

# **POLK COUNTY DEMOCRATIC CENTRAL COMMITTEE CONSTITUTION & BYLAWS**

## **PREAMBLE**

We, the members of the Polk County Democratic Central Committee, in order to organize and perpetuate a representative, effective and responsible party organization in Polk County, Iowa, advance the interests of the Democratic Party nationally, sustain and advance the principles of social justice and democracy, and uphold civil rights, civil liberties, and constitutional government, do establish this Constitution and Bylaws for the Polk County Democratic Central Committee.

## **Article I. NAME**

### **Section 1.**

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

## **Article II. PURPOSE**

### **Section 1.**

The purpose of this organization shall be to elect Democrats in Polk County, the state of Iowa, the third Congressional District and in the Nation, and to further all Democratic interests and principles as stated in the preamble to this Constitution by any and all legal actions deemed necessary by the organization.

## **Article III. MEMBERSHIP**

### **Section 1.**

The Central Committee shall consist of two committee persons from each precinct within our county. At each precinct caucus in even numbered years, two committee persons shall be elected by majority vote from registered Democrats residing within the precinct.

### **Section 2.**

A Committee person shall serve until a successor is elected, unless he or she is removed by the Central Committee for non residency, inattention to duty, incompetence or he or she resigns. Inattention to duty includes but is not limited to support of a candidate for public office who is running against a candidate nominated by the Democratic Party or failure to attend three consecutive meetings without a valid excuse. To resign, the committee person shall submit a written resignation to the Chairperson.

### **Section 3.**

An accusation that a member or officer of the Central Committee is guilty of inattention to duty or is incompetent shall be submitted, in writing, to the Chairperson. The Chairperson is then obligated to inform the person accused of the accusation and the procedures for removal contained in Section 4, including his or her right to appoint two members of the special committee. Failure to respond shall result in automatic expulsion.

#### **Section 4.**

A special committee shall be appointed to investigate the complaint upon receipt of a response from the accused indicating his or her desire to remain on the committee or to continue serving as an officer. The special committee shall consist of two Central Committee members selected by the accused and two Central Committee members appointed by the Executive Committee. The special committee shall investigate the complaint and make a recommendation to the Central Committee. Removal from office shall require a two thirds vote of the members present.

#### **Section 5.**

When a vacancy occurs on the Central Committee the vacancy shall be announced at the next meeting of the Central Committee and the floor declared open for nominations. At the next meeting following the announcement of the vacancy, the floor shall again be open for nominations. When nominations have ceased, the balloting shall take place.

### **Article IV. MEETINGS**

#### **Section 1.**

The Central Committee shall meet at least once every three months. The Central Committee may by majority vote, direct the Chairperson to call meetings at times selected by the Central Committee. Upon receipt of a petition signed by twenty-five percent of the members of the Central Committee, the Chairperson shall call a meeting, which must be held within twelve days of the receipt of the petition.

#### **Section 2.**

The Chairperson shall cause notice of meetings to be mailed to each member and officer of the Central Committee at least seven days before the date set for a meeting. The meeting notice shall include a list of the vacancies on the Central Committee or executive Committee that were announced at the last meeting and any persons nominated to fill those positions. The notice shall also include the name of any person whose removal is to be considered.

### **Article V. OFFICERS AND EXECUTIVE COMMITTEE**

#### **Section 1.**

The officers of this organization shall be the Chairperson, Vice Chairperson, Secretary, Treasurer, and Affirmative Action Chairperson. The Executive Committee shall consist of the officers.

#### **Section 2.**

In 2012, the Officers shall be elected at the organizational meeting, which shall be within ten days, before or after, the date of the County Convention. A majority vote of the Central Committee members present and voting shall be required to elect an officer. The officers need not be members of the Central Committee but shall be registered to vote as Democrats in Polk County.

Within thirty days of the General Election of 2012, the Officers shall be elected at a scheduled Central Committee meeting called pursuant to the requirements of these bylaws. A majority vote of the Central Committee members present and voting shall be required to elect an officer. The officers need not be members of the Central Committee, but shall be registered to vote as Democrats in Polk County. Unless a vacancy should occur, all future election of Officers shall occur in this manner within thirty days of a General Election.

### **Section 3.**

The term of office for each officer shall begin immediately upon election by the Central Committee and shall continue until a successor is elected, unless he or she is removed by the Central Committee for non residency, inattention to duty or incompetence or he or she resigns. Inattention to duty includes but is not limited to support of a candidate for public office who is running against a candidate nominated by the Democratic Party or failure to attend three consecutive meetings without a valid excuse. A written resignation shall be submitted to the Chairperson when an officer resigns unless the officer resigning is the Chairperson in which case the resignation shall be submitted to the Vice-Chairperson.

### **Section 4.**

When a vacancy occurs on the Executive Committee, the vacancy shall be announced at the next meeting of the Central Committee and the floor declared open for nominations. At the next meeting following the announcement of the vacancy, the floor shall again be open for nominations. When nominations have ceased, the balloting shall take place.

## **Article VI. DUTIES**

### **Section 1.**

The Chairperson shall serve as chief executive officer, acting in ex-officio capacity on all committees, and shall preside at all Central Committee meetings and meetings of the Executive Committee. The Chairperson shall be responsible for hiring staff in positions authorized by the Central Committee and at the salary approved by the Central Committee.

### **Section 2.**

The Vice-Chairperson shall assume the duties of the Chairperson in that officer's absence and shall in the event of a vacancy on the Executive Committee assume the duties of the vacant office until the vacancy is filled.

### **Section 3.**

The Secretary shall be in charge of all files and non-financial records of the Central Committee and shall prepare necessary documents and general correspondence and preserve such material. The Secretary shall be responsible for sending notices seven days prior to meetings when directed to do so by the Chairperson.

### **Section 4.**

The Treasurer shall have custody of the funds of the Central Committee and shall present a written report of total receipts and disbursements at each meeting. The Treasurer shall file all proper financial reports with the County Auditor and the Campaign Finance Disclosure Commission in accordance with Iowa Campaign Finance Laws.

In addition, the Treasurer shall be in charge of all financial records and transactions of the Central Committee, subject to audit at least once each calendar year. A budget shall be presented to the Central Committee for approval by April 1st each year for the year beginning May 20th. The Treasurer shall have final authority on questions of compliance with the Iowa Campaign Finance Laws.

#### **Section 5.**

The Committee members shall be responsible for promoting and sustaining Democratic Party interests at the precinct level, carrying out programs adopted by the Central Committee and supporting candidates for office who are nominated by the Democratic Party.

### **Article VII. COMMITTEES**

#### **Section 1.**

The Affirmative Action Committee shall be composed of appointees and volunteers who shall plan, implement, and oversee the Affirmative Action Program in accordance with the Constitution of the Iowa Democratic Party.

### **Article VIII. QUORUM**

#### **Section 1.**

Twenty-five committee members shall constitute a quorum for Central Committee meetings. Only Central Committee members shall be allowed to vote. No motion shall be adopted with less than five (5) affirmative votes.

### **Article IX. PARLIAMENTARY AUTHORITY**

#### **Section 1.**

The Parliamentary authority shall be the rules contained in the current edition of Roberts's Rules of Order, Newly Revised.

### **Article X. AMENDMENTS**

#### **Section 1.**

This Constitution and Bylaws may be amended at any Central Committee meeting by a two-thirds vote of the members present, providing that the amendment has been submitted in writing at the previous meeting and included in the meeting notice.