

## Bylaws

### ***RULES OF THE MISSOULA CITY AND COUNTY DEMOCRATIC CENTRAL COMMITTEE***

Dated: January 1984

Revised: June 1998

Revised: January 2003

Revised: April 12, 2005 (new rule 27 inserted)

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Revised: July 12, 2006 (typographical errors corrected)

Revised: April 14, 2009 (rule 6a amended)

#### ***PREAMBLE***

1. As a vehicle for informed political participation, the Missoula County Democratic Central Committee dedicates itself to strengthening the citizenry of Missoula County. With a commitment to fair and progressive public policy, the Central committee pledges to support and advance the platform of the Montanan Democratic Party. Holding economic justice and human rights at the center of its philosophy, the Central Committee promises to seek out and help elect candidates for public office who will protect and promote the political rights and freedoms of all of Montana citizens. And, with a deep appreciation and respect for the area in which we live, the Central Committee commits itself to democratic activity that will enrich our lives as members of a community and as private citizens.
2. No test of membership in, nor any oath of loyalty to the Democratic Party of Montana or the Missoula County Democratic Central Committee shall be required or used that has the effect of requiring prospective or current members of the Central Committee to acquiesce to, condone, or support discrimination on the grounds of race, color, creed, sex, sexual orientation, age, national origin, religion, ethnic identity, economic status, or philosophical persuasion.
3. The Missoula County Democratic Central Committee supports the broadest possible political participation without consideration of race, color, creed, sex, sexual orientation, age, national origin, religion, ethnic identity, economic status, or philosophical persuasion.
4. All public meetings of the Missoula County Democratic Central Committee are open to all members of the Democratic Party regardless of race, color, creed, sex, sexual orientation, age, national origin, religion, ethnic identity, economic status, or philosophical persuasion. All members of the Democratic Party are encouraged to participate in Central Committee activities.

All public meetings of the Central Committee shall be publicized to the fullest extent possible, and all meetings shall be held in places accessible to all citizens.

***Rule 1: The Missoula County Democratic Central Committee***

A. In Missoula County, Montana, there is a Missoula County Democratic Central Committee which consists of the duly elected or appointed precinct committeewomen and committeemen of each precinct.

***Rule 2: Central Committee organization and Membership***

A. The Missoula County Democratic Central Committee shall be organized and shall operate as provided in the election laws of the State of Montana and the rules of the democratic party of Montana.

B. At each primary nominating election of even numbered years that shall be elected a committeeman and committeewoman from each election precinct in the county. Any elector may be placed in nomination for committeeman and committeewoman of any precinct by writing, so stating and signed by such elector and filed at the office of the County Clerk within the time provided by law.

C. Qualified electors who have officially declared by filing an intention to run as a write in candidate form in the time and manner prescribed by law will also be counted in the primary nominating election. Undeclared write-ins will not be counted but individuals may apply for vacant precinct committeewoman and committeeman positions, subject to the provisions of Rule 4B.

D. Those committeewomen and committeemen who shall reside within the limits of any incorporated city or town shall constitute ex-officio the city central committee and shall have the same power and jurisdiction as the Democratic Party in such city affairs as the Missoula County Democratic Central Committee has in county-wide affairs, except to fill vacancies as provided for in these rules.

***Rule 3: Term of Office***

A. Each committeeman and committeewoman shall hold such position for the term of two years from the date of the first meeting of the County Central Committee following their election.

#### ***Rule 4: Committee Vacancies***

A. In the case of a vacancy happening, on account of death, resignation, removal from the precinct, or otherwise, the remaining members of the County Committee may select a committeeman or committeewoman to fill the vacancy and he/she shall be a resident of the precinct in which the vacancy occurs. Determination of vacancy shall be made by the Executive Committee based on available evidence, except in cases where County Central Committee takes action.

B. An applicant for a vacancy must either personally attend, or submit a written application to, the regular monthly meeting when such appointment to the vacancy is to be considered. The applicant must state or write his/her desire to be appointed and shall include their voting address, precinct and political party.

C. Each appointed precinct committeeman or committeewoman shall hold such position from the date of the first meeting following their appointment.

#### ***Rule 5: Nominations***

A. The County Central committee and the City Central Committee shall have the power to make nominations to fill vacancies occurring among the candidates nominated for County or City offices respectively by primary nominating election where such vacancy is caused by death, resignation or removal from the County or City, but not otherwise.

### ***COUNTY CONVENTIONS***

#### ***Rule 6: Missoula County Democratic Central Committee Convention***

A. The County Central Committee shall meet in County Convention between April 15 and May 31 of each odd-numbered year and shall elect the following officers who need not be precinct committeemen or committeewomen.

1. A County Chairperson and Vice Chairperson, one of whom shall be a woman and one shall be a man.
2. A State Committeeman and State Committeewoman and their alternates. The alternates to these positions shall also act as alternate to the Chairperson and Vice Chairperson to State Central Committee meetings.
3. A Congressional Committeeman and Congressional Committeewoman.
4. A recording secretary, a correspondence secretary, and a treasurer.

- B. Only precinct committeemen and committeewomen shall vote at such County Convention. The officers elected by the County conventions shall constitute the executive committee of the County Central Committee charged with the execution of County Party policies and programs between meeting of the full committee and they shall be entitled to full voting privileges at all other meeting of the County Central Committee.
- C. The Chairperson of the County Central Committee shall call said County Convention and not less that four (4) days before said convention, shall publish said call in a newspaper publisher in the City of Missoula and shall cause to be mailed a copy of said call ten (10) days in advance to each precinct committeeman and committeewoman.
- D. The County chairperson shall preside at the County Convention. No person other than a duly elected or appointed precinct committeeman or committeewoman, or officer of the committee shall be entitled to participate in the proceedings of the committee.

***Rule 7: County Delegate Convention***

- A. A County Convention shall elect delegates and alternate delegates to attend State Democratic Conventions under the rules and regulations of the State Democratic Party. The Chairperson and Recording Secretary of the County Convention shall issue and sign certificates of election of said delegates and alternates.

***Rule 8: Meetings***

- A. The County Central Committee shall meet each month unless otherwise specified by Central Committee or Executive Board resolution.
- B. During a statewide and national political campaign and after headquarters are established, the County Central Committee shall meet as often as necessary.
- C. At the first monthly meeting following each statewide general election, a written financial report shall be given committee members.
- D. Notice of regular meeting shall be sent to members not less than seven (7) and not more than ten (10) days prior to such meetings.
- E. Special meetings of the County Central Committee may be called by the Chairperson, by a quorum of the Executive Committee or by not less than ten (10) members of the Central Committee. Notice of the special meeting shall be sent to all members not less than seven (7) and not more than ten (10) days prior to such meetings. The reason for the special meeting shall be included in the notice.

***Rule 9: Executive Committee***

- A. The County Chairperson, the Vice-Chairperson, the State Committeeman and State Committeewoman and their alternates, the Congressional Committeeman and Congressional Committeewoman, the Recording Secretary, the Correspondence Secretary, the Treasurer, and the Fundraiser Coordinator shall constitute the Executive Committee of the Central Committee. The presidents of the following organizations shall also be ex-officio members only, without vote, of the Executive Committee: Democratic Womens Club, the Democratic Club, the University of Montana College Democrats, and the immediate past Chairperson of the Central Committee, said past Chairperson to serve for six (6) months after his or her successor takes office.
- B. This Committee shall have charge of the Central Committee policies and programs between meetings of the full County Central committee.
- C. A majority shall constitute a quorum of the Executive Committee.
- D. No meeting of the Executive Committee shall be official unless all members have had notice thereof.
- E. The Executive Committee shall meet at least monthly.

***OFFICERS***

***Rule 10: Chairperson***

- A. The duties of the chairperson shall be to issue a call for the County Convention and to preside at all meetings of the county and City Central Committee and of the Executive Committee.
- B. The Chairperson shall act as a liaison between the Central Committee and political campaigns in this County with the advice of the Executive Committee, The County Central Committee, and the State Central Committee.
- C. The Chairperson shall appoint the members of the committees prescribed by these rules and of such other committees as he/she or the Executive Committee deem necessary.
- D. The Chairperson shall perform such other duties as designated by the State Central Committee, County Central Committee, or prescribed by these rules.
- E. The Chairperson shall be responsible for recruiting members of the Missoula County Central Committee.

***Rule 11: Vice-Chairperson***

- A. The Vice-Chairperson shall preside at meetings in the temporary absence, of the Chairperson. In the case of resignation, death, permanent disability or removal from the

County of the Chairperson, the Vice-Chairperson shall become the Chairperson and shall serve until the election of the Chairperson in accordance with Rule 18.

- B. He/She shall have such other powers and duties as may be granted him/her from time to time by the County Central Committee.
- C. In the event of a vacancy in the Chairpersonship, if there be no Vice-Chairperson, the Recording Secretary shall immediately call a special meeting of the County Central Committee to fill the vacancies.
- D. The Vice-chairperson shall include in his/her duties the responsibility of Membership Chairperson. Such duties shall be the collection of dues and arrears and renewing memberships.

#### ***Rule 12: Recording Secretary***

- A. The Recording Secretary shall keep full minutes of the County Convention, the County Central Committee, regular and special meetings and meetings of the Executive Committee and furnish the chairperson a copy of the minutes.
- B. The Recording Secretary shall sign all certificates of election of delegates and alternates to State Democratic Conventions.
- C. The Recording Secretary shall have custody of all books, records, and papers of the County Central Committee and the Executive Committee, except such as shall be in the custody of the Treasurer or Corresponding Secretary.
- D. The Recording Secretary shall perform such other duties as may be delegated by the Chairperson or assigned by the Executive Committee.
- E. The Recording Secretary shall provide a copy of rules to all members not previously having been furnished one. All members shall be provided a membership list.

#### ***Rule 13: Corresponding Secretary***

- A. The Correspondence Secretary shall be in charge of writing letters and any other duties assigned by the Chairperson or Central Committee. The Correspondence Secretary will be responsible for the newsletter and shall have the power to appoint a committee to handle this responsibility.

#### ***Rule 14: Treasurer***

- A. The Treasurer shall collect and have custody of all monies belonging to the County Central Committee.
- B. The Treasurer shall keep books of account.
- C. The Treasurer shall make financial reports at each regular meeting of the Central Committee and to the Executive Committee when requested by it.

D. The Treasurer shall comply with the Montana election code.

***Rule 15: State and Congressional Committeewomen and Committeemen***

- A. Programming for the Missoula County Central Committee shall be done by the State and Congressional Committeemen and women on an alternating basis; every other month will deal with state issues integral to the Democratic Party and the alternate month will deal with congressional issues. State and Congressional Committee men and women will be responsible for programming during their respective months.
- B. Along with the Chairperson and Vice Chairperson, the State Committeemen and Committeewomen, or their alternates, shall represent the Missoula County Democratic Central Committee at state Central Committee meetings and conventions.

***Rule 16: Fund Raiser Coordinator***

A. The Fund Raiser coordinator shall be responsible for coordinating all activities at which monies are intended to be raised other than through membership. The Fund Raiser Coordinator shall have the power to appoint a committee to assist in meeting this responsibility.

***Rule 17: Candidate and Platform Support***

- A. It shall be the duty of all officers to support the platform of the Montana Democratic Party and the Democratic candidates nominated in the primary election who support the Democratic Platform.
- B. In non-partisan elections, the Central Committee may chose to endorse candidates.

***Rule 18: Officer Vacancies***

- A. In case of vacancy occurring in the office of Chairperson by reason of resignation, death, removal from the county, or otherwise, the Vice-Chairperson shall become acting Chairperson and shall act until the county Central Committee has elected a Chairperson to fill the vacancy or until the next County Convention, whichever occurs first.
- B. In case of a vacancy occurring in any of the other offices of the Central Committee or in the membership of the Executive Committee, such vacancy shall be filled by the Central Committee, at its next regular meeting or at a special meeting called as provided in these rules.

***Rule 19: Removal of Officer***

- A. Party officers may be removed from office for cause by a two-thirds (2/3) affirmative vote of the total membership of the County Central Committee present at a special meeting called on fifteen (15) days notice by mail. The notice shall contain the charges preferred and signed by not less than ten (10) per cent of the members of the committee. The special meeting shall take place to grant a full hearing of the charges prior to the vote, with the officer against whom complaints were made present, if he or she so wishes.
- B. Should an officer of the County Central Committee become a candidate for a salaried City/County, district, state or national office, his/her resignation shall automatically be accepted by the Central Committee.

***Rule 20: Committees***

- A. There shall be a nominating committee of five (5) members: two (2) to be appointed by the Executive Committee, three (3) to be selected by the Central Committee at a meeting not less than two (2) months prior to the County Convention. The nominating committee shall nominate the members of the Executive Committee. Further nominations may be made from the floor at the Convention.
- B. The Chairperson may appoint the following committees:
  - 1. Finance
  - 2. Rules and Credentials
  - 3. Audit
  - 4. Such special committees as may be necessary from time to time or requested by the Executive or Central Committee.
- C. There shall be a standing Issues Committee of five (5) members selected by the Central Committee for one (1) year plus the County Chairperson and the State Committeeman and State Committeewoman as ex officio members. This committee will choose its own chairperson. The duties of this committee shall be to present resolutions on issues to the Central Committee.

***Rule 21: Neutrality Before a Primary***

- A. No funds of the County Central Committee or the City Central Committee shall be expended during the primary on behalf of one or more Democratic candidates against any other Democratic candidates. No official action of the Central Committee to support a particular candidate as opposed to another Democratic candidate shall be allowed.

***Rule 22: Quorum and Proxies***

- A. At a County Convention, a quorum shall consist of 25% of those precinct committeemen and precinct committeewomen authorized by state rule to vote.
- B. At any regular or special meeting of the County Central Committee, 20% of elected precinct committeemen and committeewomen shall constitute a quorum, except at a meeting called for the removal of an officer, when 50% shall constitute a quorum.
- C. No proxies shall be allowed at any regular or special meeting of the Central Committee.

***Rule 23: Voting***

- A. Precinct committeemen and committeewomen are entitled to vote at all meetings of the Central Committee.
- B. Executive Committee members who are not precinct committeemen or women may vote all meetings of the Central Committee except the County Convention to elect officers.
- C. Only precinct committeemen and committeewomen shall vote on the appointment of precinct committeemen and committeewomen, election and removal of officers, and amendments to the by-laws.
- D. Voting rights are subject to limitations as specified by Democratic state party rules and the state laws of Montana.

***Rule 24: Secret Ballot***

- A. In any meeting of any committee existing under these rules, a vote by secret ballot on any matter subject to vote at any such meeting may be obtained and shall be ordered by the presiding officer upon oral request of three (3) of any such committee, provided, however, that for election officers and delegates, the vote shall be by secret ballot.

***Rule 25: Rules of Order***

- A. "Roberts Rules of Order", insofar as not in conflict with law of Montana or rules of the Montana Democratic Party, shall govern all proceedings of all meetings existing under these rules.

***Rule 26: Conflict***

- A. Any rule or sub-section thereof herein contained which may be found in conflict with the laws of Montana or the rules of the Montana Democratic Party shall be of no further force and effect upon determination of such conflict.

***Rule 27: Notification***

- A. Notification shall be by mail, email, phone or in person.

***Rule 28: Amendment***

- A. These rules may be amended or repealed and additional rules adopted at any regular or special meeting of the Democratic County Central Committee by a two-thirds (2/3) vote of those present, provided, however, that no rule may be amended or repealed or any additional rules adopted unless copy of such proposed amendment, repeal or new rules be delivered not less than seven (7) days nor more than ten (10) days prior to the next regular or special meeting of the County Central Committee called on notice give pursuant to these rules to each member of the County Central Committee. Amendments are effective upon approval.