

BYLAWS OF THE WASHINGTON COUNTY DEMOCRATIC PARTY

CLEARLY DEFINED GOALS,
ORGANIZATIONAL STRUCTURE,
CAUCUSES & MEETINGS,
RESPONSIBILITIES OF EXECUTIVE,
STANDING AND CENTRAL COMMITTEES

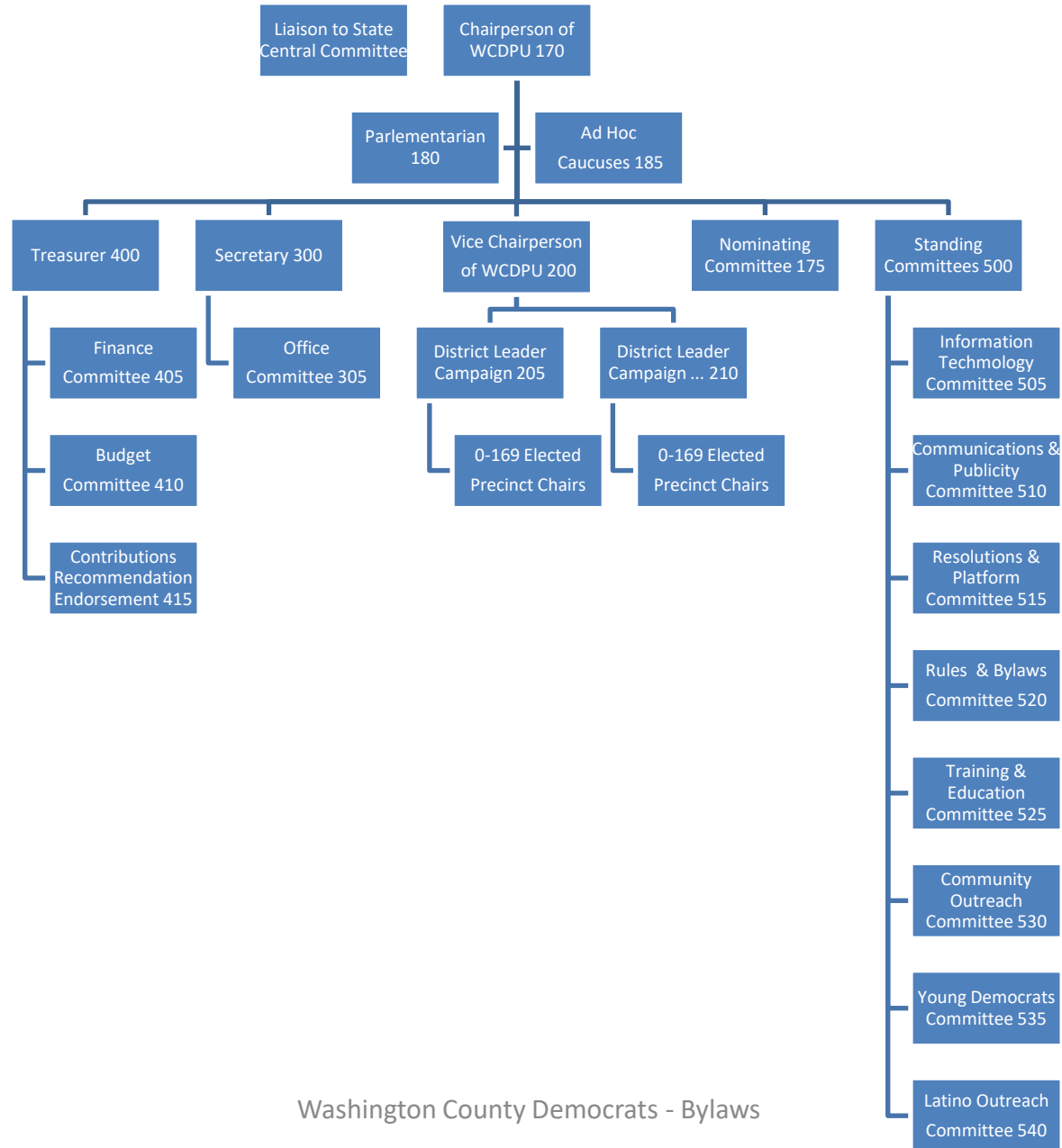
Purpose of the Democratic Party

- ***a. Elect Democratic candidates;***
- ***b. Adopt a platform and work to ensure that it is carried into law;***
- ***c. Provide a link between Washington County Democrats and the State Central Committee;***
- ***d. Inform voters about Democratic Party principles; and***
- ***e. Maximize the membership of the Central Committee and the Democratic Party.***

First Six Articles

- **ARTICLE I NAME**
- *The name of this organization shall be the Washington County Democratic Party of Utah (Central Committee).*
- **ARTICLE II PURPOSE**
- **ARTICLE III AUTHORITY**
- *The Central Committee shall have all powers to manage its affairs and transact its business that are consistent with the Constitution of the United States, Utah, the National Democratic Party, the Democratic Party of Utah.*
- **ARTICLE IV AFFIRMATIVE ACTION**
- *Discrimination in the conduct of Central Committee affairs on the basis of sex, race, age, religion, economic status, disability, ethnic origin, sexual orientation, gender identity, color, creed, parenthood or marital status is prohibited.*
- **ARTICLE V MEMBERSHIP**
- *Members of the Central Committee shall consist of all Democratic precinct committee persons elected (partisan or non-partisan) in Washington County.*
- **ARTICLE VI OFFICERS OF THE CENTRAL COMMITTEE**

Organizational Structure



Duties of Officers – Party Chair

- ***The Chair shall have the overall responsibility for the day-to-day operation of the Central and Executive Committees; supervise paid staff; appoint a Parliamentarian and all Committee Chairs; be an ex-officio member of all standing committees, except the Nominating Committee; and execute, with the Secretary, all contracts on behalf of the Central Committee; and be an alternate signer of checks with the Treasurer. The Chair shall ensure that notice of all regular and special meetings is sent to all members of the Central Committee not later than the sixth day before each meeting***

Duties of Officers – Vice-Chair

- ***The First Vice-Chair shall perform all of the duties of the Chair in the absence or disability of the Chair; coordinates the work of the District Leaders and may coordinate the work of standing committees, as assigned by the Chair; and be an alternate signer of checks with the Treasurer.***

Duties of Officers - Secretary

- ***The Secretary shall keep a book of minutes of meetings of the Central and Executive Committees, showing the time and place of the meeting, the names of those present, and the proceeding and actions taken. A book of approved Executive Committee minutes will be maintained at the office. Copies of the Central Committee minutes will be made available to all by having copies of the previous unapproved minutes available at the meeting and posting them on the website with staff access only. The Secretary shall maintain all the membership records of the Central Committee and carry out correspondence and all legal notifications at the request of the Chair.***

Duties of Officers - Treasurer

- ***The Treasurer shall prepare adequate records and reports on all Central Committee operational and fundraising financial transactions; meet all campaign finance reporting requirements; provide for the custody and safekeeping of all Central Committee funds; maintain open financial books ready for inspection and review at all times; issue checks in accordance with the Central Committee-approved budget, with the Chair or First Vice-Chair as alternate signer; serve as non-voting member of the Contributions Recommendation Ad-hoc Committee.***

Duties of Officers - Parliamentarian

- ***The Parliamentarian shall insure that all proceedings of the Central Committee and the Executive Committee of the Central Committee are conducted in accordance with the By-laws, the Standing Rules and Roberts Rules of Order; conduct all election processes, including those for Central Committee officers, resolutions, and changes to the By-laws. The Parliamentarian shall be an ex-officio member of the Rules Committee.***

Article VI Standing Committee Duties

- **a. *The Community Outreach Committee:***

Shall develop and strengthen the Central Committee by sponsoring and participating in community events to include Fairs, Parades, other events and other activities for PCPs and volunteers; perform credentials/registration duties for the Central Committee; reach out and serve as liaison to other organizations with Democratic views in the county.

Article VI Standing Committee Duties

- ***b. The Communications and Publicity Committee:***

Shall promote the welfare and principles of the Democratic Party and publicize meetings, conventions, fundraising events, and resolutions passed by the Central Committee in local news media; publish all necessary platform convention materials; and coordinate Letters to the Editor and all Social Media outlets.

Article VI Standing Committee Duties

- ***c. The Budget Committee:***

Shall prepare an annual budget for adoption by the Central Committee and conduct an annual review of all Central Committee financial records. The Budget Committee Chair shall review any expenditure not contained in the adopted budget. {The Budget Chair is also the Treasurer.}

Article VI Standing Committee Duties

- **d. *The Finance Committee:***

Shall have the primary responsibility for planning and executing all fundraising activities to meet Central Committee-approved, budgeted expenses.

- ***Ad Hoc Contributions Recommendation and Endorsement Committee:***

Shall make recommendations as to which legislative candidate campaigns shall receive contributions from the Central Committee and as to which candidates for non-partisan office shall receive the endorsement of the Central Committee.

Article VI Standing Committee Duties

- ***e. The Resolutions and Platform Committee:***
Shall receive, review and make recommendations on all proposed resolutions; submit proposed platform items, based upon major issues, to the Central Committee for its consideration; send the required number of copies of the County Platform to the Platform Committee of the State Central Committee so that it may be considered for inclusion in the State Democratic Platform.

Article VI Standing Committee Duties

- ***f. The Bylaws and Rules Committee:***

Shall regularly review Central Committee bylaws and Standing Rules at least once every two years, making recommendations for amendments as needed, proposing amendments thereto, as needed, for adoption by the Central Committee; and shall conduct all elections.

Article VI Standing Committee Duties

- **g. *District Leader Committee:***

Shall be composed of the Campaign District Leaders headed by the First Vice-Chair; shall publicize opportunities for elective office; provide assistance to candidates; coordinate the Precinct and Neighborhood Leader program and related voter registration drives, “get out the vote” efforts, distribution of slate cards and candidate literature; and assist with coordinated campaign activities for all general elections.

Article VI Standing Committee Duties

- ***h. The Young Democrats Committee:***

Shall promote the Democratic Party among county young people and coordinate activities within the county. Establishment of groups of Young Democrat groups at educational and community institutions is encouraged. Registration of first-time voters is also encouraged.

Article VI Standing Committee Duties

- ***i. Information Technology Committee:***

Shall develop and maintain the Central Committee website, databases, blogs and software, enforcing all Central Committee standing rules pertaining to access and permitted uses; respond to tech-support, user access, and rule violation issues within 24 hours; provide online research as requested by the Executive Board or the Central Committee; advise the Central Committee on matters related to information technology.

Article VI Standing Committee Duties

- ***j. The Office Committee:***

Shall be responsible for overseeing the regular operation of the office, including staffing and equipment usage, storage and maintenance.

Article VI Standing Committee Duties

- **k. *The Education Committee:***

Shall have oversight of all training and shall coordinate all training presented on behalf of the Central Committee. The committee shall train Campaign District Leaders and Precinct Committee Persons as to their duties and responsibilities in regard to the Central Committee. The committee shall also educate and train volunteers as to their opportunities to assist the Central Committee. A regular curriculum of academic education should be prepared and presented on a periodic basis.

Article VI Standing Committee Duties

- ***I. The Latino Outreach Committee:***

Shall focus on the Latino community by registering voters and engaging all Latino voters in the Democratic political process. Accommodations for both written and spoken language translation should be available.

Article VI – Ad Hoc Nominating Committee Duties

- ***Candidates for office of the Central Committee shall be selected by a Nominating Committee. The Nominating Committee shall be formed at the regular business meeting two months prior to the reorganization meeting and shall consist of:***
 - ***a. A past Central Committee Chair appointed by the current Chair;***
 - ***b. Chair of the Rules Committee or his or her designee; and***
 - ***c. Two persons elected by the Executive Committee, except that no current officer of the Central Committee shall be elected to the Nominating Committee.***
- ***The Nominating Committee shall announce a slate of candidates for officers and delegates no later than the Monday following the general election. Additional nominations from the floor will be taken.***

Articles Seven through Fourteen

- ***ARTICLE VII ELECTED POSITIONS (Delegates)***
- ***ARTICLE VIII COMMITTEES & CAUCUSES***
- ***ARTICLE IX MEETINGS***
- ***ARTICLE X CONVENTIONS***
- ***ARTICLE XI BALLOT MEASURES AND RESOLUTIONS***
- ***ARTICLE XII PARLIAMENTARY AUTHORITY***
- ***ARTICLE XIII AMENDMENT***
- ***ARTICLE XIV SB54 ALTERNATIVE NOMINATION BY PRIMARY SIGNATURES***

Article VII-Elected Positions - Delegates

- *Delegates and alternates shall act as liaisons between the County Central Committee and the State Committees to which they are elected, **voting as directed by the County Central Committee** and reporting on substantive discussions and actions taken by those State Committees at the first possible County Central Committee meeting.*
- *All delegates and alternates to the State Democratic Central Committee shall be **elected by plurality vote** at the Organizational Meeting of the Washington County Democratic Party (Central Committee).*

Article VIII - CENTRAL COMMITTEE

– EXECUTIVE COMMITTEE (4)

- Chair, Vice-Chair, Secretary & Treasurer

– STANDING COMMITTEES (11)

- Parliamentarian, Volunteer Coordinator, IT, Bylaws, Platform, Education, Publicity, Latino, Young Dems, Community Outreach, Finance

– PRECINCT COMMITTEE PERSONS (100)

- District Leader Committee – Districts 62,71,74,75
- Precinct Committee Persons – Chair, Vice-Chair, Secretary, Treasurer (including all Delegates)

Article IX-MEETINGS OF OFFICERS

- ONLY ELECTED COMMITTEE MEMBERS
- Exec Committee – every 2 weeks
 - Day to day operations
- Standing Committees – every month
 - Report on Projects that work toward annual goals
- Central Committee – every quarter
 - Approve budgets, platform, bylaws. etc

Article IX-MEETINGS OF VOTERS

- ALL REGISTERED DEMOCRATS
- County Caucus Meetings – every year
 - Support Local Candidates
- County Convention – every 2 years
 - Elect County Executive Officers for 2 year term
- Presidential Caucus Meeting – every 4 years
 - Elect Delegates to State Convention

Article X - Conventions

Convention Delegates

- ***a. At least ninety (90) days prior to the State Democratic Convention, the Washington County Central Committee shall receive from the Democratic Party of Utah a notice of the number of delegates and alternate delegates to that Convention that it is entitled to elect.***
- ***b. At least thirty (30) days before the Convention, the Washington County Central Committee shall elect the delegates and alternates and notify the Chair of the State Central Committee of the names and postal addresses of persons chosen.***

Article XI – Ballots & Resolutions

- ***The Central Committee may take a position on ballot measures.***
- ***The Central Committee may pass a substantive resolution on any subject provided that:***
- ***A standing committee, or 5 members-at-large, has presented the proposed text of the resolution to the Resolutions and Platform Committee.***
- ***Notice has been sent to all Central Committee members, with the entire resolution text, that the resolution will be considered at the meeting.***

Article XII and XIII – Parliamentary Authority and Bylaw Amendments

- ***ARTICLE XII PARLIAMENTARY AUTHORITY***
- ***Rules of procedure in “Robert’s Rules of Order”.***
- ***ARTICLE XIII AMENDMENT***
- ***These Bylaws may be amended at any meeting of the Central Committee provided that:***
- ***a. The proposed amendment has been recommended for adoption by the Rules Committee, and copies of the proposed amendment made available;***
- ***b. Two-thirds (2/3) of those present and voting vote to adopt the amendment.***

Article XIV – Alternative Nomination by Primary Signatures

- ***This article complies with the SB54 (Senate Bill 54) addendum to the state bylaws (2015)***
- ***Under legal challenges from Utah RNC and “Count My Vote”***

Proposed Resolution for the Bylaws

- ***2017-10-21 Resolution on Harassment and Bullying***
- ***DEFINITIONS AND TERMINOLOGY***
- ***Harassment can take many forms. It may be verbal, physical, or visual and can include but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. It generally focuses on stereotyping that includes age, gender, race, color, ethnicity, culture, religion, sexual orientation or disability.***
- ***Bullying does not involve stereotyping but encompasses the same actions as harassment and is equally as serious.***
- ***Sexual harassment may include unwelcome sexual advances by either sex, requests for sexual favors, other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position either implicitly or explicitly.***

Proposed Resolution for the Bylaws

- ***BE IT SO RESOLVED THAT:***
- ***Each Democratic officer is responsible for keeping our environment free of harassment and bullying. Any officer who becomes aware of an incident of harassment or bullying, whether by witnessing the incident or being victimized by it, must report the incident to the Party Officer with whomever they feel most comfortable.***
- ***When the Washington County Democratic Party becomes aware that harassment or bullying might exist, we are obligated by law to take prompt and appropriate action, whether or not the victim wants our committee to do so. Appropriate investigation and disciplinary action will be taken, if warranted. All reports will be promptly investigated with due regard given for the privacy of everyone involved.***

Proposed Resolution for the Bylaws

- ***Any officer found to have harassed or bullied a fellow member will be subject to disciplinary action or possible termination. WCDPU will also take any additional action necessary to correct the situation. WCDPU will not retaliate nor will we tolerate any member of our party who retaliates against anyone who makes a good faith report of alleged harassment or bullying, even if the incident is found to be unsubstantiated.***

Thank You for Reviewing of our Bylaws

- *You can download a copy of the Bylaws here:*
- ***Bylaws of the Washington County Democrats***