

**RULES AND BYLAWS 2010 EDITION
THE KANSAS DEMOCRATIC FIRST DISTRICT COMMITTEE**

Article I. Name and Principal Office

Section 1. Name

The name of this committee representing the Kansas Democratic Party in the United States of America, First Congressional District, shall be The Kansas Democratic First District Committee, also known as the First District Democrats.

Section 2. Office

The location of its principal place of business shall be in the Kansas First Congressional District as determined by the Chairperson. At the time that the Chairperson is elected, the Chair, will make it known to general membership the mailing address of the location.

Article II. Object and Purpose

Section 1. Object

The primary object of the First District Democrats shall be to elect and thereafter support a qualified Democrat to the U.S. House of Representatives from the First Congressional District. The committee will support local efforts to recruit Democrat leaders and candidates, to assist First Democratic District counties in organizing, to educate the public about the principles of the Democratic Party, to raise money for use by the First District Democrats to elect candidates and conduct its business.

Section 2. Purpose

The purpose of this committee shall be to comply with the Kansas Democratic Party Bylaws and to uphold the principles of the Kansas Democratic Party Platform.

Article III. Membership

Section 1. Members of the First District Democrats

- a) The First District Democrats shall consist of the County Chairperson and Vice-Chairperson of each county in the district and two additional members, of opposite sex, to be elected by each of the county central committees in the district at their respective organizational meetings for each one thousand (1,000) votes or major fraction thereof in excess of one thousand five hundred (1,500) votes cast in the county by the party for all candidates for the state-wide officer receiving the highest party vote at the preceding primary election or if in conflict with these bylaws, then as determined by the Kansas Democratic Party State Bylaws.

- b) In the event a county is divided between two or more congressional districts, the County Chairperson and Vice-Chairperson shall be members of each such district committee, but the county's entitlement to additional members shall be computed separately for each such district as herein before specified on the basis of the votes cast by the party in each district at such primary election.
- c) When the additional members are chosen by each county central committee, there shall also be chosen an alternate for each. Additionally, an alternate shall be chosen for the Chairperson and Vice-Chairperson of each county. The body of alternates must be equally apportioned between men and women. Alternate members shall represent their respective regular member in the absence of the regular member. No member of a district committee shall be represented by proxy at its meetings. All members shall be registered Democrats in the First District. At a district committee meeting, alternates shall be chosen to represent their respective regular members in the following manner:
- (i) If only one alternate is present who is from the same county and is of the same sex as the absent regular member, that alternate shall replace the absent regular member.
 - (ii) If only one alternate is present who is from the same county but is of the opposite sex as the absent regular member, that alternate shall replace the absent regular member.
 - (iii) If more than one alternate of the same sex is present, or if no alternate of the same sex is present but more than one alternate of the opposite sex is present, the County Chair or his/her designee shall choose which alternate shall replace the absent regular member.
 - (iv) If no alternate from the same county as the absent regular member is present, the county loses that vote on the district committee at that meeting.
 - (v) Any First District Committee member or alternate other than the County Chair may affect resignation of their membership by notifying the County Chair. A County Chair may resign as a delegate by notifying the County Vice-Chair, the District Chair and the State Chair. If a resigning County Chair shall fail to so notify the District Chair and the State Chair, the Vice-Chair shall so notify them. All delegate and alternate vacancies shall be appointed within 30 days by their County Chair.

- (vi) If the delegate vacancy is the County Chair or Vice-Chair the vacancy will be filled by the newly elected County or Vice-Chair.

Article IV. Term

Section 1. First Democratic District Membership Terms

All members and officers shall serve for two years or until they become ineligible. All members and officers must be registered Democrat residents of the Kansas First Congressional District at all time during their term. If they reside out of district or change parties they become ineligible.

Article V. Officers

Section 1. Officers

The First District Committees shall organize by electing a Chairperson, Vice-Chairperson, a Secretary and a Treasurer (the last two of whom may be the same person). The Vice-Chairperson shall be of the opposite sex as that of the Chairperson. A meeting for such purpose shall be called by the Chairperson, or if the Chairperson fails to do so for any reason, by the district Vice-Chairperson. Such meeting shall be called by mailing a notice of such meeting to each member and alternate member of the First District Democrats at least ten (10) days before the date of the meeting. Such meeting shall be held within the district not later than ninety (90) days after the general election following the organization of county committees. The Chair (or Vice-Chair in the absence of the Chair) calling such meeting shall serve as temporary Chairperson thereof until the election of the new Chair. Votes for contested offices shall be by secret ballot.

- a) Chairperson. The Chairperson shall be the principle Democrat advocate and voice for the First District Democrats. The Chairperson shall Chair the First Congressional District and Executive Committee meetings. The Chairperson shall be an ex-officio member of all other First Democratic District committees, The Chairperson or designee shall preside at all First District Democrats meetings; shall appoint, needed special committees, their chairpersons and assistants. The Chairperson shall appoint the Standing Committee Chairs and its members, the Special Committee Chairs and its members and the Parliamentarian. The Chairperson shall in accordance with the Kansas Democratic Party Bylaws have the authority and responsibility otherwise associated with this position.
- b) Vice Chairperson. The Vice Chairperson shall in accordance with the Kansas Democrat Party Bylaws perform the duties of Chairperson in the absence of the Chairperson. The Vice Chairperson shall assist the Chairperson in advocating the Democrat principles.
- c) Secretary. The Secretary shall keep the minutes of all meetings. The Secretary shall work closely with the Chairperson to send out notices of related meetings and related information to members and public.

- d) Treasurer. The Treasurer shall be the custodian of all funds of the First District Democrats, shall work closely with the Chairperson to supervise the collection of money; shall record all receipts or disbursements of all funds in books kept for that purpose; shall properly audit and check all vouchers, shall file all reports required under Kansas law regarding receipts and expenditures, and shall work with the Chairperson to make payments in accordance with the budget. The Treasurer shall present a financial report at each regular meeting; shall prepare annually a written financial statement covering all transactions during the fiscal year, and if called for arrange for the annual audit. The Treasurer shall be a member of the Finance Committee.
- e) Parliamentarian. The Parliamentarian shall be appointed to advise the Chairperson on questions of parliamentary law and procedure, helping to safeguard the rights and privileges of all the members equally, and to help transact the business of the assembly of the First Democratic District legally and efficiently.

Article VI. State Committee Members

Section 1. State Committee Members

The First District Democrats shall elect the number of members to the Kansas Democratic State Committee as determined by the Kansas Democratic Party State Bylaws. The Chair and Vice-Chair by virtue of the State Party Bylaws shall be member of the State Committee. A meeting for such purpose shall be called by the Chairperson, or if the Chairperson fails to do so for any reason, by the district Vice-Chairperson. Such meeting shall be called by mailing a notice of such meeting to each member and alternate member of the First District Democrats at least ten (10) days before the date of the meeting. Such meeting shall be held within the district not later than ninety (90) days after the general election and following the organization of county committees. The Chair (or Vice-Chair in the absence of the Chair) calling such meeting shall serve as temporary Chairperson thereof.

Section 2. State Committee Member Selection Process

- a) The First District Democrat members present shall elect State Committee Members and alternates at a caucus of each state senate district. No proxies shall be allowed.
- b) Committee Members and alternates shall be present in order to be elected, unless the Chairperson has granted approval.
- c) The number of delegates to be selected by each state senate district shall be allocated based on the total state committee delegates for the First District Democrats multiplied by the proportion of the total votes cast in each state senate district by the party for all candidates for the state-wide office receiving the highest party vote at the preceding primary election to the total votes cast in the First Congressional District by the party for that same office.

- d) In order to maintain even representation according to gender, state senate districts with an even number of state committee members shall elect the same number of each sex. State senate districts with an odd number of state committee members shall be ranked by the remainder of their delegate proportion and allocated delegates by alternating gender beginning with a gender determined by lot.
- e) If a senate district has more delegates and/or alternates allotted than members excused and members present at a meeting to elect delegates to the State Committee, then for the election that Senate caucus loses those slots.
- f) ~~Any delegate position not filled by the Senate District Caucus shall be nominated and elected at large by the District Committee. Any final gender balancing shall be achieved with this election.~~ Any delegate position not filled by the Senate District Caucus shall be filled by the District Chair on an interim basis until affirmed at the next regular meeting. The Chair shall make a good faith effort to fill the position with individuals from each Senate District in question. No more than 40% of the State Committee may be filled in this manner. Any final gender and geographic balancing shall be achieved at this time.
- g) After the election any state delegate or alternate vacancy shall be replaced in the manner by which they were originally chosen.

Article VII. Vacancies

Section 1. Officer Vacancies

Any vacancy in any committee office shall be filled in the same manner as that in which such officer was originally chosen. The District Chair may appoint an interim committee officer until the next First District meeting.

Article VIII. Meetings

Section 1. Annual, Regular, and Special Meetings

- a) There shall be a meeting once a year. The Executive Committee will determine the date, time, and place.
- b) The Executive Committee shall meet in person, electronically, or by phone as needed.
- c) Special meetings may be called by the Chairperson when it is necessary and in the best interest of the First Democratic District.
- d) The general membership meeting shall be held as required by the Kansas Democrat Party Bylaws. The First District Democrats Chairperson, or if the Chairperson fails to do so for any reason, by the district Vice-Chairperson. Such meeting shall be called by ~~mailing~~ providing a notice of such meeting to each member and alternate member of the district committee at least ten (10) days

before the date of the meeting. Such meeting shall be held within the district not later than ninety (90) days after the general election and following the organization of county committees. The person calling such meeting shall serve as temporary Chairperson thereof.

Section 2. Written Notice

- a) Written notice of general membership meetings shall be ~~mailed~~ provided at least ten (10) days before any general membership committee meeting. The notice shall state the purpose for which it is called, place, time, and date.
- b) Written notice of executive committee meetings shall be provided ~~mailed~~ at least ten (10) days before any executive committee meeting. The notice shall state the purpose for which it is called, place, time, and date. In case of an emergency the Chair may give twenty-four (24) hour ~~telephone~~ notice.

Section 3. Quorum

- a) Twenty-five percent of the full membership of the First Congressional District Committee shall constitute a quorum so long as all members of the committee were sent proper notice of the meeting.

Article IX. Procedures

Section 1. Procedures

- a) The First Democratic District Rules and Bylaws Committee shall determine the election procedure in accordance with Kansas Democratic Party Bylaws.
- b) Robert's Rules of Order (Revised) shall be the parliamentary authority for all matters of procedure not specifically covered by the bylaws or any special rules adopted by the First District Democrats.

Article X. Committees

Section 1. Executive Committee

There shall be an Executive Committee composed of the officers of the First District Democrats, the Standing Committee Chairs, the Parliamentarian and the Sergeant at Arms. The Executive Committee shall have all the powers not reserved to the Kansas Democrat Party and limited by these bylaws to act on behalf of the First District Democrats. All acts of the Executive Committee must be presented to the general membership at its annual meeting.

Section 2. Standing Committees

Steering Committee

The Steering Committee shall consist of two state committee members from each Senate District of the First District appointed by the First Democratic District Chairperson. The duties shall be to research, plan programs and assist in candidate recruitment, for the First Democratic District, that will enhance the efforts of educating the public about the

Democrat principles, registering residents to vote get out to vote, assisting in funding Democrat candidates.

Finance Committee

The Finance Committee shall consist of a Chairperson appointed by the First Democratic District Chairperson, the Treasurer and three (3) other members appointed by the First Democratic District Chair. Among its duties shall be the preparation of the annual budget for presentation and approval at the first annual general membership meeting and make recommendations on the use of funds for First Democratic District programs. The Finance Committee shall review the Treasurer's report and make recommendation for acceptance.

Credentials Committee

The Credentials Committee shall consist of five (5) members appointed by the First Democratic District Chairperson. The Credentials Committee shall determine the eligibility of the members of the First District Democrats in accordance with these bylaws and rules on any supplementary rules that are formulated by the Rules and Bylaws Committee. The credentials committee will rule on any challenges that are referred to it by the Chair.

Rules and Bylaw Committee

- a) The Rules and Bylaws Committee shall consist of the Parliamentarian as Chair and two (2) other members of First Democratic District appointed by the First Democratic District Chair. Among its duties shall be to annually review the bylaws and recommend any changes to the general membership.
- b) The Rules and Bylaws Committee shall determine the meeting rules in compliance with these bylaws for delegate selection to the Kansas Democratic State Committee and submit the meeting rules to the delegates for its ratification prior to voting for the state delegates, alternates, and officers.
- c) The Rules and Bylaws Committee shall receive and consider all recommendations for adoption of the amendment to the rules and bylaws of the First District Democrats.
- d) Recommendation for amendment of the bylaws or adoption of rules for the First District Democrats shall be submitted to the rules and bylaws committee no less than thirty (30) days prior to a meeting and the Secretary of the First District Democrats shall mail such recommendations to the membership no less than ten (10) days prior to the meeting of the First District Democrats.
- e) The Rules and Bylaws Committee will formulate such supplementary rule as it finds necessary to augment the bylaws insofar as they are not contrary or in derogation of these bylaws, the Charter of the Democratic Party of the United States, the bylaws of the Democratic Party of the United States, the rules for delegate selection adopted by the Kansas State Democratic Party and in effect at the time. The Rules and Bylaws Committee will conduct the balloting and decide on any question presented to it by the chair regarding the rules and bylaws,

parliamentary procedure, balloting, or other questions. The Rules and Bylaws Committee will rule on any credentials challenges that are referred to it by the Chair.

Section 3. Special Committees

The Chairperson with the approval of the First District Executive Committee shall appoint special committees.

Article XI. Operations

Section 1. Staff and volunteers shall conduct daily business.

Article XII. Fiscal Year

Section 1. The fiscal year shall be the same as the Kansas Democrat Party.

Article XIII. Amendments

Section 1. Majority Vote

- a) Any amendment to the Bylaws shall require a majority vote of those present at a properly noticed meeting with a quorum as described in Article VIII.
- b) In the event of a conflict with these bylaws and the Kansas State Party Bylaws then these bylaws shall be automatically amended to conform with the state party bylaws.