

KDP First Congressional District  
*The Big First* 

**BYLAWS OF THE FIRST DISTRICT**

RULES AND BYLAWS COMMITTEE

**DRAFT COPY**

# **Kansas First Congressional District Democratic Party**

## **RULES AND BYLAWS 2017 EDITION**

August 14, 2017

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

### CONTENTS

|  |    |
|--|----|
| Article I. Party Organization .....              | 1  |
| Section 1. Name.....                             | 1  |
| Section 2. Objective.....                        | 1  |
| Section 3. Office Location .....                 | 1  |
| Section 4. Membership .....                      | 2  |
| Section 5. Officers.....                         | 4  |
| 1) Chair .....                                   | 4  |
| 2) Vice-Chair .....                              | 5  |
| 3) Secretary.....                                | 5  |
| 4) Treasurer.....                                | 5  |
| 5) Parliamentarian .....                         | 6  |
| Article II Committees .....                      | 7  |
| Section 1. Standing Committees.....              | 7  |
| 1. Steering Committee .....                      | 7  |
| 2) Finance Committee.....                        | 7  |
| 3) Credentials Committee .....                   | 8  |
| Section 3.....                                   | 9  |
| Article III Vacancies.....                       | 9  |
| Section 1 .....                                  | 9  |
| Article IV State central Committee Members ..... | 10 |
| Section 1 .....                                  | 10 |
| Section 2.....                                   | 10 |
| Article V MEETINGS and meeting notice.....       | 12 |
| Section 1 .....                                  | 12 |

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

|   |                  |
|---|------------------|
| Section 2. Written Notice.....  | 13               |
| Section 3 Executive Committee Meetings .....  | 13               |
| Section 4 District Meetings.....  | 14               |
| Section 5 Order of Business .....   | 14               |
| Section 6 Open Meeting .....  | 14               |
| Section 7 Discrimination .....  | 14               |
| Section 8 Powers of Executive Committee .....   | 15               |
| Section 9. Quorum.....  | 15               |
| 1. .... Standing Committees. A quorum will be a simple majority of the full membership of the committee, given proper notification .....    | 15               |
| 2. ... The District. Twenty-five percent of the full membership of the District shall constitute a quorum, given adequate notification..... | 15               |
| Article VI PROCEDURES.....  | 16               |
| Section 1.Procedures .....  | 16               |
| Article VII Operations .....  | 17               |
| Section 1. ....   | 17               |
| Article VIII Fiscal year.....   | 17               |
| Section 1. ....   | 17               |
| ARTICLE IX. BUDGET/EXPENDITURE LIMIT .....  | 17               |
| Article X Amendments.....   | <del>19</del> 18 |
| Section 1. Majority Vote .....  | 19               |
| INDEX.....  | 20               |

## **Article I. Party Organization**

### **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 First Congressional District Democratic Party ("the District").

### **Section 2. Objective**

The primary objective of the members of the Kansas First Congressional District Democrats shall be to elect a democratic candidate to the office of U.S. House of Representatives, educate and register voters, fundraise, promote democratic values, elect State Committee members, support county parties, and organize any county in the District which failed to organize as described in Kansas Democratic Party (KDP) Bylaws, Article I, Section 3C.

### **Section 3. Office Location**

The location of its principal place of business shall be made at the sole discretion of the Chair. Upon any change to the office location, a notification of the new mailing address shall be sent out to all members within 30 days of any such change.

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

### Section 4. Membership

Members: The District Committee shall consist of the county Chair, the vice-Chair, and any additional members earned and allocated as provided in Kansas State Democratic Party Bylaws for each organized county in the District.

#### 1) Terms of Membership:

- a) **Delegates:** Every member must be a registered Democrat, must reside in the Kansas First Congressional District at all times during their term. [And must reside in their county at all times during their term.] If they reside out of the District [or their county] or change political parties, they become ineligible.
- b) **Alternates:** Each County may opt to elect [or select] alternate representatives to serve as representation of the county at meetings of the District. At any meeting, vote, or other session at which members are present an alternate member must be the same gender as the regular member unless at the particular meeting, vote, or other session, there are two alternate members, and both alternate members are the opposite gender of the regular member in which the mandatory rules regarding gender are complied with. If a county has earned an additional member, and three members are in attendance at a meeting, vote, or other session. If a county has earned two additional members, for a total of four members at a meeting, vote, or other session, then the

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

rules for two alternate members apply to the four alternate members. No member of a District Committee shall be represented by a proxy at District meetings.

2) **Split Counties:** In the event a county is divided between two or more national congressional districts, the county Chair and Vice-Chair shall be members of the District notwithstanding membership in and rules of the other national congressional District.

3) **Vacancies of Delegates and Alternates:** If the member vacancy is the County Chair or Vice-Chair, the newly elected County Chair or Vice-Chair will fill the vacancy.

In addition to the Chair and Vice-Chair of each county, each county central committee in the District may elect two additional members of opposite sex for each 1,000 votes or major fraction thereof in excess of 1,500 votes cast in the county by the party for all candidates for the statewide officer receiving the highest party vote at the preceding primary election in which a statewide office appeared on the ballot. (KDP bylaws)

4) **Resignation of Members:** Any District Committee member or alternate other than the County Chair may effect resignation of their membership by notifying the county Chair. A county Chair may resign as a member 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 member and alternate vacancies shall be appointed within 30 days by their County Chair and the District Chair shall be notified of the new member(s) and or alternate(s).

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

### Section 5. Officers

The District will have the following officers which constitute the Executive Committee: Chair, Vice-Chair, secretary, and Treasurer. The Chair shall appoint a Parliamentarian in the manner set forth in subsection five of this section. The term of each elected officer shall be for two years or until such time as they become ineligible. Officers are considered members of the District Committee. The Executive Committee shall meet in person, as needed. All Officers shall be considered *Ex Officio Members of all committees*. Elected Officers shall have the right to call a meeting of the full body of the District, with proper notification. The Executive Committee will consist of the elected officers and the chairs of the standing committees. 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 twice a year meetings. (And recorded in the minutes by the secretary)

- 1) **Chair.** The Chair shall be the principle Democrat advocate and voice for the Kansas First Congressional District Democratic Party. The Chair shall Chair the District and Executive Committee meetings. Only the Chair and the Treasurer shall be allowed to authorize spending of the District funds and will provide disclosure of all spending.



# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

Disclosure of funds spent will be provided in the Treasurers Report to the full body at the meeting of the District.

- 2) **Vice-Chair** The Vice-Chair shall, in accordance with the Kansas Democrat Party Bylaws, perform the duties of Chair in the absence of the Chair. The Vice-Chair shall assist the Chair in advocating the objectives of the District.
- 3) **Secretary.** The secretary shall keep the minutes of all District meetings and make them readily available for approval to District Committee members. The Secretary is additionally designated as the Freedom of Information Officer for the District and is responsible to satisfy any requests for Open Meetings Records.
- 4) **Treasurer.** The Treasurer shall be the custodian of all funds of the District, will work closely with the Chair to supervise the collection of money and will record all receipts or disbursements of all funds in books kept for that purpose, properly audit and check all vouchers, file all reports required under Kansas law regarding receipts and expenditures, and work with the Chair to make payments in accordance with the budget. The Treasurer will present a financial report at each regular District meeting, 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.

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

- 5) **Parliamentarian.** The Chair will appoint the Parliamentarian with the counsel and consent of the District Officers. The Parliamentarian will advise the Chair and will serve as final arbiter in all disagreements that are referred to them by the Chair of either the full body or of any given committee of which he or she is an Ex Officio Member. The Parliamentarian shall be limited in his or her rulings by a requirement to sight a direct reference to the District Bylaws, or KDP Bylaws, or Democratic National Committee Bylaws, or the latest edition of Robert's Rules of Order. The Parliamentarian is the Chair of the Rules and Bylaws Committee. The Parliamentarian is a non-voting member of the Executive Committee.
- 6) **Order of Succession.** In the event of a vacancy in the Office of Chair the order of succession shall be Vice-Chair, Treasurer, and secretary, in this specific order.
- 7) **Vacancies.** In all instances of offices that are left vacant mid-term for any reason shall be filled by the majority decision of the District Executive Committee with formal ratification by the full body of the District at the next District meeting. (The only exception to this bylaw is the office of Chair who must be selected per Article 1 Section 3c.)

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

### **Article II Committees**

The District shall have the following Committees: Rules and Bylaws, Credentials, Steering, Finance and any other committee that the Chair deems necessary for the fulfillment of this organization's purpose

### **Section 1. Standing Committees**

#### **1. Steering Committee**

The Steering Committee shall consist of a Chair appointed by the District Chair. The Steering Committee shall consist of a sufficient number of District Committee members from various Senate Districts of the First District to satisfy the District Chair's need and shall be appointed by the District Chair. 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.

#### **2) Finance Committee**

The Finance Committee shall consist of a Chair appointed by the District Chair, the Treasurer and three 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 District

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

programs. The finance committee shall review the Treasurer's report and make recommendation for acceptance or audit.

### **3) Credentials Committee**

The Credentials Committee shall consist of five members appointed by the District Chair. The Credentials Committee shall determine the eligibility of the members of the District in accordance with these Bylaws and rules (Rules & Bylaws of the 1<sup>st</sup> District and the KDP) 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.

### **4) Rules & Bylaw Committee**

- a) The Rules and Bylaws Committee shall consist of the Parliamentarian as Chair and two other members of First Democratic District appointed by the District Chair. Among its duties shall be to annually review the Bylaws and recommend any changes to the general membership. (at either of the Party's annual meetings or at any properly called District meeting )
- b) The Rules and Bylaws Committee shall determine the meeting rules in compliance with (the KDP and the District Bylaws) these Bylaws for delegate selection to the KDP State Central Committee and submit the meeting rules to the delegates for its ratification prior to voting for the State Delegates, Alternates and Officers.

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

- c) The Rules and Bylaws Committee shall receive and consider all recommendations for adoption of the amendment to the rules and Bylaws of the District.

Recommendation for Amendment of the Bylaws or adoption of rules for the District shall be submitted to the Rules and Bylaws Committee no less than sixty (60) days prior to a meeting and the Secretary of the District shall notify in writing or by electronic means such recommendations to the membership no less than fourteen (14) days prior to the meeting of the District.

### **Section 3.**

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

## **ARTICLE III 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 a Pro Tempore Committee Officer until the next District meeting or until such time the office is filled.

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

### ARTICLE IV STATE CENTRAL COMMITTEE MEMBERS

#### Section 1. State Committee Members

The District Committee shall elect the number of members to the Kansas Democratic State Central Committee as determined by the KDP Bylaws. The Chair and Vice-Chair by virtue of the KDP Bylaws shall be (a) member(s) of the State Central Committee. A meeting for such purpose shall be called by the Chair, or if the Chair fails to do so for any reason, by the District Vice-Chair. Such meeting shall be called by mailing a notice of such meeting to each member and alternate member of the District at least fourteen (14) 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 Parties. The Chair (or Vice-Chair in the absence of the Chair) calling such meeting shall serve as temporary Chair thereof.

#### Section 2. State Committee Member Selection Process

- a) The District members present shall elect State Central 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; however, the Chair may appoint persons meeting all other criteria if any delegate positions remain unfilled. Appointed Delegates and Alternates shall have the same rights and privileges as elected Delegates and Alternates.

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

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 District multiplied by the proportion of the total votes cast in each state Senate District by the party for all candidates for the statewide 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 gender. 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 doesn't have representation at a meeting to elect Delegates to the KDP Central Committee, that Senate District's positions shall be filled in accordance with § (f) below.

f) Any delegate position not filled by the Senate District Caucus shall be filled by the District Chair (by selecting Democrats residing in the underrepresented Senate District. When a vacancy occurs before a State Central Committee meeting, the Chair shall first fill the vacancy with the alternate from the same Senate District and effort should be given to locate a Democrat from that Senate District in advance of the State Central

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

Committee meeting. 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 V MEETINGS AND MEETING NOTICE

#### Section 1. Biennial, Annual, and Special Meetings

- 1) The District shall organize every two years by electing a Chair, Vice-Chair, Secretary, and Treasurer as set by the KDP and State Statute. The District shall conduct a general meeting at least twice a year and special meetings as deemed necessary.
- 2) The Chair and Vice-Chair will be of opposite genders.
- 3) The biennial meeting to organize the District Executive Committee shall be held not sooner than all of the County Central Committees within the District have met to reorganize and not later than 90 days after each general election. Such meetings shall be called by the District Chair, or if the Chair fails to do so for any reason, by the State Party Chair or designee. All eligible Counties (per KDP Bylaws) of the District will receive notification of the organizational meeting fourteen (14) days in advance. The



# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

person calling such meeting shall serve as temporary Chair thereof until the election of the new Chair. (Re: KDP Bylaws)

- 4) Nominations for offices shall be by eligible members of the District and each eligible member shall be entitled to one full vote. A second and acceptance by the nominee is required to be a valid nomination. Nominees must be present to be nominated and elected. No proxies will be permitted at any vote of the District Committee.

### **Section 2. Written Notice**

1. Adequate notice of District meetings shall be provided at least fourteen (14) days before the meeting. The notice shall state the purpose for which it is called, place, time, and date.
- 2) Adequate notice of Executive Committee meetings shall be provided before any Executive Committee meeting. The notice shall state the purpose for which it is called, place, time, and date.

### **Section 3 Executive Committee Meetings**

Executive Committee Meetings of the District shall be called by the Chair, or if there is a failure or refusal to call, by any other officer. Notification shall be sent by the Secretary of the District.

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

The notice shall include the date, time and place of such meeting, and the tentative agenda.

The Executive Committee should meet at least twice, annually.

### **Section 4 District Meetings**

The Chair shall call meetings of the District membership, or if he or she fails to, by any officer or by signed petition of 25 percent of the District membership. The notice shall specify a date, time, location, and proposed agenda. The Secretary of the District shall provide notification receipt at least fourteen (14) days in advance. The District membership shall meet a minimum of two times per year.

### **Section 5 Order of Business**

Order of Business. The order of business at all meetings of the District shall be determined by the Chair or officer(s) calling the meeting and be contained in the agenda prepared for the meeting and include reports by the Chair, minutes by the Secretary, financial report by the Treasurer, and Chairs of all committees.

### **Section 6 Open Meeting**

The meeting of the District shall comply with the Kansas Open Meetings Act and Kansas Open Records Act.

### **Section 7 Discrimination**

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

Discrimination in the conduct of the District's affairs based on gender, race, age (if voting age), color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, ethnic identity or physical disability is prohibited at all levels of the District.

### **Section 8 Powers of Executive Committee**

The Executive Committee shall have the powers not reserved to the KDP and limited by these Bylaws to act on behalf of the District. All acts of the Executive Committee must be presented to the general membership at its meetings.

### **Section 9. Quorum**

1. Standing Committees. A quorum will be a simple majority of the full membership of the committee, given proper notification
2. The District. Twenty-five percent of the full membership of the District shall constitute a quorum, given adequate notification

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

### ARTICLE VI PROCEDURES

#### Section 1. Procedures

1. The District Rules and Bylaws Committee shall determine the election procedure in accordance with KDP Bylaws.
  - a. Votes for office with more than one person nominated shall be by secret ballot and a simple majority will determine the results. In the case where no person receives a majority, the person receiving the least number of votes is eliminated and the balloting shall continue until one person receives a simple majority of the vote total of each round.
2. Except as otherwise provided in these Bylaws, Robert's Rules of Order shall be the rules of procedure in all meetings of the District and all other committee meetings at all levels of the District, provided that debate on any question may be limited or closed by a majority of those voting
3. 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 District.

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

### ARTICLE VII OPERATIONS

**Section 1.** Staff, Committee Chairs and volunteers shall conduct normal business.

### ARTICLE VIII FISCAL YEAR

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

### ARTICLE IX. BUDGET/EXPENDITURE LIMIT

Once each calendar year, the Finance Committee will review the Chair's recommended biennial budget for the District. The budget shall be prepared for an election cycle starting on January 1 of each odd numbered year and ending on December 31 of the following even numbered year.

At the meeting held prior to the adoption of each biennial budget, following analysis and review of the budget, its program of expenditures, detailed by accepted budgetary categories, and the sources of funds to be collected or raised in any manner to finance the budget, the finance committee will recommend a budget and any proposed revisions to the District Executive Committee for approval.

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

At the meeting held prior to the beginning of the second year of each biennial budget period, the finance committee will consider any proposed and/or recommended revisions, if any, to the Executive Committee for approval.

After receiving the recommendations of the Finance Committee, the District Executive Committee shall consider revisions to the budget.

The Chair and/or Treasurer is/are prohibited from exceeding the total expenditure limit as established in the budget as approved by the Executive Committee and are further prohibited from obligating the District for any debt or expenditure which is not provided for in the budget as approved; provided however in the event of any emergency which significantly affects the integrity and welfare of the District, the Chair may with approval of a majority of the members of the Executive Committee, create expenditures or obligations which are not otherwise provided for in the budget.

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

### ARTICLE X AMENDMENTS

#### Section 1. Majority Vote

- a) Any amendment to the Bylaws shall require a two-thirds (2/3) majority vote of those present at a properly noticed meeting with a quorum as described in Article V.
- b) In the event of a conflict with these Bylaws, State Statute, the KDP Bylaws and/or Democratic National Committee Bylaws, then these Bylaws shall be automatically amended.

Adopted \_\_\_\_\_

Sage TeBeest-Rife

Chair,

Kansas First Congressional District Democratic Party

# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017

### INDEX

|   |                        |
|---|------------------------|
| acts of the Executive Committee .....                       | ix                     |
| <b>Alternates</b> .....                                     | vi, vii, xiii, xv      |
| amendment   |                        |
| Rules & Bylaws Comm. to receive .....                       | xiii                   |
| biennial budget   |                        |
| establishment & procedure.....                              | xxii                   |
| calendar year   |                        |
| Use in budget.....  | xxii                   |
| Chair .. v, vi, vii, viii, ix, x, xi, xv, xvi, xvii, xviii, |                        |
| xix, xxii, xxiii, xxiv                                      |                        |
| county parties .....  | v                      |
| <b>Delegates</b> .....                                      | vi, vii, xiii, xv, xvi |
| Duties of .....   | xii                    |
| Executive Committee .viii, ix, x, xi, xvii, xviii,          |                        |
| xx, xxiii   |                        |
| Finance Committee   |                        |
| Duties of .....   | xii                    |
| Kansas Open Meetings Act                                    |                        |
| compliance with.....  | xix                    |
| Members .....   | vi, vii, viii, xiv, xv |
| Nominations for offices                                     |                        |
| who may nominate .....                                      | xviii                  |
| officers  |                        |
| Executive Committee .....                                   | viii                   |
| opposite gender   |                        |
| compliance with KDP, DNC .....                              | vi                     |
| <b>Order of Succession</b> .....                            | xi                     |
| organize  |                        |
| per Statute, KDP Bylaws.....                                | xvii                   |
| Parliamentarian   |                        |
| Duties of.....  | x                      |
| powers not reserved   |                        |
| Executive Committee.....                                    | viii                   |
| primary objective .....                                     | v                      |
| Pro Tempore Committee Officer                               |                        |
| Appointments as.....  | xiv                    |
| proxies   |                        |
| State Committee Delegate election.....                      | xv                     |
| proxy.....  | vii                    |
| <b>quorum</b> .....   | xxi, xxiv              |
| resignation.....  | vii                    |
| Robert's Rules of Order.....                                | x, xxii                |
| Rules and Bylaws Committee                                  |                        |
| Duties of.....  | xiii                   |
| secret ballot   |                        |
| use of permitted.....                                       | xxi                    |
| Secretary   |                        |
| Duties of.....  | ix                     |
| Senate District .....                                       | xv, xvi                |
| simple majority .....                                       | xxi                    |
| Steering Committee  |                        |
| Duties of.....  | xi                     |
| Treasurer   |                        |
| Duties of.....  | ix                     |
| <b>Vacancies</b>  |                        |
| Officers .....  | xi                     |
| Vice-Chair  |                        |
| Duties of.....  | ix                     |



# Kansas First Congressional District Democratic Party

## RULES AND BYLAWS 2017 EDITION

August 14, 2017