

April 9, 2018

Park County Democratic Central Committee

Mission Statement

The mission of the Park County Democratic Central Committee is to:

1. Recruit, support, and help elect candidates for public office who uphold the values and philosophy of the Democratic Party.
2. Raise community awareness regarding issues important to the citizens of Park County, consistent with the platform of the Democratic Party.
3. Act to protect the voting rights of Park County citizens and promote free and fair elections.
4. Advocate on behalf of Park County residents on issues important to Democratic principles in order to promote, pass, and enact legislation.
5. Support our elected Democratic legislators and officials.
6. Recruit members and fundraise for the Park County Democratic Central Committee.

Bylaws

I. Park County Democratic Central Committee

A. In accordance with Montana law and the rules of the Montana Democratic Party, the Park County Democratic Central Committee (hereinafter PCDCC) consists of the duly elected or appointed Democratic precinct committeemen and committeewomen, and officers of the Executive Committee, who shall be the chair, vice chair, secretary, treasurer, state committeewoman, state committeeman, and their alternates.

B. Duties, powers, and obligations of the PCDCC:

1. The PCDCC shall represent the Democratic Party in Park County and conduct affairs of the Party that are not in conflict with the powers or interests of the state P a r t y ' s E x e c u t i v e B o a r d .
2. The PCDCC shall not adopt bylaws or regulations that conflict with the laws of Montana or the rules of the Montana Democratic Party.
3. All meetings of the PCDCC are open to the public.
4. It shall be the duty of all PCDCC members to encourage persons from all income levels, persons from all religions, young people, women, persons of minority races or ethnicities, senior citizens, persons from the LGBTQ community, and persons from other underrepresented and minority groups to participate in and seek selection as delegates to Party conventions, as members of Party committees, and as members of the PCDCC.
5. The PCDCC shall fill vacancies as provided in current state Democratic Party rules.

6. The PCDCC shall perform such duties as may be specified by the Montana Presidential Nominating Convention Delegate Selection Rules.
7. The PCDCC shall carry out organizational functions as necessary to fulfill its mission.
8. PCDCC shall to the best of its ability:
 - a. recruit candidates for every elected office in the county
 - b. provide campaign assistance to Democratic Party candidates
 - c. assist in registration and get-out-the-vote projects
 - d. provide a local voice for Democratic views on local, state, and national issues
 - e. monitor the activities of public officials in the county and demand accountability
 - f. maintain the books and records of the PCDCC
 - g. raise funds that will be used to support the PCDCC and its mission.

II. County Convention and Selection of Officers

A. The PCDCC shall meet in county convention between April 15 and May 31 of each odd-numbered year and elect the following officers:

1. A County Chair and Vice Chair, one of whom shall be a woman and one of whom shall be a man.
2. A State Committeeman and a State Committeewoman.
3. Four State Central Committee Alternates, two of whom shall be women and two of whom shall be men. These officers serve as alternates to the Chair, Vice Chair, State Committeeman, or State Committeewoman at state conventions. Central Committee Alternates shall replace members of the same sex whenever possible. The county convention shall elect first and second Alternates.
4. A Secretary and a Treasurer.

B. Precinct committeemen and precinct committeewomen shall stand for election in the primary election conducted in June of even-numbered years by filing an oath of candidacy with the Park County Clerk and Recorder. The PCDCC shall, to the best of its ability, identify one male and one female candidate to represent each Park County precinct. Vacancies can be filled by the PCDCC under procedures outlined by state law and the rules of the state Democratic Party. Precinct committeewomen and committeemen must be residents and registered voters of the precincts they represent.

C. Only precinct committeemen, precinct committeewomen, and current PCDCC officers may vote for officers at the county convention. (See Montana Democratic State Party Rule 2, Section B, Subsection 2.) Officers may be, but are not required to be, precinct committeemen or precinct committeewomen. Officers shall be residents and registered voters of Park County. The officers elected at the county convention shall constitute the Executive Committee of the PCDCC and are charged with the execution of policies and programs between meetings of the full committee. They shall be entitled to full voting privileges at all meetings of the PCDCC and of the Executive Committee.

III. Duties of Officers

A. The duties of the Chair shall be to:

1. Call all regular and special meetings in accordance with these bylaws, state party rules, and Montana law.
2. Preside at the county convention.
3. Set the agenda for meetings.
4. Appoint such subcommittees as may be authorized by the PCDCC.
5. Authorize certificates of election for the delegates to the state convention.
6. Perform all duties required by current Montana Democratic State Party rules 13, 14, 15, and 16.
7. Provide guidance to the PCDCC regarding Montana law and rules regarding the conduct of election campaigns and prohibited practices.
8. Conduct such actions not in conflict with these bylaws, the state party rules, or the laws of Montana as may be assigned by the PCDCC.
9. Serve as a representative of the county to meetings of the state central committee.
10. Preside as chair of the executive committee.
11. Appoint a temporary chair to run PCDCC meetings in the absence of the chair and the vice chair.
12. Maintain regular contact with state Democratic Party office.
13. Report to the PCDCC on activities of the state central committee and state Democratic Party office via email and/or at PCDCC meetings.
14. Ensure that all papers and records are transferred upon change of officers.

B. The duties of the Vice Chair shall be to:

1. Preside at meetings in the absence of the chair.
2. Succeed to the position of the chair in the event of a vacancy in the chairmanship.
3. Perform such duties as may be assigned by the PCDCC.
4. Serve as a representative of the county to meetings of the state central committee.

C. The duties of the State Committeeman and Committeewoman (or their alternates, as appropriate) shall be to:

1. Serve as representatives of the county at meetings of the state central committee.
2. Report to the PCDCC on activities of the state central committee and state Democratic Party office via email and/or at PCDCC meetings.

D. The duties of the Secretary shall be to:

1. Sign certificates of election for the delegates to the state convention.
2. Maintain custody of the papers and records of the PCDCC not in possession of the treasurer or chair.
3. Keep minutes of the PCDCC meetings and submit such minutes to the PCDCC for the review prior to subsequent meetings.

4. Inform the state Democratic Party of the election of PCDCC officers and their contact information within ten (10) days of their election and/or change of officers.
5. Maintain an up-to-date list of all Democratic precinct committeemen and precinct committeewomen in the county and report the list and updates to the Park County Clerk and Recorder.
6. File a copy of these bylaws with the Park County Clerk and Recorder and the state Democratic Party.
7. Upon election or appointment of officers and precinct committee people, the secretary shall notify the Park County Clerk and Recorder.
8. Provide public notice, in accordance with state law, by publication in a local newspaper of the time and location of PCDCC meetings at least four (4) days prior to the meetings.
9. Take such actions as directed by the PCDCC.

E. The duties of the Treasurer shall be to:

1. Keep the financial records of the PCDCC.
2. Collect and account for all funds held by the PCDCC.
3. Expend PCDCC funds as directed.
4. Report the PCDCC financial condition at Executive and PCDCC meetings.
5. Comply with all Montana campaign finance laws and rules, including the preparation and submission of all required reports to the Montana Office of Political Practices.
6. Submit financial records for inspection as directed by the PCDCC.

F. Officers may not miss more than three consecutive monthly committee meetings in a calendar year unless a satisfactory excuse is provided to, and accepted by a majority vote of, the Executive Committee. If not excused, the seat may be considered vacated and a replacement appointed according to Section V of these bylaws.

G. The officers elected at the county convention shall constitute the Executive Committee of the PCDCC. The duties of the Executive Committee shall be to:

1. To execute the PCDCC's policies and PCDCC.
2. To assist the chair in developing the agenda and formulating policy and recommendations for review and discussion by the PCDCC.
3. To approve expenditures not exceeding \$250 to further the mission of the PCDCC. The Executive Committee shall request approval from the PCDCC for expenditures greater than \$250 at the next regularly scheduled meeting.
4. Should the chair or acting chair deem immediate action necessary, the chair or acting chair shall have the authority to poll the Executive Committee or the PCDCC by email or phone. In each case, all qualified members shall have the opportunity to vote under the rules specified

IV. Precinct Men and Women

A. Precinct committeemen and committeewomen may be elected to two-year terms in the primary election held in even numbered years or, when there is a vacancy, be appointed by voting as described in Section V, " V a c a

B. Precinct committeemen and committeewomen shall serve as the representatives of the PCDCC in their precinct. Duties may include:

1. Contacting their precinct neighbors, gathering information about voting patterns in their precincts, and supporting the PCDCC by using this information to elect Democratic candidates to public office.
2. Attend the regularly scheduled monthly meetings.
3. Participate in PCDCC public events by planning or working on community events, e.g., county fairs, town festivals, parades, dinners, fundraisers, or similar venues.
4. Serve on committees.
5. Identify and introduce to the PCDCC people who might become Democratic candidates for public office or who have interest in joining the PCDCC.
6. Assist with Get-Out-The-Vote (GOTV) activities.
7. Contribute resources such as knowledge, ideas, skills, funds, suggestions, or comments to the PCDCC.
8. Submit a written resignation to the PCDCC if unable to perform precinct duties.

V. Vacancies

A. A vacancy exists whenever a precinct committeeman or committeewoman or officer of the Executive Committee dies, resigns, becomes permanently incapacitated, or fails to maintain the qualifications of the office.

B. Vacancies shall be filled as follows:

1. Precinct people: remaining precinct committee members and officers of the PCDCC shall appoint a registered voter who is a resident of the affected precinct to fill any vacancy in the office of precinct committeeman or woman; the appointment becomes effective immediately.
2. Officers: the PCDCC shall elect a person having the necessary qualifications to fill a vacancy in any of the committee's alternate.
3. A vacancy in the office of Chair shall be filled by the Vice Chair.

C. Other vacancies, such as those for Democratic candidates for public office or sitting legislators, shall be filled in compliance with state law and Montana Democratic Party rules 13, 14, 15, and 16.

VI. Removal of Officers

A. PCDCC officers may be removed from office by a vote of two-thirds (2/3) of the seated Executive Committee members.

VII. Voting

A. Only members of the PCDCC, which includes officers of the Executive Committee and precinct committeemen and committeewomen, are eligible to cast votes:

1. To elect/appoint PCDCC officers or precinct committee members;
2. To remove precinct committeemen and committee women;
3. To approve expenditures of the PCDCC;
4. To amend bylaws;
5. On matters otherwise specified in these bylaws, state law, or the rules of the Montana Democratic Party.

B. At meetings of the PCDCC, all persons in attendance who demonstrate support and adherence to Democratic Party values and i encouraged to participate in the decision-making process to guide the PCDCC in its efforts to fulfill its mission.

C. Others who may vote at regular Central Committee meetings include:

1. Democratic legislators representing all or part of Park County.
2. State party executive board members residing in the county.
3. Montana executive branch officials elected on the Democratic ticket and residing in the county.

D. Secret ballots may be used for voting on motions not related to expenditures. Anyone in attendance at a meeting may call for a secret ballot, but such a motion must be approved by a majority of the PCDCC members in attendance.

E. Fifty percent of the seated members of the Executive Committee shall be considered a quorum for votes taken during meetings of the PCDCC or of the Executive Committee. In circumstances that require a vote by phone or email, the chair or acting chair shall contact all eligible voters to present the question and ask for a vote. Voting in such cases shall be subject to a time limit determined by the chair or acting chair. If at least fifty percent (50%) of the qualified voters respond within the time allotted, the vote shall be considered valid. If fewer than fifty percent (50%) respond within the allotted time, the question fails.

F. No proxies will be allowed in any matter voted on by the PCDCC (see Montana Democratic Party State Rule 9).

VIII. Meetings

A. Meetings are to be conducted in a civil, respectful manner.

B. Regular meetings of the PCDCC will be held as described in Policy and Procedures below.

C. PCDCC meetings may be called by the chair or by three Executive Committee members.

D. Reasonable notice of meetings shall be provided by email to interested parties, including officers and precinct committee members, by the Communications Officer or Secretary.

E. The chair shall provide an agenda for all regularly scheduled meetings.

F. The rules contained in the current edition of Robert's Rules of Order shall govern in all cases to which they are applicable and in which they are not inconsistent with these policies of the PCDCC.

IX. Amendment and Appeals

A. These bylaws may be amended at any regular meeting or special meeting of the PCDCC called for the purpose of amendment. These bylaws may be amended by a two-thirds (2/3) vote of the PCDCC. Notice regarding the bylaw(s) to be amended, including the exact wording of the proposed amendment(s), shall be sent to officers, precinct committee members, and interested parties at least two (2) weeks prior to such meeting.

B. Anyone may appeal the application of these bylaws to the Chair or to the PCDCC by motion. An appeal based on a claimed conflict with state law or Montana Democratic State Party rules may be made through a timely written protest to the State Chair.

Bylaws Approved this day _____ of _____

Chair _____

Secretary _____

Bylaws amended this day _____ of _____

Chair _____

Secretary _____

Policies and Procedures

1. Regular meetings of the PCDCC are open to members of the public regardless of race, color, creed, sex, age, national origin, religion, ethnic identity, economic status, sexual orientation, gender identity, or philosophical persuasion.
2. Regular meetings of the PCDCC shall be held on the third (3rd) Tuesday of each month, unless otherwise scheduled with appropriate notice.
3. The time and place for meetings of the PCDCC shall be publicized.
4. When the PCDCC is providing financial or technical support to any Democratic nominee for public or party office, preference shall be given to those candidates who are in agreement with
t h e p a r t y ' s m i s s i o n a n d v a l u e s .