

# THE BYLAWS OF THE DEMOCRATIC PARTY OF Washington COUNTY

## ARTICLE I General Provisions

### **SECTION 101 Name & Affiliation.**

The name of this organization is the Democratic Party of Washington County (hereinafter referred to as DPWC). DPWC is and shall remain a certified County Committee of the Democratic Party of Arkansas (DPA) and shall comply with its rules in all cases.

### **SECTION 102 Open Party.**

#### SECTION 102.1 Open Meetings.

All public meetings of DPWC shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity and expression, economic status, or disability (hereinafter collectively referred to as "status"). The time and place for all public meetings of DPWC shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Meetings shall be held in places accessible to all members and large enough to accommodate all interested persons.

#### SECTION 102.2 Open Membership.

No test for membership in, nor any oaths of loyalty to, the Democratic Party shall be required which have the effect of requiring prospective or current members to acquiesce in, condone, or support discrimination based on status. DPWC supports the broadest possible registration without discrimination based on status.

#### SECTION 102.3 Open Elections.

DPWC shall publicize fully and in such a manner as to assure notice to all interested parties a full and complete description of the legal and practical procedures and qualifications for the selection of DPWC officers and representatives. Publication of these procedures shall be done in such a fashion that all prospective and current members and candidates for any elected or appointed position will be fully and adequately informed of the pertinent procedures in time to participate and have full and adequate opportunity to compete for office.

## **ARTICLE II**

### **Membership**

#### **SECTION 201 Membership Procedures.**

##### SECTION 201.1 Membership Eligibility.

Any person who resides in Washington County and openly declares their allegiance to and is in good faith and sympathy with the fundamental principles, purposes, objectives, platforms, and practices of the Democratic Party is eligible to join DPWC. No person may be required, directly or indirectly, to pay a cost or fee as a condition for membership or participation in DPWC.

##### SECTION 201.2 Becoming a Member.

The DPWC County Committee is composed of those registered to vote in Washington County who file to join the County Committee during the party filing period established by state law. Outside of the party filing period, membership shall be extended to those registered to vote in Washington County and other eligible residents who are at least fourteen (14) years of age. The Membership Committee shall establish a form to apply for membership and recommend the approval of membership applications to the County Committee. There is no limit to the number of County Committee members.

##### SECTION 201.3 Non-voter Membership.

Any person otherwise eligible to join the County Committee who is ineligible to register to vote due to age, immigration status, or other restrictions may become a member upon certifying their residence in Washington County to the Secretary.

#### **SECTION 202 Membership Requirements.**

##### SECTION 202.1 Members in Good Standing.

To maintain good standing in the County Committee, members shall have attended at least one (1) meeting of the County Committee during their membership term, certified their eligibility under this Article, and submitted to the Secretary their up-to-date full name, voting address, mailing address, email address, and phone number.

##### SECTION 202.2 Inactive Members.

A County Committee member who misses three (3) or more consecutive regular meetings without sending a proxy may be classified as an inactive member. Inactive members shall not be counted against quorum, may not vote at County Committee meetings, and may not send proxies. Members shall be reinstated to active membership at the adjournment of the next County Committee meeting that they attend.

### **SECTION 203 Membership Term.**

County Committee members take office at the adjournment of the meeting at which their membership is approved or at the call to order of the County Convention and serve until the call to order of the next County Convention.

## **ARTICLE III Officers**

### **SECTION 301 Officers Defined.**

The officers of DPWC are the Chair, the Vice Chair, the Secretary, and the Treasurer. An Election Commissioner shall also be elected by the County Committee. The Chair and the Vice Chair shall be of different gender identities.

### **SECTION 302 Officer Requirements.**

No office may be combined or held by more than one (1) person at a time and no officer may also serve as the Election Commissioner. Officers shall avoid public expressions of support, including campaign contributions, for candidates opposing Democratic nominees. Upon their election, all officers shall follow DPA policies on ethics and finance training.

### **SECTION 303 Officer Elections.**

The County Committee shall convene in January following a General Election to elect officers. The Election Commissioner shall be elected following the election of officers. The Chair shall notify the DPA Chair of their election in writing within ten (10) days. Within ten (10) days of the date of the election of an Election Commissioner, the Chair or the Secretary shall notify the County Clerk in writing the name and address of the Election Commissioner in accordance with state law.

### **SECTION 304 Officer Term & Vacancy.**

Officers and the Election Commissioner are elected to serve for two (2) years or until their successors are elected. Their term of office begins at the adjournment of the meeting at which they are elected. A vacancy shall be declared when an officer or the Election Commissioner dies, resigns, or is removed from office with the procedure prescribed in the parliamentary authority. A vacancy in the office of Chair shall be filled by the Vice Chair. A vacancy in any other position may be filled by a simple majority (½) vote at any regular or special meeting of the County Committee.

### **SECTION 305 Officer Duties.**

#### **SECTION 305.1 Chair.**

The Chair is the chief executive officer of DPWC and shall chair meetings of the County Committee and the Executive Committee. The Chair shall make a reasonable effort to ensure

that DPWC is represented at all meetings of the DPA and maintain DPWC's certification with the DPA.

SECTION 305.2 Vice Chair.

The Vice Chair shall chair meetings of the County Committee and Executive Committee in the absence of the Chair, and perform other duties as assigned by the Chair or Executive Committee. In the case of a vacancy in the office of the Chair, the Vice Chair automatically becomes the Chair for the remainder of the term.

SECTION 305.3 Secretary.

The Secretary is the chief administrative officer of DPWC. The Secretary shall maintain the official records of DPWC, including minutes of all meetings and the official membership roster, coordinate internal communication, and perform other duties as assigned by the Chair or Executive Committee.

SECTION 305.4 Treasurer.

The Treasurer is the chief financial officer of DPWC. The Treasurer shall monitor and regularly report on the finances of DPWC, plan for necessary fundraising for DPWC, serve as chair of the Finance Committee, and perform other duties as assigned by the Chair or Executive Committee.

## **ARTICLE IV**

### **Meetings**

**SECTION 401 Notice & Quorum.**

The Secretary shall distribute written notice of County Committee meetings to each member at least five (5) days prior to each meeting, provided that in case of an emergency, the County Committee may be convened on two (2) days' notice. The attendance of twenty percent (20%) of members in good standing constitutes a quorum.

**SECTION 402 Regular Meetings.**

The County Committee shall meet at least four (4) times in odd-numbered years and at least six (6) times in even-numbered years at the call of the Chair. At its first meeting of the calendar year, the County Committee shall set by vote its regular meeting schedule including the time, date, and location of regular meetings.

**SECTION 403 Special Meetings.**

Special meetings of the County Committee may be called by the Chair or upon the written request of twenty percent (20%) of members in good standing. The purpose of the meeting shall be stated in the call.

## **SECTION 404 County Convention.**

### SECTION 404.1 County Convention Purpose.

The County Convention is the highest authority of DPWC, subject to these Bylaws, assembling biennially to select delegates to the State Convention, elect representatives to the DPA State Committee, receive the list of nominated candidates, consider amendments to these Bylaws, and for any other purpose as may be required by state law or Party rules.

### SECTION 404.2 Call to Convention.

The time and place of the County Convention shall be fixed and announced in compliance with the rules and Delegate Selection Plan of the DPA. The Secretary shall distribute notice by email to all County Committee members, all Democratic candidates, and local news media at least two (2) weeks prior to the County Convention.

### SECTION 404.3 County Convention Organization.

The delegates to the County Convention are the members of the County Committee, including those who join at the County Convention. The attendance of a majority of the delegates who have registered as present at the County Convention constitutes a quorum.

## **SECTION 405 Proxy Voting.**

Proxy voting is permitted at meetings of the County Committee, provided that:

- (1) no member shall vote the proxy of more than one (1) other member;
- (2) proxies shall be granted only when dated, signed, and filed with the Secretary by the commencement of a meeting;
- (3) no proxy shall be valid for more than one (1) meeting; and
- (4) the Secretary shall preserve proxies for at least one (1) year.
- (5) No proxy allowed at County Conventions.

## **SECTION 405 Accessibility.**

Efforts shall be made to ensure that any spaces where DPWC meetings or events are held are fully accessible and ADA-compliant. Reasonable disability accommodation shall be provided for any member upon request at any meeting or event.

## **SECTION 406 Electronic Meetings.**

Meetings of DPWC except for the County Convention may be conducted through the use of Internet meeting services designated by the Chair.

## **ARTICLE V Organization**

### **SECTION 501 Executive Committee.**

#### SECTION 501.1 Executive Committee Authority.

Except for powers reserved to the County Convention and County Committee and at such times as they are in adjournment, the authoritative and governing body of DPWC is the Executive Committee.

#### SECTION 501.2 Executive Committee Composition.

The members of the Executive Committee are the Chair, the Vice Chair, the Secretary, the Treasurer.

#### SECTION 501.3 Executive Committee Meetings.

The Executive Committee shall meet at least one (1) time between each meeting of the County Committee at the call of the Chair. The Secretary shall distribute written notice of Executive Committee meetings to each member at least two (2) days prior to each meeting. The attendance of fifty percent (50%) of members constitutes a quorum. Proxy voting is not allowed at Executive Committee meetings.

### **SECTION 502 Special Committees.**

#### SECTION 502.1 Special Committee Composition.

Special Committees shall be appointed as needed. They will be composed of an officer, who shall chair the committee, and at least three (3) additional members appointed by the Chair and approved by the County Committee. The Chair is an ex-officio member of all committees except the Nominating Committee.

#### SECTION 502.2 Finance Committee.

The Treasurer shall chair the Finance Committee, which is responsible for developing an annual budget for the activities and contributions of DPWC, recommending any amendments to that budget, and implementing a fundraising program to fund the budget.

#### SECTION 502.3 Nominating Committee.

In October of even-numbered years, a Nominating Committee of five members shall be elected By DPWC. It shall be the duty of this Committee to nominate candidates for each office to be filled at the January meeting. The Nominating Committee shall report at the November meeting. Before the election at the January meeting additional nominations from the floor shall be permitted.

## **SECTION 503 Financial Policy.**

### SECTION 503.1 Registration & Reporting.

The Secretary and the Treasurer shall ensure that DPWC is properly registered with the Secretary of State, files required quarterly reports with the Secretary of State and DPA, and follows all state laws and rules for county political party committees.

### SECTION 503.2 Budget & Audit.

An annual budget shall be recommended by the Finance Committee and approved by the County Committee not later than the end of the calendar year. Amendments to the annual budget may be adopted at any regular or special meeting of the County Committee. Not later than the first meeting of the calendar year, the Chair shall appoint a committee of at least three (3) members to conduct an internal audit of the financial records of DPWC for the previous calendar year. This committee shall report its findings to the County Committee.

### SECTION 503.3 Expenditures.

Any expenditure that exceeds one hundred dollars (\$100) and is not provided for in the annual budget must be approved by a simple majority ( $\frac{1}{2}$ ) vote of the County Committee or a two-thirds majority ( $\frac{2}{3}$ ) vote of the Executive Committee.

## **ARTICLE VI Miscellaneous Provisions**

## **SECTION 601 Ballot Access.**

### SECTION 601.1 Ballot Access Meeting.

At least thirty (30) days prior to the beginning of the party filing period established by state law, the County Committee shall meet to fix and announce ballot access requirements, including any fees or petition requirements. The Secretary shall distribute written notice to each member at least ten (10) days prior to this meeting.

### SECTION 601.2 Filing Fee Alternatives.

As an alternative to filing fees, the DPWC County Committee shall establish a non-monetary method for candidates to gain ballot access.

### SECTION 601.3 Party Filing Period.

At least fourteen (14) days prior to the beginning of the party filing period established by state law, the Chair shall cause to be publicly announced and distributed to the local news media the times and locations at which candidates may file for ballot access.

**SECTION 602 Parliamentary Authority.**

The rules contained in the current edition of Robert's Rules of Order shall govern DPWC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, DPA Rules, or any special rules of order which DPWC may adopt.

**SECTION 603 Amendment.**

These Bylaws may be amended by a simple majority ( $\frac{1}{2}$ ) vote of the County Convention. These Bylaws may be amended by a two-thirds majority ( $\frac{2}{3}$ ) vote at any regular or special meeting of the County Committee with at least thirty (30) days' notice.