

Bylaws
Association of Democratic County, Chairs
February, 1992

Article I
Statement of Purpose

The name of this organization shall be the **Association of Democratic County Chairs**. The purpose Of the Association of Democratic County Chairs shall be to:

- a. Build strong Democratic county party organizations
- b. Promote the election of Democratic candidates to public offices at all levels of government.
- c. Foster cooperative efforts among the various county, district and state Democratic Party organizations.

Article II
Authority

The Association of Democratic County Chairs shall have all powers not inconsistent with law, Idaho State Democratic Party bylaws and the National Democratic Party Charter to manage its affairs and transact its business. The Association of Democratic County Chairs shall be the governing body of the organization.

ARTICLE III
Affirmative Action

The Association of Democratic County Chairs shall ensure the widest and fairest representation of its members in its organization and activities. All rules shall be adopted by procedures that assure the fair and open participation of all interested people. Discrimination in the conduct of Association affairs on the basis of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability shall be prohibited. All Association meetings shall be open to the public.

Article IV
Membership and Voting Procedures

Section 1 - Membership: The membership of the Association of Democratic County Chairs shall consist of the Chair and Vice-Chair of all recognized Democratic County organizations.

Section 2 - Regional Structure: The organization of the Association of Democratic County Chairs shall be divided into regions. The regions shall be divided in the following manner:

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|--------|-----|--|
| Region | 1 - | Benewah, Bonner, Boundary, Kootenai and Shoshone |
| Region | 2 - | Clearwater, Idaho, Latah, Lewis and Nez Perce |
| Region | 3 - | Ada, Adams, Boise, Canyon, Elmore, Gem., Owyhee, Payette, Valley, and Washington |
| Region | 4 - | Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka and Twin Falls |
| Region | 5 - | Bannock, Bingham, Bear Lake, Caribou, Franklin, Oneida and Power |
| Region | 6 - | Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton |

Section 3 - Proxy Procedures: Any member may vote by proxy at any meeting of the Association, provided such proxy shall be in writing, signed by the member giving the proxy, specifically referring to the meeting by date and to the member to whom the proxy is granted, and provided further that a member may give his/her proxy only to another person who resides in his/her county, if he/she is the Chair or Vice-Chair of the County Central Committee. No person attending the meeting shall have more than one vote.

Section 4 - Certification: The Central Committee of each County shall certify to the Association of Democratic County Chairs the names and addresses of its members to the Association of Democratic County Chairs. Members shall be seated on the Association of Democratic County Chairs if the electing County Central Committee has been established according to law and is in compliance with the Idaho State Democratic Central Committee bylaws.

Section 5 - Executive Session: Any Association committee shall have the power to go into executive session upon approval of the majority of members present. The committee shall designate who shall stay for the executive session.

Article V Executive Committee

Section 1 - Executive Committee: The Executive Committee of the Association of Democratic County Chairs shall be a Chair, Vice Chair, Secretary, Treasurer and two at-large representatives. The Executive Committee shall consist of one representative from each of the six regions.

Section 2 - Eligibility: Any chair or vice – chair of a recognized Democratic County organization shall be eligible to hold the Association offices.

Section 3 - Term of Office: The officers shall be elected for terms of two (2) years.

Section 4 - Nomination: The Chair, Vice-Chair, Secretary, Treasurer and two at – large representatives shall be nominated from the floor and elected at the Association of Democratic County Chairs’ organizational meeting held in conjunction with the Jefferson – Jackson Day Dinner in the odd – numbered years.

Section 5 - Election: Voting shall be by roll call ballot and a simple majority shall be required to elect.

Section 6 - Duties: The duties of the Executive Committee members shall be as follows:

a. Chair. The Association Chair shall:

1. Preside at all meetings of the Association of Democratic County Chairs and all meetings and/or telephone conferences of the Executive Committee.
2. Prepare a provisional agenda for each meeting of the Association of Democratic County Chairs.
3. Appoint Chairs and members of all standing and special committees except where provided for by these bylaws; and
4. Perform such duties as may be assigned by the Association of Democratic County Chairs as well as those which are customarily delegated to the Office of the Chair.

b. Vice-Chair. The Association Vice-Chair shall:

1. In the absence of the Association Vice-Chair, or in the event of his or her inability to act, the Vice-Chair shall perform the duties of the Association Chair.
2. Discharge such responsibilities as the Association of Democratic County Chairs may delegate.

c. Secretary. The Association Secretary shall:

1. Prepare minutes for all Executive Committee and regular membership meetings of the Association.
2. Complete all correspondence of the Association.

- c. **Treasurer.** The Association Treasurer shall:
 1. Be the custodian of all funds and securities of the Association of Democratic County Chairs.
 2. Maintain adequate records pertaining to the finances of the Association of Democratic County Chairs.
 3. Pay all legal obligations and receive all monies of the Association of Democratic County Chairs.
 4. Prepare and submit to the Association a financial report for each fiscal year within thirty (30) days of its closure.
 5. Serve as Chair of the standing committee on Budget; and,
 6. Perform such duties as may be assigned by the Association of Democratic County Chairs and such duties as are customarily delegated to the Office of Treasurer.
- d. **At-large Representatives.** The Association At-Large Representatives shall:
 1. Assist in developing and strengthening the county party organizations.
 2. Provide coordination between the Association of Democratic County Chairs and the other county, district and state Democratic organizations.

Section 7 - Meetings and Telephone Conferences

- a. The Chair shall give notice by mail to all members of the Executive Committee at least ten (10) days prior to the date of the meeting. Notice of telephone conferences shall be attempted by telephone at least twenty-four (24) hours before the conference. Any shorter notice shall need to be sanctioned by a two-thirds (2/3) vote at the meeting or during the telephone conference.
- b. Three (3) members can call a meeting of the Executive Committee in keeping with the provisions in Paragraph "a" above.
- c. A majority of the members of the Executive Committee shall constitute a quorum.
- d. In the event any member of the Executive Committee is unable to attend a regularly noticed meeting (one at which notice was given by mail at least 10 days in advance), then such member shall:
 - (1) at least one day in advance notify the Association Chair, and
 - (2) in writing designate any other Association member to act as a proxy at the meeting.
- e. If any member of the Executive Committee shall fail to attend or to designate a proxy who actually attends, and does so for two (2) consecutive regularly noticed meetings, then the Executive Committee may recommend to the Association of Democratic County Chairs to remove such member from office.
- f. Whether such recommendation is made or not made, the Association of Democratic County Chairs shall have the power to remove such member from office and to elect a replacement, provided such removal is specified in the notice of the meeting, and is sent to such member at least fourteen (14) days in advance.

**Article VI
Resignations and Vacancies**

Section 1 - Resignation: A member of the Association of Democratic County Chairs may resign by written notice to the Chair of the Association of Democratic County Chairs and such resignation shall be effective immediately.

Section 2 - Removal from Office: Any officer may be removed from office in accordance with the following procedure:

- a. Action shall be initiated by a petition specifying the reasons for removal and bearing the signatures of sixteen (16) or more members, including at least eight (8) from each Congressional District.
- b. The petitioners for removal shall call a meeting of the Association of Democratic County Chairs.
- c. Notice of meeting wherein a petition for removal of an officer is to be considered shall be

- mailed together with a copy of the petition to all members at least fifteen (15) days prior to the date of the meeting. '
 - d. Removal from office shall be carried by an absolute majority vote of the Association.
 - e. A special meeting called for removal of an officer may include other items on the agenda which shall be adopted at the beginning of the meeting.

Section 3 - Vacancies: Vacancies on the Association of Democratic County Chairs Executive Committee shall be handled in the following manner:

- a. In case of the resignation or death of the Association Chair, the Vice-Chair shall become the acting Association Chair until the next meeting of the Association. of Democratic County Chairs, at which time any unexpired portion of the term shall be filled by a special election.
- b. The Executive Committee shall make temporary appointments to fill vacancies in the positions of Vice-Chair, Secretary, Treasurer and the two – at large positions.
- c. The temporary appointments shall be in effect from the time such vacancies occur until the unexpired terms can be filled by special election at the next meeting of the Association of Democratic County Chairs.
- d. Should any incumbent officer be elected Association Chair, the vacancy in that office shall be filled at the same election.
- e. Any vacancy occurring after a meeting has been called shall be filled at that meeting.
- f. Voting shall be by roll call ballot and a simple majority shall be required to elect.

Article VII Standing and Special Committees

Section 1 - Standing Committees. The Standing Committees of the Association of Democratic County Chairs shall be:

- a. Rules and Bylaws
- b. Budget
- c. Computer Operations
- d. Finance
- e. County Organizations

Section 2 - Duties of Standing Committees.

- a. **Rules and Bylaws Committee.** The Rules and Bylaws Committee shall:
 - 1. Review the bylaws regularly and recommend amendments as needed.
- b. **Budget Committee.** The Budget Committee shall:
 - 1. Prepare an annual budget for the Association of Democratic County Chairs for submission to the Executive Committee for approval of the Association of Democratic County Chairs at its first meeting of the year.
 - 2. Secure an annual audit of financial records.
 - 3. Make all necessary reports to the 'Association of Democratic County Chairs.
- c. **Computer Operations Committee.** The Computer Operations Committee shall:
 - 1. Work with the Idaho State Democratic Central Committee Computer Committee to develop systems and training for sharing computer information.
- d. **Finance Committee.** The Finance Committee shall:
 - Propose, coordinate and implement methods of fundraising.
- e. **County Organizations Committee.** The County Organizations committee shall:
 - 1. Work to build and strengthen Democratic county organizations.
 - 2. Gather input from Democratic county organizations as to how to improve the relations with the Idaho State Democratic Party.

Section 3 - Special Committees. There shall be such special committees as the Association Chair and the Association of Democratic County Chairs shall designate.

Section 4 - Committee Chairs and Membership.

- a. All standing and special committee Chair shall be appointed by Association Chair.
- b. Members of all standing committees shall be appointed by the Association Chair from lists of names submitted by County Central Committee Chairs and Vice-Chairs.
- c. Each standing committee shall have a minimum of one representative from each of the six regions outlined in article IV, Section 2 of these bylaws.
- d. A chair of a special committee may appoint members of his/her committee.
- e. A committee chair shall have the same powers within his/her committee as the Association Chair has under Article V, Section 6 of these bylaws, plus the right to vote on all matters before his/her committee.

Article VIII Resolutions

All resolutions proposed for adoption by the Association of County Chairs shall be submitted to the Association least fifteen (15) days prior to a meeting of the Association of Democratic County Chairs. Notice of such proposed resolutions shall be mailed to the membership of the Association of Democratic County Chairs prior to the meeting. It shall require a majority vote of the Association of Democratic County Chairs to consider any resolution not so submitted.

Section 1 - Fiscal Year. The fiscal year of the Association of Democratic County Chairs shall be from the first of June to thirty-first of May.

Section 2 - Deposits. All funds of the Association of Democratic County Chairs shall be deposited to its credit in such banks or other depositories as the Executive Committee shall designate.

Article X Parliamentary Authority

Section 1 - Rules and Guidelines Robert's Rules of Order Newly Revised shall govern the Association of Democratic County Chairs in all cases in which such rules are not in conflict with the 1)f the State of Idaho, the Idaho State Democratic Central committee, these bylaws, and any special rules of order.

Section 2 - Parliamentarian. The Association Chair shall have authority to appoint a parliamentarian to serve at any designated meetings.

Article XI Amendments

These bylaws may be amended at any meeting of the Association Democratic County Chairs, provided that:

- a. The proposed amendment has been reviewed and given recommendation for its disposition by the Rules and Bylaws Committee.
- b. A copy of the proposed amendment, together with the port of the bylaws it would change, has been mailed to each member and alternate not less than then (10) days prior to meeting, and
- c. The proposed amendment shall be favored by a majority vote.