

# **BYLAWS OF THE ALBANY COUNTY DEMOCRATIC PARTY**

## **ARTICLE I – THE ALBANY COUNTY DEMOCRATIC PARTY**

### **Section 1 – General**

The Democratic State Central Committee shall direct the operations of the Wyoming Democratic Party as provided for by the bylaws of the Wyoming Democratic Party and by the direction of the Wyoming Democratic Party State Convention. The Albany County Democratic Central Committee shall assist the Wyoming Democratic State Central Committee in Albany County as provided for by the bylaws of the Wyoming Democratic Party.

### **Section 2 – Compliance**

The bylaws of the Albany County Democratic Party shall conform to the guidelines of the bylaws of the Wyoming Democratic Party. Where any conflict of directions should occur, the bylaws of the Wyoming Democratic Part shall take precedence over the bylaws of the Albany County Democratic Party. Those persons who have registered as Democrats to vote in Albany County, Wyoming shall be members of the Albany County Democratic Party.

## **ARTICLE II – THE ALBANY COUNTY DEMOCRATIC CENTRAL COMMITTEE**

### **Section 1 – Membership**

The Albany County Democratic Central Committee consists of precinct committeemen and committeewomen elected in the county at the regular biennial primary election and at Albany County Democratic Central Committee meetings pursuant to the bylaws of the Wyoming Democratic Party.

### **Section 2 – Vacancies and Appointments**

Pursuant to state statute and the bylaws of the Wyoming Democratic Party the following actions are authorized should a precinct committeeman or committeewoman vacancy in the Albany County Democratic Central Committee occur:

A vacancy in the county central committee shall occur in the case of death, resignation, failure of a qualified candidate to be elected to a precinct committeeman or committeewoman position, or removal of residence from the precinct. A vacancy shall be filled by the Albany County Democratic Central Committee by election of a registered elector resident in the precinct in which the vacancy exists and registered in the party or as provided by the bylaws of the Wyoming Democratic Party. The Albany County Chair, with the approval of the Albany County Democratic Central Committee at the next Central Committee meeting on a case-by-case basis, may appoint a Democrat registered and residing in the precinct to fill such a vacancy. Notice of any said election or appointment shall be reported to the Albany County Clerk within ten (10) days. For voting purposes, any voting members of the Albany County Democratic Central Committee must be appointed or elected at the previous meeting held.

### **Section 3 – Meetings, Notices, and Publications**

The Albany County Democratic Central Committee shall meet and organize under the direction of the Albany County Chair at a time and place determined by the Albany County Chair and shall also publish a notice of all meetings of the Albany County Democratic Central Committee in a newspaper of general Albany County circulation not less than two (2) days prior to a meeting. The County Chair shall also attempt to notify the public by appropriate media, seeking to reach as broad a possible audience. The Albany County Chair shall notify all members of the

Central Committee not less than five (5) days prior to the meeting. Special meetings may be held on call of the Albany County Chair or by written notice of 25% of the duly elected or appointed Albany County Democratic Central Committee members. The Albany County Chair shall make every attempt to notify all members of the Albany County Democratic Central Committee of any special meeting.

#### **Section 4 – Organization and Election of Officers**

The Albany County Democratic Central Committee shall meet at the county seat during the month of March of each odd numbered year at a time and place determined by the Albany County Chair. The Albany County Chair shall mail notice of the meeting to the Albany County Clerk not less than ten (10) days before this meeting. At the meeting, the Albany County Democratic Central Committee shall elect a Chair, Vice-Chair (who shall be of a different gender than the Albany County Chair), a Treasurer, a Secretary, a State Committeeman, and a State Committeewoman. In order to be considered for election, these officers need not be members of the Albany County Democratic Central Committee, but each must be a qualified Democratic voter of and reside in Albany County. They shall serve for terms of two (2) years or until successors are elected. The Albany County Chair, Vice-Chair, State Committeeman, State Committeewoman, Secretary, and Treasurer shall not be voting members of the Albany County Democratic Central Committee unless already members of the county central committee. No voting member of the Albany County Democratic Central Committee shall have more than one vote.

#### **Section 5 – Proxies**

Members of the Albany County Democratic Central Committee may deputize, by signed proxy, substitutes to act for them at any meeting, but such substitutes must be registered Democrats residing in the precinct that their principals represent. Any member may vote one's own and one additional proxy from the same precinct. A proxy holder who is not a member of the Albany County Democratic Central Committee shall have only the maximum of one proxy vote and shall not be entitled to vote their own vote.

#### **Section 6 – Powers and Duties**

The Albany County Democratic Central Committee shall perform all duties and functions required by law, the Bylaws of the Wyoming Democratic Party and these bylaws. It shall have the governing power of the Democratic Party in Albany County in accordance with these bylaws, but shall remain subject to the direction of the Wyoming Democratic Party State Convention, the Democratic State Central Committee and the bylaws of the Wyoming Democratic Party on matters of statewide concern.

#### **Section 7 – Officers**

##### **A. The Albany County Democratic Chair**

- i. The Chair shall have all the general powers of supervision and management usually vested in the office of Chair, not inconsistent with these bylaws.
- ii. The Chair shall be the executive officer of the Albany County Democratic Party, and shall preside at all meetings of the Albany County Democratic Central Committee, and shall ensure that all orders of such committee are carried into effect.
- iii. As the custodian of the funds of the Albany County Democratic Central Committee, the Chair, with the assistance of the Treasurer, shall keep a record of all funds received and

disbursed, and report the same to the Albany County Democratic Central Committee when requested to do so.

- a. Funds of the Albany County Democratic Central Committee shall be spent only on the specific and personal authorization of the Albany County Democratic Chair.
- b. The Albany County Democratic Chair may sign checks of the Albany County Democratic Central Committee. No authorization shall be given for deficiency spending.

**B. The Albany County Democratic Vice-Chair**

- i. The Albany County Democratic Vice-Chair shall perform duties and functions as required by law and these bylaws.
- ii. The Albany County Democratic Vice-Chair shall be of a different gender than the Albany County Democratic Chair.
- iii. The Vice-Chair shall perform the duties and exercise the powers of the Albany County Democratic Chair during the absence or disability of the Chair.
- iv. The Albany County Democratic Vice-Chair shall perform other duties as requested by the Albany County Democratic Chair.

**C. The Albany County Democratic Treasurer**

- i. The Albany County Democratic Treasurer shall perform duties and functions as required by law and by these bylaws.
- ii. The Treasurer shall assist the Albany County Democratic Chair in duties relative to fundraising and the custody, reporting, record keeping, and expenditure of the money of the Albany County Democratic Central Committee as requested by the Albany County Democratic Chair.
- iii. The Treasurer may be required to furnish bond, at the discretion of the Albany County Democratic Chair.
- iv. The Treasurer may sign checks for the Albany County Democratic Committee.

**D. The Albany County Democratic Secretary**

- i. The Albany County Democratic Secretary shall perform duties and functions as required by law and by these bylaws.
- ii. The Secretary shall keep minutes of all meetings of the Albany County Democratic Central Committee.
- iii. The Secretary shall furnish copies of minutes of all such meetings to members of the respective committees and subcommittees upon request within thirty (30) days after each meeting.
- iv. The Secretary shall perform such other duties as requested by the Albany County Democratic Chair.

**E.** In the event of a vacancy in the office of Albany County Democratic Chair due to death, resignation, or loss of qualification, the Albany County Democratic Vice-Chair shall become the Albany County Democratic Chair for the balance of the unexpired term of the Chair. Vacancies among other Albany County Democratic Party offices shall be filled by election at the next meeting of the Albany County Democratic Central Committee held after the vacancy occurs.

### **Section 8 – Committees**

Committees may be appointed by the Albany County Democratic Chair or the Albany County Central Committee to recommend action to the Chair and Central Committee as necessary. Such committees shall meet at the committee Chair's call.

### **Section 9 – Clubs**

The Albany County Democratic Central Committee may authorize and establish as many Democratic Clubs as deemed necessary in Albany County. Such clubs may promulgate and operate under their own rules and regulations, but such rules and regulations must be consistent with these bylaws.

## **ARTICLE III – THE ALBANY COUNTY DEMOCRATIC CONVENTION**

### **Section 1 – Composition**

The Albany County Democratic Convention shall be composed of persons residing in Albany County and registered as Democrats within the county at least fifteen (15) days prior to the convention and present at the Albany County Convention. Each person shall have one vote on each issue provided that on votes for delegates to the Wyoming Democratic State Convention in presidential years, the votes shall be determined in accordance with the Delegate Selection Plan approved by the Wyoming State Central Committee and the Democratic National Committee. On votes for delegates to the Wyoming Democratic State Convention in non-presidential years, each person may vote for as many nominees as there are delegates to be elected.

### **Section 2 – Meetings**

**A.** All regular Albany County Democratic Conventions shall be held at the county seat of Albany County in even numbered years on the date and at the hour fixed by the Wyoming State Democratic Central Committee.

**B.** A special Albany County Democratic Convention may be called by the Albany County Democratic Chair when it appears there is a necessity for a special convention.

**C.** The duties that the convention is to perform shall be designated in the call.

**D.** The order of business at the Albany County Democratic Convention shall be as follows:

- i. Call to order by the Albany County Democratic Chair.
- ii. Report of the Credentials and Ballots Committee regarding credentials and qualifications of the delegates.
- iii. Report of the Nominations Committee regarding convention officers and their election.
- iv. Presidential preference vote during presidential election years.
- v. Election of delegates to the Wyoming Democratic State Convention.
- vi. Report of the Resolutions and Platform Committee and adoption of an Albany County Platform
- vii. Other business.

viii. Adjournment.

**E.** Introductions, addresses, and sundry activities may be interspersed in the order of business at the discretion of the Albany County Democratic Chair and the Albany County Democratic Convention Chair.

### **Section 3 – Call**

No later than twenty (20) days before the date of the Albany County Democratic Convention in each even numbered year, the Albany County Democratic Chair shall file with the State Democratic Chair a call for the Albany County Convention in Albany County stating the time and place of such convention. The Albany County Democratic Chair shall give notice pursuant to Article VII, Section 2 of the bylaws of the Wyoming Democratic Party.

### **Section 4 – Powers and Duties**

The Albany County Democratic Convention may adopt an Albany County Party Platform and resolutions, select delegates and alternates to the Wyoming Democratic State Convention, and perform other duties and functions as required by law and these bylaws.

### **Section 5 – Officers**

The officers of the Albany County Democratic Convention shall be:

- A. Convention Chair.
- B. Convention Secretary.
- C. Convention Parliamentarian.
- D. Sergeant at Arms.

These officers shall perform the duties, have the powers, and be elected or appointed in the same manner as set forth in Article IV, Section 6, of the bylaws of the Wyoming Democratic Party.

### **Section 6 – Committees**

The following committees shall be appointed to act at the Albany County Democratic Convention and shall be appointed at least ten (10) days prior to the convention by the Albany County Democratic Chair who shall also designate the committee chairs:

#### **A. The Nomination Committee**

- i. The Nomination Committee shall consist of at least three (3) members.
- ii. It shall make nominations for the Albany County Democratic Convention officers.
- iii. It shall meet at the call of the Albany County Democratic Chair.

#### **B. The Credentials and Ballots Committee**

- i. The Credentials and Ballots Committee shall consist of three (3) members.
- ii. It shall check the name of each person present at the Albany County Democratic Convention against an official registration list and report to the convention the number of persons certified to vote.
- iii. It shall deny any person arriving after the report of the Credentials and Ballots Committee to the convention the right to be certified or to vote at the Albany County Democratic Convention.
- iv. It shall hear all credentials challenges that have been submitted to the Albany County Democratic Party Chair.

- v. It shall adhere to the hearing procedure for all credentials challenges as set forth in Article VII, Section 3 of the bylaws of the Wyoming Democratic Party.
- vi. It shall assist the Albany County Democratic Convention Chair and Convention Secretary in conducting polls of the delegates when necessary.
- vii. It may appoint, when necessary, clerks to assist in checking the names of those present against an official registration list and in polling delegates when required.

#### **C. The Resolutions and Platform Committee**

- i. The Resolutions and Platform Committee shall be comprised of members, the number to be determined by the Albany County Democratic Chair.
- ii. It shall consider all suggestions for resolutions and for the county platform, make recommendations to the convention on which the convention shall act.
- iii. It shall meet at the call of its chair.

#### **Section 7 – Delegates and Alternates to the Wyoming State Convention**

Delegates and alternate delegates to the Wyoming Democratic State Convention from Albany County shall be elected in number allocated as follows:

**A.** Any person registered as a Democrat at least fifteen (15) days prior to an Albany County Democratic Convention may be nominated as a delegate to the Wyoming Democratic State Convention by making written request prior to the county convention or by nomination from the floor.

- i. The nominee must be present at the county convention for a floor nomination.
- ii. In making the nomination during presidential election years, the candidate's presidential or uncommitted preference shall be given and recorded by the Albany County Convention Secretary.
- iii. Honorary or special positions in themselves do not qualify a person for nomination or election as delegates or alternates to the Wyoming Democratic State Convention.

**B.** The Albany County Convention shall determine whether to send delegates to the Wyoming Democratic State Convention with one vote each or one-half vote each.

**C.** In each presidential or uncommitted preference, the delegates shall be elected according to the Wyoming Democratic Party Delegate Selection Plan.

**D.** Irrespective of stated presidential or uncommitted preference, every delegate and alternate to the Wyoming Democratic State Convention chosen by the Albany County Democratic Convention shall in all respects be a free agent to follow the dictates of their own conscience.

**E.** The Albany County Democratic Chair shall serve as the Chair of the Albany County Democratic Party delegation and the Albany County Democratic Party Vice-Chair shall serve in the Chair's absence. If the Albany County Vice-Chair is unable to serve, the Albany County Democratic Chair shall appoint the Albany County Democratic Party delegation chair.

**F.** If the Albany County Democratic Central Committee desires to have preprinted ballots for the election of delegates and alternates, the Albany County Democratic Chair shall include in the publication of notice of the Albany County Democratic Convention that such a ballot is to be used and that Democrats interested in becoming delegates and alternates to the Wyoming Democratic State Convention must advise the members of the Credentials and Ballots

Committee at least twenty-four (24) hours before the Albany County Democratic Convention convenes of their candidacy to insure the inclusion of their names on the preprinted ballots. The names of all qualified Democrats submitted to the Credentials and Ballots Committee shall be placed on the ballot. The use of preprinted ballots shall not be construed so as to deny the right of any person to be nominated from the floor of the Albany County Democratic Convention. In the event that preprinted ballots are used, names will be ordered on the ballot by random drawing.

**G.** In the event that an insufficient number of delegates are elected at the Albany County Democratic Convention, in order to meet the designated number of delegates, the Albany County Democratic Chair may appoint Democratic Party residents of Albany County to fill the vacancies. Such appointments shall be certified in writing to the Wyoming Democratic Party State Chair.

### **Section 8 – Voting**

Except as provided otherwise in the bylaws of the Wyoming Democratic Party, all votes at the Albany County Democratic Convention shall be by polling the delegates by voice vote. In the event of a call for division, a standing vote shall be taken, and upon request of any delegate, a roll call vote shall be taken. Provided, however, that preceding any vote the Albany County Democratic Convention Chair may inquire if there is any objection to a voice vote on the issue before the Albany County Democratic Convention, and, if there is no objection by any delegate, the issue may be resolved by voice vote. A vote on the convention floor or within a presidential or uncommitted preference caucus shall not be made by proxy.

### **Section 9 – Report to the Wyoming Democratic State Chair**

Within ten (10) days after the Albany County Democratic Convention, the Albany County Democratic Chair shall certify to the Wyoming Democratic State Chair a notarized list on the state-approved forms of the convention attendees, the delegates and the alternate delegates from Albany County to the Wyoming Democratic State Convention, giving the names, addresses, telephone numbers, and if applicable, presidential preferences, and the order of priority for alternate delegates. At the same time, the Albany County Democratic Chair shall transmit to the Wyoming Democratic State Chair a copy of the Albany County resolutions and the Albany County Platform for submission to the Resolutions and Platform Committee of the Wyoming Democratic Party State Convention.

## **ARTICLE IV – CERTIFICATION AND FILING OF ALBANY COUNTY RULES AND BYLAWS**

The Albany County Democratic Chair and the Albany County Democratic Secretary shall certify all rules and bylaws promulgated, revoked or amended by the Albany County Democratic Central Committee and file them with the Albany County Clerk within thirty (30) days after the adjournment of the Albany County Democratic Central Committee meeting at which said rules and/or bylaws were promulgated, revoked or amended.

## **ARTICLE V – GENERAL**

### **Section 1 – An Open Party, No Discrimination**

A. All meetings of the Albany County Democratic Party shall be open to all members of the Democratic Party without any discrimination based upon and regardless of race, gender, age, color, creed, national origin, ethnic identity, economic status, sexual orientation, or philosophical persuasion, and any such discrimination is prohibited.

B. All Albany County Democratic Party meetings are open to the public and public attendance and involvement is strongly encouraged. The bylaws of the Albany County Democratic Party strongly support Article VIII, Section 1 of the bylaws of the Wyoming Democratic Party in regard to an open party with no discrimination tolerated.

C. Notwithstanding subsections A and B, the Executive Committee and the full Central Committee may hold closed meetings solely to consider personnel issues or matters involving current or possible litigation. The term “personnel issues” shall include the hiring, firing, or discipline of any staff directly paid by the Albany County Democratic Party, as well as recommending candidates as to which state law gives the Democratic Party or a subset of the party authority to fill, or provide nominees to fill, any vacancy.

### **Section 2 – Quorums**

Thirty (30) delegates to the county convention shall constitute a quorum at the county convention. Twelve (12) members of the Albany County Democratic Central Committee, including proxies, shall constitute a quorum at Central Committee meetings. At the opening of an Albany County Democratic Central Committee meeting a roll call of the members shall be made and a record shall be made of those present in person or by proxy.

### **Section 3 – Amendment of the Bylaws**

These bylaws shall be revoked, amended, or added to only by action of the Albany County Democratic Central Committee at a meeting where all members are present, including by proxy, or with a two-thirds vote with previous notice of bylaws amendment. These bylaws shall be reviewed, amended, approved and certified whenever suspected of non-compliance with current laws and bylaws or upon receipt of amended bylaws of the Wyoming Democratic Party which become available after the conclusion of the Wyoming Democratic Party State Convention.

### **Section 4 – Availability of Bylaws**

The Albany County Democratic Chair shall furnish a copy of the bylaws of the Albany County Democratic Party to any Democrat requesting the same.

### **Section 5 – Preprimary Endorsement**

Except as provided by law, unless uncontested as of the statutory filing deadline, no candidate for public office shall have the endorsement of the Albany County Democratic Party or any of its organizational parts prior to nomination in the primary election or adjournment of the Democratic State Convention in the case of presidential candidates.

### **Section 6 – Rules of Procedure**

Except as otherwise set forth in the bylaws, the procedure for meetings of all conventions, committees, and subcommittees provided for herein shall be governed by Robert’s Rules of Order as currently revised.



**Section 7 – Wyoming Law**

The legally applicable provisions of Wyoming law relating to political committees and conventions are a part of these bylaws by reference.