

# **MONTCALM COUNTY DEMOCRATIC PARTY BYLAWS**

Adopted 1/21/2019

## **Article I: Name**

This organization shall be known as the Montcalm County Democratic Party, hereafter called in this document the MCDP.

## **Article II: Purpose**

Section 1: The purpose of the MCDP is to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy; to unite and to aid in the activities of all Democratic Party members, precinct delegates, committees, office holders, candidates, and all other Democrats working to promote wide and active participation in the Democratic Party.

Section 2: MCDP shall be ever mindful of its obligations to support the work of the state and U.S. Congressional Districts and Democratic organizations in which it is located. MCDP is committed to support Democratic activities, principles, and candidates of the Michigan Democratic Party and the National Democratic Party.

Section 3: The MCDP shall be a non-profit organization and upon its dissolution, all assets and real and personal property of the MCDP and its committees shall revert to the benefit of the Michigan Democratic Party. No part of the income or assets of MCDP shall inure to any of its members except for the reimbursement of actual expenses, reasonable compensation for services approved by MCDP, and/or a contribution for electing a member to office with MCDP approval at a regularly scheduled meeting.

## **Article III: Principles**

MCDP establishes and adopts the rules of the Michigan Democratic Party (hereafter called the MDP in this document) based on:

The Principle of People - giving service to the needs and aspirations of all people.

The Principle of Democracy-working for equal opportunity for access and full participation of all elements of society in all political and governmental processes.

## **Article IV: Policy**

Section 1: MCDP is authorized by the MDP to establish bylaws (as defined by Robert's Rules of Order). Such Bylaws relate to questions of local membership, implementation, or policy and may be changed as required.

Section 2: No bylaw or other rule shall be adopted by MCDP that is inconsistent with the most recent Rules of the MDP.

## **MONTCALM COUNTY DEMOCRATIC PARTY BYLAWS**

Adopted 1/21/2019

Section 3: Any bylaw adopted by MCDP shall within thirty (30) days be submitted by the Secretary of MCDP to the Corresponding Secretary of the State Central Committee of the MDP. Bylaws adopted by MCDP will be valid when approved by the MDP as confirmed by the MCDP Secretary. The MDP will subsequently add the MCDP bylaws to those publicly posted on the MDP website. Bylaws will also be posted on the MCDP website.

Section 4: Rules contained in the current version of Robert's Rules of Order shall govern all Party activities. On all questions of procedure not resolved by the Rules of the MDP or these bylaws, the latest edition of Robert's Rules of Order shall be used.

Section 5: All meetings of the MCDP shall be open to the public, regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance, or disability. However, MCDP may hold meetings limited to MCDP members in cases where confidential consideration of party strategy is necessary.

Section 6: The MCDP shall support the broadest possible participation without discrimination. No tests for membership in, nor any oaths of loyalty to, MCDP shall be required or used which has the effect of requiring prospective or current members of MCDP to acquiesce in, condone, or support discrimination on any of the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

Section 7: The Chairperson and Vice-Chairperson of MCDP shall be of a different gender (female, male, or non-binary).

Section 8: The time and place for all public meetings of the MCDP shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to Party members and large enough to accommodate all interested persons.

Section 9: The selection of delegates and alternates to any convention and election of officers of the MCDP shall be done by majority vote of members present and seated.

Section 10: No rule shall be adopted by any unit of the MCDP that would require any person to cast a vote or be recorded as voting contrary to that person's judgment. The Unit Rule (the practice of a unit reporting a unanimous vote when the vote within that unit was not unanimous) shall be prohibited in all units.

Section 11: Votes shall not be taken by secret ballot at any meeting of the MCDP at any level.

**Article V: Membership**

Section 1: A Member of MCDP meets the criteria for membership established by the MDP which includes being a legal resident of Michigan age 16 or older who has filed a current MDP Membership form with the MDP Headquarters. A financial contribution is not required to be and to remain a member of the MDP. Membership is effective on the date that the membership form is postmarked, received in person at State Party Headquarters, received online, or received by fax at MDP Headquarters. MDP membership shall be renewed annually. MCDP leadership or committee members who solicit memberships shall immediately forward membership forms to the MDP to comply with the above rule.

Section 2: Membership in the MCDP shall consist of peoples who fulfill one of the four following requirements:

- a) All duly elected and accredited Democratic Precinct Delegates residing in Montcalm County,
- b) All enrolled members of the MDP residing in Montcalm County according to a list provided to the MCDP Chair by the MDP or evidence provided by the individual,
- c) Temporary non-residents of Montcalm County, such as students and members of the military, who are enrolled members of the Michigan Democratic Party, the National Democratic Party, or the state level Democratic Party in their home state,
- d) Most recent nominees for countywide office and county commission, and State House, State Senate, and US House whose districts include all or part of Montcalm County.

**Section 3: Voting Privileges**

In order to vote at any meeting of the MCDP a person must:

- a) be a member of the MDP for at least thirty (30) days prior to a meeting. Former members of the MDP whose membership has lapsed in the thirty (30) days preceding a meeting of any unit of the MCDP may renew their membership on the day of the meeting and shall be permitted to vote on that date.
- b) fulfill the requirements in Article V, Section 2

Section 4: All members shall be entitled to participate in the activities of the MCDP. All rights not reserved or given to Precinct Delegates or Officers by law and by MCDP bylaws shall be vested in the full membership, in accordance with these bylaws.

**Section 5: Precinct Delegates**

A registered voter may file under procedures prescribed by state law to be elected as a Democratic precinct delegate for their precinct of residence at the even-year August Primary Election. In their precinct, delegates shall register voters, identify other Democrats and recruit new MDP members, take information on issues and candidates to voters, help turn out the vote on Election Day, and keep MCDP and MDP leaders informed about the issues which concern voters.

# **MONTCALM COUNTY DEMOCRATIC PARTY BYLAWS**

Adopted 1/21/2019

Section 6: Regular meetings of the MCDP shall be held monthly at the location and time designated in the meeting notice. At least seven (7) days notice shall be given of the date, time, and location of the meeting. Notice may be given by email, event announcement on the MCDP social media page, and/or publication in the local newspaper.

## **Section 7: Notifications**

Where notifications to members of the MCDP are required by these bylaws, "all members" shall be deemed to mean those whose fulfill the membership requirements set forth in Article V, Sections 2.

## **Article VI: Election of Officers**

Section 1: The Officers of the MCDP shall be selected in accordance with the Rules of the MDP.

### **Section 2: Montcalm County Democratic Committee**

Until such time as membership merits, the roles, responsibilities, and functions of the Montcalm County Democratic Committee as set forth by the MDP are fulfilled by the officers and policies of the MCDP set forth in these bylaws.

### **Section 3: Election of officers**

The MCDP Chairperson shall convene the Fall County Convention every even-numbered year within twenty (20) days following the November election. The purpose of the Convention is to elect new officers for the coming 2 year term. MCDP members shall be notified of the Fall County Convention at least fourteen (14) days prior to the Convention date by email and/or announcements on the MCDP social media page and at the regularly scheduled meeting which has preceded the November election.

### **Section 4: Officer terms**

Newly elected officers shall serve for two (2) year terms beginning on January 1 following their election at the Fall County Convention. Officers elected to fill a vacancy that occurs shall serve immediately following their election and serve for the remainder of the term for the office to which they were elected.

### **Section 5: Vacancies**

If a vacancy occurs in the position of an elected officer of the MCDP, an interim officer will be elected to serve the remainder of the term. The MCDP membership may fill a vacancy in any of its offices by majority vote of members, present and seated at a regularly scheduled meeting.

### **Section 6: Certification**

Immediately following the election of officers of the MCDP, including the filling of vacancies, the Secretary of the MCDP shall certify the names and addresses of persons chosen to the County Clerk and to the Central Committee of the MDP.

**Article VII: Officers**

Section 1: The officers of the MCDP shall consist of a Chairperson, a Vice-Chairperson of the opposite gender as the Chairperson, a Secretary, and a Treasurer. Should membership of the MDCP or volume of duties require, an Auxiliary Secretary may be appointed by a majority vote of the MCDP membership present at the regularly scheduled meeting where the need is discussed or at a subsequent regularly scheduled meeting. The Auxiliary Secretary shall serve in such capacity, under the direction of the Executive Secretary, until the Bylaws can be amended to create a second, permanent position.

Section 2: The Chairperson shall preside at all meetings and have such other duties as are usual to the Office of Chairperson, or that may be required by this organization, the MDP, or the National Democratic Party. These duties shall include participation in monthly meetings (physical or teleconference) with the MDP and creating an agenda for monthly MCDP meetings. When the Chair is prevented from discharging prior-scheduled duties relating to communications with the state or National Democratic Parties, the Chair shall delegate those duties to the Vice-Chairperson at the earliest possible convenience.

Section 3: The Vice-Chairperson shall assist the Chairperson in the discharge of his/her/their duties and shall temporarily assume the duties and responsibilities of the Chairperson in his/her/their absence.

Section 4: The Secretary shall keep an accurate record and minutes of the proceedings of all meetings, including roll-calls to determine membership. He/she/they shall keep and preserve all the documents, correspondence, records, minutes. The Secretary shall maintain a master list of physical property and a check-out system to prevent lost property. The Secretary shall also maintain a master list of passwords and addresses to access all digital documents and social media accounts. When a new Secretary takes office, the past Secretary shall forthwith deliver to the newly elected Secretary all the aforementioned items kept and preserved during his/her/their tenure of office.

Section 5: The Treasurer shall be responsible for the financial receipts and disbursements of the MCDP subject to approval of the MCDP at a regularly scheduled meeting. The funds of the MCDP shall be deposited in chartered financial institutions and shall be drawn upon only by checks signed by the Treasurer or two officers. The Treasurer shall make financial reports to the MCDP. The Treasurer is elected and shall comply with all campaign finance reporting requirements of the State of MI and the Federal Election Commission. Copies of all submissions shall be given to the membership of the MCDP for review. When a new Treasurer takes office, the past Treasurer shall forthwith deliver to the newly elected Treasurer all the books and records of the MCDP kept during the past tenure of office. An audit of the MCDP funds shall be conducted annually by an ad hoc committee of MCDP members.

# **MONTCALM COUNTY DEMOCRATIC PARTY BYLAWS**

Adopted 1/21/2019

Section 6: A person holding a MCDP office and/or representing the MCDP shall fulfill the requirements in Article V, Section 2 and have attended at least seven (7) regularly scheduled meetings in the past twelve (12) months. However, this attendance requirement can be waived via a majority vote of members attending that meeting.

## **Article VIII: Committees**

Section 1: The Chairperson, subject to the approval of the majority of the MCDP members present and seated at meetings shall appoint committees and committee chairpersons necessary for the work of the organization. These committees may include appropriate subcommittees. The Chairperson of the MCDP may be an ex-officio member of all standing committees.

## **Article IX: Order of Business**

At meetings the business of the organization shall proceed in the following order:

1. Roll call of members and guests
2. Minutes of the previous meeting
3. Reports of Officers: Chair, Vice-Chair, Secretary, Treasurer (financial report)
4. Reports of Committees
5. Unfinished business
6. New business
7. Announcements (no action items)
8. Adjournment

## **Article X: Endorsements**

Section 1: The endorsement of any candidate is to be made by majority vote at a regularly scheduled meeting. Endorsement requests must be made by the candidate to the Chairperson at a regular meeting, and recorded in the minutes.

Section 2: Endorsements of candidates by the MCDP shall be made exclusively of those candidates who support the philosophy of the Democratic Party, and in no way in return for financial or material considerations.

Section 3: Advertising by the MCDP for the purpose of promoting candidates or propositions shall be considered an endorsement, and therefore shall not require financial or material contributions of said candidates or proponents of said propositions.

Section 4. Endorsements by the MCDP, complete with candidate's name, office sought, address and contact information, shall be recorded in the minutes of the meeting in which they occurred.

## **MONTCALM COUNTY DEMOCRATIC PARTY BYLAWS**

Adopted 1/21/2019

Section 5: No Endorsement shall be given to candidates in cases where there is a disputed primary, until the primary election conclusively resolves.

### **Article XI: Amendments**

Section 1: These Bylaws may be amended by a two thirds (2/3) vote of the MCDP, present and seated, at a regularly scheduled meeting of the MCDP, following a first reading of the proposed amendment. A good-faith effort must be made to notify MCDP members of the proposed change and the scheduled vote at least 28 days prior to the date of the meeting.

Section 2: These Bylaws shall be in effect and full force upon their adoption by a majority vote of the MCDP, present and seated, at a regularly scheduled meeting of the MCDP, providing that notification by email or by a posting on the MCDP social media page has been given to all members of the MCDP at least ten (10) days prior to the date of the meeting. These Bylaws once adopted shall supercede all past Bylaws, motions, and policies of a contrary nature.

**Adopted 1/21/2019**

[Kresta Train / January 21, 2019]

**Chairperson signature and date**