

Lewis & Clark County Democratic Central Committee Bylaws

As a vehicle for informed and engaged political participation, the Lewis & Clark County Democratic Central Committee (Committee) dedicates itself to strengthening the citizenry of Lewis & Clark County. With a commitment to fair and progressive public policy, the Committee pledges to support the advancement of the Montana Democratic Party platform.

Holding economic justice and human rights at the center of its philosophy, the Committee promises to seek out and help elect candidates for public office who will protect and promote the political rights and freedoms of all Montana citizens. With a deep appreciation and respect for the area in which we live, the Committee commits itself to democratic activity that will enrich our lives as members of a community and as private citizens.

The Committee supports the broadest possible political participation without consideration of race, color, creed, gender identity, sexual orientation, age, national origin, religion, ethnicity, economic status, or philosophical persuasion.

I. Membership of the Committee

1. The Executive Board

- 1.1 Chair: The Chair schedules and presides at all meetings of the Committee. The Chair is responsible for member recruitment and working with affiliate organizations.
- 1.2 Vice Chair: The Vice Chair presides at meetings of the Committee in the absence of the Chair. In the case of resignation, death, disability, or removal of the Chair, the Vice Chair automatically becomes the Chair until the next Executive Board election.
- 1.3 Secretary: The Secretary keeps the minutes and agendas of the Committee. The Secretary signs certificates of election of delegates to the State Democratic Convention, and maintains the books and records of the Committee, except those designated to the Secretary. The Secretary files these bylaws as required by Mont. Code Ann. § 13-38-105 within 15 days of adoption or any subsequent amendment.
- 1.4 Treasurer: The Treasurer is responsible for all monies of the Committee. The Treasurer must keep the books and make all legally required financial disclosures and filings.
- 1.5 State Committee People: The two State Committee People are the Central Committee's delegates to the State Convention. They must have different gender identities.

2. Precinct Representatives

- 2.1 Precinct Representatives are elected and fulfill the functions detailed in Title 13, Chapter 38, Part 2 of the Montana Code Annotated.
- 2.2 Precinct Representatives are the primary representatives of the Committee within their precinct and are expected to advocate on behalf of Democrats pursuant to any Precinct Representative Policies adopted by the Committee.

3. *Alternates*

- 3.1 The Committee may elect one alternate each for State Committee People and Precinct Representatives. In the absence of the person for whom they are elected as alternate, the alternate may act to the full extent as the person for whom they are alternate, unless doing so conflicts with statute or these Bylaws.
- 3.2 First alternates for the State Committee People are members of the Executive Board.

II. Elections and Vacancies

1. *Officer Elections*

- 1.1 Members of the Executive Board are Officers of the Committee.
- 1.2 Officers of the Committee are elected during the Convention in odd-numbered years.
- 1.3 Officers are elected to two-year terms and may be reelected.
- 1.4 Any Democrat residing in Lewis & Clark County is eligible for election as an officer. If, during the officer's term, they move out of Lewis & Clark County, the officer's term immediately ends.
- 1.5 The Chair and Vice Chair must have different gender identities.
- 1.6 Elections for Officers occur in the following order: Chair, Vice Chair, Secretary, Treasurer, State Committee People, State Committee Alternates.
- 1.7 No person may hold more than one Officer position at the same time.
- 1.8 The Chair may designate any person to preside over the Officer election. If a dispute about the designee occurs, the Executive Board must choose the designee by majority vote.

2. *Officer Vacancies*

- 2.1 If an Officer position becomes vacant during a term, an election must be noticed at the next Regular Meeting.
- 2.2 The election must be held at the next Regular Meeting following notice. The Committee may postpone the election by majority vote at the notice meeting.
- 2.3 An Officer elected pursuant to this section serves until the next regular Officer Election.

3. *Precinct Representative Elections*

- 3.1 Precinct Representatives are elected pursuant to Mont. Code Ann. § 13-38-201, *et seq.*
- 3.2 Precinct Representative alternates are elected pursuant to the Precinct Representative Vacancy provisions.

4. *Precinct Representative Vacancies*

- 4.1 Any Democrat who resides in a precinct in Lewis & Clark County may apply for a vacant Precinct Representative or Alternate position if they have attended at least two Committee meetings in the previous six months.

- 4.2 Precinct Representatives must explain to the Committee their interest in the position, how they will be involved in the upcoming election, and how they intend to fulfill the terms of the Precinct Representative Policy.
- 4.3 Precinct Representatives and Alternates are elected by Motion.

III. Conduct and Operation of the Committee

1. Quorum

- 1.1 A quorum for the purpose of doing business at any Regular or Special Meeting of the Committee is the Chair or Vice Chair, the Secretary or the Secretary's designee, and at least five precinct committee people. For the purpose of establishing quorum, a person may be counted in two roles (i.e. if the Secretary is an elected precinct person, only four further precinct people would be required).
- 1.2 At any meeting when a quorum is not present, final action of the Committee may not be taken. Nonetheless, the meeting may proceed for purposes of discussion.
- 1.3 A quorum of the Executive Board is a majority of the Executive Board.

2. Notice and Frequency of Meetings of the Committee

- 2.1 A Regular Meeting of the Committee will be held at least once each month, unless circumstances demand otherwise at the discretion of the Executive Board.
- 2.2 Notice of a Regular Meeting will be made electronically via e-mail to any who have requested to receive communications from the Committee. Notice will be provided at least five days prior to the date of the meeting. The Committee may provide further Notice of a Regular Meeting by any means it chooses.
- 2.3 A Special Meeting of the Committee may be called by the Chair or Vice Chair for any reason deemed necessary.
- 2.4 Notice of a Special Meeting will be made in the same manner as for a regular meeting except that it may be made fewer than five days prior to the date of the meeting when deemed necessary by the Chair or Vice Chair.
- 2.5 Regular and Special Meetings are open to the public.

3. Powers of the Committee

- 3.1 The Committee has the power to approve or ratify expenditures, form subcommittees, fill vacancies of precinct committee people, amend these bylaws, approve Committee policies, and fill vacancies pursuant to Mont. Code Ann. § 13-38-204.
- 3.2 The Committee may make recommendations to the Executive Board.

4. Conduct of Meetings

- 4.1 Meetings of the Committee will be run by the Chair or Vice Chair.
- 4.2 Meetings of the Committee are open to the public.
- 4.3 When, at the discretion of the Chair, a decision of the Committee is unable to be made by consensus, the Chair may call for or make a Motion on the subject. Any person in

attendance may make a motion or second the motion. However, either the motion or the second must be made by an eligible voter.

4.4 Votes of the Committee will be by majority of those eligible to vote who are in attendance. No proxies are permitted.

4.5 Unless otherwise specified, eligible voters include all members of the Executive Board, all Lewis and Clark County precinct committee representatives, and all Democratic Elected Officials elected by all or any part of Lewis & Clark County.

5. *Powers of the Executive Board*

5.1 The Executive Board is authorized to take any and all actions necessary to carry out the purposes of the Lewis & Clark County Democratic Central Committee which are not expressly reserved to the Committee by statute or these bylaws and which have not been delegated to it by the Committee.

5.2 The Executive Board may meet by any means it deems appropriate to carry out its purpose, with or without notice.

5.3 Actions by the Executive Board must be taken by a vote, which may pass only with a majority of the entire Executive Board.

5.4 The Executive Board must report substantive decisions made to the Committee at the next Regular Meeting.

6. *Formation and Operation of Subcommittees*

6.1 The Committee may, as it determines necessary, form subcommittees for any purpose within the powers of the Committee.

6.2 Subcommittees may be comprised of any member of the Committee but must include at least one member of the Executive Board.

6.3 Subcommittees may not take any act on behalf of the Committee unless expressly authorized by the Committee.

6.4 Subcommittees will report to the Committee about any proposed actions and any meetings held at the next Regular or Special Meeting.

7. *Standing Subcommittees*

7.1 The subcommittees listed in this section are formed by these bylaws and must meet at least once per calendar year. The Chair is a member of these subcommittees but may designate the Vice Chair to attend in the Chair's place. The Secretary is a member of these subcommittees but may designate an alternate.

7.2 Bylaws Subcommittee: The Bylaws Subcommittee has not fewer than three members. It is responsible for conducting an annual review of these bylaws and proposing amendments as necessary.

7.3 Precinct Representative Subcommittee: The Precinct Representative Subcommittee must have not fewer than three precinct representatives on its membership. This subcommittee is responsible for proposing, reviewing, and recommending amendments to the Precinct Representative Policy.

7.4 Fundraising Subcommittee: The Fundraising Subcommittee must include the Treasurer. This subcommittee is responsible for fundraising efforts, including events, of the Committee.

8. *Recordkeeping*

8.1 The Secretary is responsible for taking and keeping minutes of Regular and Special Meetings of the Committee.

8.2 Agendas and Minutes of the Committee must be published on the Committee website, if any.

IV. Miscellaneous Provisions

1. *Amending the Bylaws*

1.1 A Motion to Amend these Bylaws may be made by any eligible voter and must be seconded by an eligible voter.

1.2 A proposed amendment must be provided to Members of the Committee at least five days prior to any vote on the amendment.

1.3 A Motion to Amend may pass only on a 2/3 vote of those in attendance.

1.4 Amendments take effect upon passage.

2. *Policies of the Committee*

2.1 The Committee may, as it determines necessary, adopt policies to govern specific areas within its authority.

2.2 Policies must be publicly available.

2.3 Policies are adopted by a majority vote.

2.4 Within 12 months of the adoption of these Bylaws, the Committee must adopt a Precinct Representative Policy and a Nonpartisan Election Endorsement Policy.

3. *Primary Election Neutrality*

3.1 During any partisan primary election, the Committee must be neutral in its support of any Democrat seeking election.

3.2 This provision must not be read to preclude any individual member of the Committee, including its Executive Board, from personally supporting or opposing any candidate for any office. However, in any public statement, such members must be cognizant of not making it appear that their personal support constitutes the support of the Committee.

4. *Grievance Procedure*

4.1 Any disputes that arise in the course of the committee's business should be resolved amicably and informally.

4.2 If such resolution is insufficient, an eligible voter may use this procedure to request that further action be taken by the Executive Board.

- 4.3 An eligible voter who believes these bylaws or a policy has been violated may file a grievance petition with the Executive Board. The petition must identify the member filing the petition, identify the bylaw or policy provision they believe has been violated, explain the circumstances behind their grievance, and request the relief the petitioner desires. The petition should also state whether the member wishes to address this grievance publicly or privately.
- 4.4 The petition must be filed with the Chair, who will then distribute it to the Executive Board. The Executive Board will consider the petition.
- 4.5 After considering the petition, the Executive Board will reach a decision and share their decision with the petitioner.