

**BY-LAWS OF THE SCOTT COUNTY
DEMOCRATIC CENTRAL COMMITTEE**

ARTICLE I: NAME

This organization shall be known as the Scott County Democratic Central Committee.

ARTICLE II: PURPOSE

Section 1: The purpose of this organization shall be to promote the principles and goals of the Democratic Party within Scott County, Iowa, and to elect Democrats in Scott County, in the state of Iowa, and the United States of America.

Section 2: These by-laws shall incorporate and adopt those provisions of the laws of the state of Iowa and the Iowa Democratic Party that are applicable to the county organization.

(Sections 1 and 2 are from the County Constitution)

Section 3: These by-laws shall be in conformity with the provisions of the Constitution, and shall be designed to advance the purposes of the Scott County Democratic Party Central Committee as stated in the Purpose of the Constitution, and shall not abridge the right of precinct caucuses, conventions, convention subcommittees, convention caucuses and central committee subcommittees to elect their own leadership and representatives.

Section 4: These by-laws may specify procedural rules, committee roles, and leadership roles to be observed by those groups within the party.

(Sections 3 and 4 – are from the County Constitution)

ARTICLE III: MEMBERSHIP AND RESPONSIBILITIES OF ALL CENTRAL COMMITTEE MEMBERS

Section 1: All persons at least 18 years of age as of the date of the next General Election who are residents of Scott County, who support the purposes of the Iowa Democratic Party, and who are registered Democrats, or who register as Democrats at the time of their request to participate in the process in question, shall be eligible to participate as members of this organization.

Section 2a: The Scott County Democratic Party Central Committee shall be composed of registered Democrats and shall consist of two (2) precinct committee members from each precinct and township within Scott County. Committee members shall be elected every two (2) years by a majority vote at their caucuses (precinct or township). Committee persons shall be voting members of the central committee.

Section 2b. Following decennial redistricting, if more than two precinct committee persons elected at the previous caucus reside within a newly redistricted precinct then they shall decide among themselves who will serve as the two committee persons of that precinct with the other(s) becoming alternate(s). These alternate(s) will serve in the absence of the designated committee persons. In the event the caucus elected precinct committee persons fail to agree among themselves who will represent the precinct, then all their names will separately be placed in a jar with the first two drawn becoming the designated precinct committee persons.

Section 3: Committee members at the time of the biennial caucuses shall serve two-year terms.

Section 4: A precinct committee member may be removed from office for cause by a 2/3 vote of the central committee members present at a duly called meeting of the central committee, provided that written notice of the proposed removal has been sent by certified return receipt requested mail to the member by the recording secretary at least ten (10) days prior to the meeting.

Section 5: To fill a vacancy of the Scott County Democratic Party Central Committee, a notice of a special election to fill that vacancy shall be mailed to all members of the Central Committee at least ten (10) days prior to said election to request nominations.

(Sections 1 – 5 are from the County Constitution)

Section 6: As a County Democratic Central Committee member your responsibilities are to:

- represent the Democrats of your precinct on the county central committee;
- attend all meetings of the county central committee;
- share information in your possession because you are a precinct committee person and/or a member of the county central committee member with all Democratic primary candidates equally (Please note: this does not mean that you as a precinct committee person/county central committee member cannot support and work for your favorite Democratic primary candidate);
- never support a candidate who is running against a Democratic nominee while holding this office;
- never use your title or position when making statements of support for candidates in the caucuses or the primary election;
- the best of your ability, attend all other functions, events, and meetings of the Democratic county party;
- maintain regular contact with Democrats in your precinct;
- help the county party conduct precinct caucuses and county conventions;
- assist the county party with fund raising efforts;
- register new Democratic voters;
- assist the county party in recruiting volunteers and new county party activities;
- participate in the Iowa Democratic Party's Voter Identification Program;

- participate in the Iowa Democratic Party's Get-Out-The-Vote Program and other election year activities;
- know the geographic and demographics of your precinct;
- represent your precinct at special nominating conventions for ballot vacancies or special election ballots;
- select county central committee officers and fill county central committee vacancies;
- perform other tasks that will assist in the election of all Democratic candidates;
- perform any other duties that the Central Committee deems necessary.

(Section 6 all but one is from the Iowa Democratic Party Presidential Year Precinct Caucus Guide)

Section 7: Failure to uphold these responsibilities may result in actions up to and including those mentioned in Article III section 4. (Refer to Article III, Section 4.)

(Section 7 from the by-laws committee)

ARTICLE IV: OFFICERS – TERMS-ELIGIBILITY – VACANCIES – EXECUTIVE COMMITTEE – DUTIES

Section 1a: The officers of the Scott County Democratic Party Central Committee shall be a Chair, first, second, and third Vice Chairs, a Secretary (Recording Secretary), a Corresponding Secretary, a Treasurer, an Affirmative Action Committee Chair, and such additional officers as may be determined by the by-laws. All officers upon election shall become voting members of the Central Committee, and as such have the same responsibilities as those outlined above for members of the County Central Committee. The officers' terms shall be concurrent with the terms of all Central Committee members.

Section 1b: The term of these offices shall be from the first organizational meeting after the caucus until the next organizational meeting.

Section 2: The executive board shall consist of the officers.

Section 3: An officer may be removed in the same manner as other members as described in Article III, Section 4.

Section 4: To fill an officer vacancy on the Scott County Democratic Party Central Committee, a notice of a special election to fill that vacancy shall be mailed to all members of the Central Committee at least ten (10) days prior to said election to request nominations.

Section 5: The Chair shall be the chief executive officer; public information officer (spokesperson); a non-voting, ex-officio member of all committees; and the presiding officer at all central committee and executive committee meetings.

Section 6: The first Vice Chair shall assume the duties of the chair in that officer's absence and shall serve as acting chair in the event of a vacancy in the Office of Chair until that vacancy is filled. Succession shall proceed to the second Vice-Chair, the third Vice-Chair, and the Treasurer.

Section 7: The Secretary (Recording Secretary) shall have custody of all books, records and papers of the organization; shall keep a record of all meetings and transactions. At each regular meeting the Recording Secretary shall report to the Central Committee the minutes of the previous meeting, provide copies to the Central Committee members and such other duties as the Chair to Central Committee may assign. The Recording Secretary shall also keep updated lists of all members of the Party and the Central Committee. The Recording Secretary will be a member of the Communications Committee.

Section 8: The Corresponding Secretary shall be responsible for sending notices ten (10) days prior to all meetings of the county central committee; and keep and conduct all general correspondence; and publish the schedule of all committees; construct, mail and if possible, e-mail the newsletter; update the recorded message on the county central committee's phone line and respond to all inquiries for information; update the calendar located in the county committee office and other duties as the Chair to Central Committee may assign. The Corresponding Secretary will be a member of the Communications Committee.

Section 9: The Treasurer shall have custody of the Central Committee's funds and shall keep a record of total receipts and disbursements. At each regular meeting, there should be a written report, and there shall be an annual report at the end of the year. The Treasurer shall file all financial reports in accordance with all applicable laws. The treasurer shall be responsible for all financial records and transaction for the committee. The Treasurer will make him/herself available to the Audit Committee to respond to any questions or concerns the Audit Committee may have during the audit process.

Section 10: The Affirmative Action Chair shall assume responsibility for the Affirmative Action Committee.

(Section 1 – 7 and 9 are from the County Constitution Section 8 and 10 are from the By-Laws committee at the recommendation of the County Convention)

ARTICLE V: STANDING AND AD HOC COMMITTEES

Section 1: The Central Committee shall include the following committees: Finance, Audit, Communication, and Election.

Section 2: The Central Committee or its designee may establish committees as needed for executing the business of the Scott County Democratic Party Central Committee. The Central Committee or its designee may appoint committee chairs as needed.

Section 3: Each committee shall be composed of the chair and any volunteers. Committees chairs shall coordinate their activities and be responsible for getting committee minutes to the Recording Secretary within one (1) week after each meeting.

Section 4: The Finance Committee shall include the Treasurer, shall manage any funding raising activities, and shall be responsible for preparing the annual budget to be present at the first meeting of the 4th quarter of each year. A Vice Chair of the Central Committee shall chair this committee.

Section 5a: The Audit Committee shall be the Executive Committee (except the Treasurer) or anyone appointed by the Executive Committee and shall audit the Treasurer's records at least once in a calendar year or whenever the Treasurer leaves office.

Section 5b: The fiscal year for the Scott County Democratic Central Committee shall be January 1 to December 31 of each year. The audit will take place as soon as possible after the books for the year are closed out.

Section 6: The Communications Committee shall include the Recording Secretary and the Corresponding Secretary, shall give notice of all upcoming activities and special events and the results thereof to all local media outlets in a timely manner. A Vice Chair of the Central Committee shall chair this committee.

Section 7: The Election Activity Committee shall plan and implement activities inclusive of voter services, candidate services, and Get Out the Vote. A Vice Chair of the Central Committee shall chair this committee.

Section 8: The Affirmative Action Committee shall be charged with the responsibility of increasing minority involvement in the Democratic Party of Scott County, including but not limited to, minority voter registration, recruiting minority Democratic Party members to become members of the Central Committee; recruiting minority members of the Democratic Party to run as Democrats for elected office and shall work closely with the Affirmation Action Committee Chair of the Iowa Democratic Party.

Section 9: Ad Hoc Committees may include - Community Outreach; Building Committee; By-Laws and Constitution Committee; Technology Committee and others that will be created for specific reasons by the Central Committee.

(Sections 1 – 8 are from County Constitution – sections 8 and 9 are from the by-laws committee)

ARTICLE VI – MEETINGS

Section 1: The Scott County Democratic Party Central Committee and Executive Committee shall meet not less than quarterly. The Chair shall cause notice of such meetings to be mailed to each member and officer on the Committee at least ten (10) days prior to the meeting.

Section 2: Additional meetings may be called at times determined by the county Chair.

Section 3: Upon receiving a written petition from any eight (8) central committee members, the Chair shall call a special meeting which must be held within twelve (12) days upon receipt of the petition. If the Chair fails to act, five (5) members can cause such notice to be mailed at least ten (10) days prior to the meeting.

Section 4: A quorum for the Central Committee shall consist of twenty-five percent (25%) of the elected members.

Section 5: All meetings of the Scott County Democratic Party Central Committee and Executive Committee shall be open in the same manner, as an agency of state government is required to hold open meetings.

(Sections 1 – 5 are from the County Constitution)

Section 6: Order of Business

The Order of Business for a Central Committee Meeting may include the following:

- Introduction of Guests
- Roll Call of Members
- Reading of Minutes from Previous Meeting
- Treasurer Report
- Reports from County Chair and Other Officers
- Reports from Committees
- Unfinished Business
- Filling any Vacancies on the Executive Committee and/or Central Committee
- Election of Officers (if required)
- New Business
- Good and Welfare
- Adjournment

Section 7: Robert's Rules - When a point of order is not covered by these by-laws, Robert's Rules of Order as most recently revised shall be used as the authority.

(Section 6 and 7 are new – Section 6 is based on information from other county by-laws studied by this committee Section 7 is from the Rules of the 2004 County Convention.)

ARTICLE VII – AUTHORITY

Section 1: Elected delegates in Convention shall be the highest ruling authority.

Section 2: Between Conventions, the highest authority shall be the Central Committee.

Section 3: Between meetings of the Central Committee, the highest authority shall be the Executive Board, subject to the will of the Central Committee.

Section 4: Between Executive Committee meetings, the highest authority shall be the County Chair, subject to the will of the Executive Committee and the Central Committee, and the provision of Article VI, Section 3.

Section 5: No financial obligation shall be incurred between Central Committee meetings except in an emergency. Maximum financial obligation between membership meetings shall not exceed \$50.00 without agreement between a majority of the Executive Committee.

(Sections 1 – 5 are from the county constitution)

ARTICLE VIII – AMENDMENTS

Section 1: Amendments to the by-laws may be made at any meeting of the Scott County Democratic Party Central Committee. They require a two-thirds (2/3) vote of the members present and must have been submitted in writing at the previous meeting and included with the notice of the meeting at which the amendments are to be acted upon.

(Article VIII is from the County Constitution Article X Section 2)

ARTICLE IX – EFFECTIVE DATE

Section 1: The effective date of these by-laws shall be May 13 2004.

(Date of the Central Committee Meeting we hope to receive final approval of the by-laws)