissal by the Central Committee for inattention to duty.

7.2 Central Committee Members shall organize get-out-the-vote activities in their precinct with assistance and coordination from the Caucus and Elections Committee.

7.3 Central Committee Member shall recruit precinct workers to assist the Central Committee at election times.

7.4 Central Committee Members shall maintain liaison between the Central Committee and registered Democrats in the precinct they represent.

7.5 Central Committee Members shall assist with financial campaigns sanctioned by the Central Committee for fundraising purposes.

7.6 Central Committee Members shall serve on any subcommittee when so elected, and to assist all subcommittees in carrying out their goals.

7.7 Central Committee Members shall conduct precinct caucuses in accordance with the Iowa Democratic Party.

7.8 Central Committee Members shall carry out the purpose of the Story County Democratic Party Central Committee.

### **Article 8: Dismissal of Central Committee Members and Officers**

8.1 Any officer or Central Committee member may be removed by the Central Committee by a majority vote of that Central Committee for reasons of non-residency, inattention to duty, incompetence, or public support of a candidate for public office who is running against a candidate nominated by the Story County Democratic Party and/or the Iowa Democratic Party. Before the vote, the individual shall be given an opportunity to present his or her case before the Central Committee at a duly noticed meeting.

### **Article 9: Precinct Caucuses**

9.1 State Rules: Precinct caucuses shall comply with the laws of the State of Iowa, the constitution, Bylaws, and directives of the Iowa Democratic Party, the directives of the Central Committee, and the Caucus and Elections Subcommittee. Each precinct shall hold a caucus in even numbered years. In other years caucuses may be held, and precincts may be combined, at the direction of the Central Committee.

9.2 Participation: Only persons eligible to vote in that precinct at the next general election who are registered, or who register at the caucus, as a Democrat shall be permitted to participate in the caucus activities. The caucus shall be open to all other persons as observers.

9.3 Activities: The business of the caucus shall be to:

- (a) elect delegates and alternates to the county convention;
- (b) propose platform resolutions to the county convention;
- (c) choose the persons from that precinct to serve on the Central Committee;
- (d) choose from among the delegates and alternates those who will serve on the various committees of the of the county conventions;
- (e) conduct such other party business as may come before the caucus.

9.4 Proportional Representation: When electing delegates and alternates to the county convention, each caucus shall fairly and accurately reflect the majority and minority viewpoints within the caucus. In presidential years, this shall require proportional representation based on presidential preferences, following the guidelines of the state party.

9.5 Number of Persons Elected:

9.5.1 The number of persons elected as county convention delegates from each

precinct shall be in proportion to each precinct's vote for the Democratic Party candidates for President of the United States and Governor of Iowa in the most recent elections, equally weighted. The term of office of delegates to the county convention shall begin on the day following their election at the precinct caucus and shall continue for two years, until their successors are elected. The delegate number for each precinct shall be determined by the State Democratic Party, ratified by the Central Committee, and publicly announced with the publishing of caucus sites.

9.5.2 There is no limit on the number of persons elected as alternate delegates to the county convention from each precinct.

9.5.3 Each precinct is entitled to elect two precinct committee persons.

## **Article 10: County Conventions**

10.1 State Rules: The county convention shall comply with the laws of the State of Iowa, the constitution, Bylaws, and directives of the Iowa Democratic Party, and the Bylaws of the Central Committee

10.2 Participation: Delegates and alternates chosen at their precinct caucuses and eligible under law and party rules shall be voting and alternate members of the county convention. Each shall present himself/herself to the credentials committee representatives on the day of the convention at a time specified and announced by that committee in the convention call. Any dispute over eligibility to participate shall be decided by the convention, with the advice of the credentials committee.

10.3 Activities: The county convention shall:

- (a) elect delegates and alternates to the district and state conventions according to the rules of the state party and the convention;
- (b) designate from among the delegates and alternates to the district convention persons to be members of the committees for that convention, as specified in the convention call;
- (c) adopt a platform of resolutions on issues;
- (d) transact other party business as may come before the convention.

10.4 Rules:

10.4.1 Rules for the convention shall be proposed by a rules committee and sent to all delegates at least ten (10) days prior to the convention. After all delegates are seated, the convention shall adopt its own permanent rules.

10.4.2 Voting shall be by voice vote except according to rules adopted by the convention.

10.4.3 In all voting, each delegate shall have but a single vote. No vote either greater or less than one shall be permitted. Neither secret ballots nor proxy voting shall be permitted.

## **Article 11: Amendments to Bylaws**

11.1 These Bylaws may be amended by a majority vote at any regularly called meeting of the Central Committee, provided that at least fifty percent (50%) of duly elected members are present and a quorum has been met. Written notice of the proposed amendment and a full copy thereof shall be forwarded to the members of the Central Committee at least seven (7) days in advance of the meeting at which said amendment is to be presented for consideration and vote.

Revised the 27th day of September, 2016 by the Story County Democratic Party Central Committee.