

BYLAWS OF THE JOHNSON COUNTY DEMOCRATIC CENTRAL COMMITTEE
(as amended by Central Committee April 2016)

Section 1. Central Committee Membership

- A. Members of the Central Committee may be removed from office as provided in Article IV, Sections 2 and 3 of the Constitution by a two-thirds vote of the members present and voting at a duly called meeting of the Central Committee, providing that written notice of the proposed removal has been mailed to the member by the Secretary or other officer at least seven days prior to the meeting.
- B. Any member automatically suspended in accordance with Article IV, section 2 of the Constitution shall not vote until reinstated by a majority of voting members present. Reinstatement shall not happen until the member personally requests reinstatement at a regular meeting of the Central Committee.

Section 2. Central Committee Chair and Executive Committee

- A. Between meetings of the Central Committee, the Chair may approve gross expenditures of \$200 for unbudgeted items necessary and appropriate to carry out the purposes of the Central Committee.
- B. The Executive Committee shall meet at least once prior to each meeting of the Central Committee, and at such other times and places as the Chair or a majority of its voting members shall direct. The Executive Committee shall adopt such procedures as may be appropriate to govern its meetings.
- C. Between meetings of the Central Committee, the Executive Committee may approve gross expenditures of \$500 for unbudgeted items necessary and appropriate to carry out the purposes of the Central Committee. The total of unbudgeted expenditures authorized between Central Committee meeting by the Chair under Section 2.A. and by the Executive Committee under this section shall not exceed \$500.
- D. Proposals for unbudgeted expenditures of over \$500 must be approved by a majority vote of the members of the Central Committee present and voting at a duly called meeting.
- E. The Executive Committee may, at its discretion, authorize individuals or organizations to use the party resources that result in no cost to the Central Committee, provided the individuals are registered Democrats, and the organization is promoting events or issues that do not conflict with the platform. A fee may be required for the use of such resources, which shall be determined by the Executive Committee.

Section 3. Central Committee Officers and Standing Committee Chairs

- A. Prior to each meeting of the Central Committee, the Secretary shall cause the minutes of the previous meeting to be distributed electronically or by mail to members and interested Democrats. Upon the direction of the Chair, the Secretary or other officer shall be responsible for providing notices of each Central Committee meeting and Executive Committee meeting in a timely manner according to the Constitution and Bylaws.

- B. At or prior to each meeting of the Central Committee, the Treasurer shall deliver a written report of the assets, liabilities, income, and expenses of the Central Committee. Such report shall be approved by a majority vote of members present and voting.
- C. The Fundraising Chair shall, with the approval of the Executive Committee, organize fund raising activities, and solicit membership in the Sustaining Fund and Special Funds. The Fundraising Chair shall publish the names of donors to the various party funds in accordance with the wishes of the donors.
- D. Officers and Standing Committee chairs may be removed from office as provided in Article IV, Section 5 of the Constitution by a two-thirds vote of the members present and voting at a duly called meeting of the Central Committee, providing that written notice of the proposed removal has been mailed to the officer by the Secretary (or in case notice is to be mailed to the Secretary, by the Treasurer) at least seven days prior to the meeting.
- E. In the event of the resignation or removal of the Chair, the First Vice Chair will serve as Acting Chair until an election is held. Such elections will be held at the next meeting following the meeting at which the resignation or removal is announced.
- F. In the event of the resignation or removal of any other officer, an election will be held at the next meeting following the meeting at which the resignation or removal is announced.

Section 4. Standing Committees

- A. The Public Relations Committee shall handle all publicity as requested by the Central Committee or its officers. The Committee shall be responsible for notifying the news media in advance of Central Committee meetings and events; for distributing press releases that have been approved by the Central Committee Chair, when appropriate, about the activities of the party, of elected officials, and of Democratic candidates for office; and for placing paid advertising in the media as directed by the Executive Committee of the Central Committee. The Committee shall develop methods for keeping Central Committee members and Democrats at large aware of the activities of the Party. Such methods may include, but shall not be limited to, a regular paper and/or electronic newsletter, a website, an electronic email list, blogs, or other methods of communication.
- B. The Platform Committee shall discuss and develop issues of use in forthcoming campaigns, and maintain record of such issues for use by county and legislative candidates. It may sponsor a candidate's forum prior to each Democratic primary to permit candidates for office to present their views. In addition, the Committee Chair shall make available for a reasonable fee as determined by the Executive Committee paper copies of the platform adopted at the most recent County Convention; shall ensure that the Platform is available in convenient electronic format through the party website or other means; shall distribute such platforms to caucuses in odd numbered years; and shall advocate the platform to public officials. The Committee shall use whatever means it determines most useful for informing voters on the Democratic Platform and providing other such voter education as appropriate.

- C. The Fundraising Committee shall carry out fundraising projects and shall otherwise assist the Committee Chair in fulfilling his or her duties
- D. The Affirmative Action committee shall promote recruitment of new members into the Iowa Democratic Party and encourage their full participation in the caucus/ convention, platform development, and delegate selection processes, and the Johnson County Democratic Central Committee, with particular concern toward those groups, which have been historically underrepresented in the Iowa Democratic Party.
- E. The Membership Committee shall maintain a summary of the duties, goals, and responsibilities of Central Committee Members and Associate Members. Upon approval by the Central Committee, the summary shall be distributed to all Central Committee Members, inserted into precinct caucus packets, and utilized by Central Committee Members as a precinct manual; shall do all that is necessary to ensure that Central Committee Members are aware of and trained in their responsibilities; shall assist other committees in communicating with members and voters; shall work with the Affirmative Action Committee in recruiting new members.
- F. The Candidate Development Committee shall develop candidate recruitment and development programs; and shall carry out other tasks as needed to fulfill its responsibilities.
- G. The Community Events Committee shall ensure that the Party is represented at all appropriate community activities, including parades, rallies, and other events, and shall regularly provide a list of upcoming events to Central Committee Members and other Democrats.
- H. The Data Management Committee shall ensure that all electronic data of the Party is maintained in a safe and secure manner; shall develop and maintain lists useful to the Party; and shall carry out other functions to ensure that Central Committee and Party data is maintained in an accurate and effective manner.

Section 5. Meetings

- A. The Johnson County Democratic Central Committee may, by vote of a majority of the members present and voting at an official committee meeting, direct the Chair to call regular meetings at times and places selected by the committee.
- B. In addition to regular meetings, the Chair may call special meetings pursuant to notice, as she/he deems necessary.
- C. Upon receiving a petition signed by at least twenty-five percent of the members of the Central Committee, the Chair shall call a special meeting pursuant to notice, which shall be held within twelve days of the receipt of such petition.
- D. The voting members of the Central Committee who are present at any properly called meeting shall be deemed a quorum for the conduct of business.
- E. Ordinary motions at Central Committee meetings shall be carried by a majority vote of those voting members in attendance.
- F. The proceedings of the Central Committee, except as provided for in the Constitution and Bylaws, shall be governed by Robert's Rules of Order.

Section 6. Notice of Meetings

- A. Notice of any meetings or action required by the Constitution or Bylaws shall be given by the Secretary or other officer in either electronic or written format, except as otherwise required by the Constitution or Bylaws. Notice shall include, at a minimum, the date, time, and place of the meeting or action. Notice under these provisions shall be provided in a specific communication only for the purpose of notice or if included as part of a general communication shall be offset so as to be readily visible and obvious to the reader.
- B. Notice of regular Central Committee meetings, along with minutes of the previous meeting, shall be provided no later than seven (7) days before any such meeting to all duly elected members of the Central Committee and to all members of the Executive Committee, voting, non-voting, and ex-officio.
- C. Notice of special Central Committee meetings shall be provided no later than three (3) days before any such meeting to all duly elected members of the Central Committee and to all members of the Executive Committee, voting, non-voting, and ex-officio.
- D. Notice of Executive Committee meetings shall be provided no later than three (3) days before any such meeting to all duly elected members of the Central Committee and to all members of the Executive Committee, voting, non-voting, and ex-officio.
- E. Provisions for notice for special Central Committee or Executive Committee meetings may be waived in an emergency, provided that a majority of the voting members of the Executive Committee certify the emergency via written, email, or telephone communications, and every attempt is made to reach all those deserving notice in whatever way is most practical prior to the meeting.
- F. Notice of the biennial meeting of the County Convention shall be provided as specified in the Constitution of the Iowa Democratic Party.
- G. Notice of the biennial reorganization meeting of the Central Committee shall be provided in a timely manner as specified in the Johnson County Democrats Constitution.
- H. Notice for any meeting in which an election is to be held for any Officer or Standing Committee Chair shall include specific information specifying that an election will be held and naming the office or offices which will be elected at that meeting.

Section 7. Resolutions

- A. Issue resolutions shall be submitted in writing to the Secretary prior to discussion by the Central Committee. Resolutions submitted to the Secretary five days prior to the Central Committee meeting shall be copied by the Secretary and provided to the Central Committee members. Nonmembers of the Central Committee submitting resolutions may be charged the cost of such copies.

Section 8. Affiliated Organizations

- A. Affiliated Organizations may be designated by the Central Committee. Affiliated Organizations may designate representatives who shall be recognized at the Central

Committee meetings. The Secretary shall keep a current and accurate list of Affiliated Organizations.

Section 9. 2nd District Central Committee Membership.

- A. Seats Available. Pursuant to Section IV of the Second District Democrats Constitution, Counties are permitted one (1) member for each 5,000 votes cast for the Democratic candidate for Congress in the last two General Elections.
- B. Membership. One of the seats allocated to Johnson County is to be filled by the Chair of the Johnson County Democrats, or by their designee. The remaining seats are to be filled by an election to be held at the Central Committee meeting following the odd year County Convention. Terms will last 2 years.
- C. Vacancies. Any vacancies will be filled at the next meeting of the Johnson County Central Committee meeting. Notice of an election to fill a vacancy will be posted with the regular meeting call, no later than seven (7) days prior to a meeting. If the vacancy occurs in such a way that notice cannot be provided, the election will be instead held at the subsequent regular meeting. Persons elected will serve the remainder of the term vacated.
- D. Executive Board Membership. The members of this delegation are entitled to representation of one seat on the Johnson County Executive board, pursuant to Article V, Sections 2 and 10 of the Johnson County Democrats Constitution. All persons elected to or otherwise entitled to a seat as a Johnson County representative to Second District Central Committee will meet no later than fourteen (14) days following a regular election of committee members, or as soon as possible before the next regularly scheduled Executive Board meeting in the case of a vacancy of that position, to elect one of its members as its duly designated representative to the Executive Board. Notice of the new representative will be provided to the County Chair as soon as possible after such an election.
- E. Removal for Cause. The rules for the removal for cause of an elected Second District Central Committee member shall be identical to those for Johnson County Central Committee members, as outlined in Article IV of the Johnson County Democrats Constitution, and in Section 1 of these Bylaws. In addition, the Second District Constitution requires the Secretary of that body notify the Johnson County Chair by mail should any of the representatives from this county incur three (3) consecutive absences. Such a notification fulfills the requirements for removal for cause (Non-Attendance).
- F. Controlling document. The Second District Democrats Constitution is the controlling document for membership in the Second District Central Committee. Nothing in this section of bylaws supersedes the relevant sections in that document, and, in the event that some conflict occurs, the language in that document controls.

Section 9. Special Funds

- A. The Lorada Cilek Courthouse Fund shall be for the purpose of providing direct financial contributions to the campaign committees of nominated candidates, or candidates who are presumed to be nominated because they are the sole candidate for a particular

office following the filing deadline, of the Democratic Party. Candidates who are eligible to receive these contributions are those for the offices of Johnson County Supervisor, Attorney, Auditor, Recorder, Sheriff, and Treasurer. The Executive Committee shall recommend contribution amounts, which shall be subject to approval of the Central Committee.

- B. The Minnette Doderer Legislative Fund shall be for the purpose of providing direct financial contributions to the campaign committees of nominated candidates, or candidates who are presumed to be nominated because they are the sole candidate for a particular office following the filing deadline, of the Democratic Party. Candidates who are eligible to receive these contributions are those for the offices of state Senator and state Representative whose districts are wholly or partially encompassed by Johnson County. The Executive Committee shall recommend contribution amounts, which shall be subject to approval of the Central Committee.
- C. The Diversity Fund shall be for the purpose of providing direct financial contributions to the campaign committees of nominated candidates, or candidates who are presumed to be nominated because they are the sole candidate for a particular office following the filing deadline, of the Democratic Party. Candidates who are eligible to receive these contributions are those who are members of traditionally underrepresented populations whose districts are wholly or partially encompassed by Johnson County. The Executive Committee shall recommend contribution amounts, which shall be subject to approval of the Central Committee.

Section 10. Open Meetings

- A. All meetings of the Central Committee and the Executive Committee shall be open in the same manner as an agency of state government is required to hold open meetings.

Section 11. Elected Officials

- A. Any state or county elected official who is a registered Democrat (or any registered Democrat filling a state or county partisan office by appointment) representing part or all of Johnson County who runs as a candidate against, or who supports another candidate for elected office who is running against a candidate nominated by the county, state, or national Democratic Party may be sent a letter of reprimand from the Chair of the Johnson County Democratic Central Committee if such action is determined by a majority vote of the members present and voting at a duly called meeting of the Central Committee, providing that the Secretary at least seven days prior to the meeting. Such support that is subject to reprimand may include, but is not restricted to, the following; monetary contribution, a name listed in an advertisement, a name listed in campaign literature, or other public support of candidate.

Section 12. Non-partisan Endorsements

- A. The Central Committee shall not endorse a candidate for non-partisan elected office unless:

1. At least a majority of the members attending a Central Committee meeting vote to consider an endorsement vote in a specified non-partisan race at the next regularly scheduled Central Committee meeting, and
 2. Notice of the consideration of an endorsement vote in said non-partisan race is included in the meeting notice for the next regularly-scheduled Central Committee meeting, and
 3. A platform-based questionnaire is sent to all candidates, and
 4. At the next regularly-scheduled Central Committee meeting, at least two-thirds of the members attending vote in favor of endorsing a specific candidate.
- B. The Central Committee shall not endorse more candidates than there are available seats in any one race.
- C. The Central Committee shall not endorse a vote for or against a ballot issue or bond referendum unless:
1. At least a majority of the members attending a Central Committee meeting vote to consider an endorsement vote at the next regularly-scheduled Central Committee meeting, and
 2. Notice of the consideration of an endorsement vote is included in the meeting notice for the next regularly-scheduled Central Committee meeting, and
 3. At the next regularly-scheduled Central Committee meeting, at least two-thirds of the members attending vote in favor of an endorsement.
 4. Neither the Central Committee nor the Executive Committee shall support, or use its resources to support, any candidate for non-partisan elected office, or ballot issue or referendum position, over another candidate or position unless an endorsement has been made by the Central Committee

Section 13. Adoption and Amendment of Bylaws

- A. These Bylaws shall be adopted by vote of a majority of members voting at the official Central Committee meeting, provided that the notice for the meeting clearly states that Bylaws are to be considered for adoption.
- B. These Bylaws may be amended by vote of a majority of members of voting at an official Central Committee meeting, provided that the notice for the meeting clearly states that amendments to the Bylaws are to be considered.
- C. Notice must either include the proposed Bylaws revisions or must provide a means by which any member may examine the proposed revisions in electronic or paper format at least seven days before the meeting at which they are to be considered.