

**Adopted by-laws**

**Michigan's Third**



**Congressional Democrats**

**2023 – 2024**

Adopted March 7, 2023  
Revised May 8, 2023

**ARTICLE I. NAME**

This organization shall be known as Michigan’s Third Congressional Democratic Committee also (known as MI3CD). It shall consist of the District Executive Committee and all current members of the Michigan Democratic Party residing in the District and all duly elected Democratic precinct delegates residing in the Third Congressional District.

**ARTICLE II. PURPOSE**

The purpose of the Third District Democratic Committee is to:

- A.** Promote the philosophy of the Democratic Party.
- B.** Elect Democrats who support this philosophy; and further, to unite and to aid in the activities of all Party members, County Parties, precinct delegates, committees, officeholders, candidates and all other Democrats working to promote wide and active participation in the Democratic Party.
- C.** Raise money for and maintain a Federal Congressional Campaign account for our supported Congressional candidate and for growth and development of the Democratic Party within the Third Congressional District.

**ARTICLE III. FUNDAMENTAL PRINCIPLES**

**SECTION 1.** All public meetings of the Third District Democratic Committee at all levels shall be open to all members of the Michigan Democratic Party regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

**SECTION 2.** No tests for membership in, nor any oaths of loyalty to, the Third District Democratic Committee shall be required or used which has the effect of requiring prospective or current members of the Michigan Democratic Party to acquiesce, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

**SECTION 3.** The time and place for all public meetings of the Third District Democratic Committee on all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

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**SECTION 4.** The Third District Democratic Committee, on all levels, shall support the broadest possible participation without discrimination on grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, Ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

**SECTION 5.** The Third District Democratic Committee shall publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of Third District Democratic Committee officers and representatives on all levels. Publication of those procedures shall be done in such a fashion that all prospective and current members of the Third District Democratic Committee will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedures at all levels of the Third District Democratic Committee organization.

**SECTION 6.** The Third District Democratic Committee shall publicize fully and in such a manner as to assure notice to all interested parties a complete description of the legal and practical qualifications for all officers and representatives of the Third District Democratic Party. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the Third District Democratic Committee will have full and adequate opportunity to compete for office.

**SECTION 7.** Proportional voting shall be used in the election of delegates and alternates to any Convention, delegates and alternates of the Democratic State Central Committee, and members of the District Executive Committee.

**SECTION 8.** All rules and bylaws of the Third District Democratic Committee at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request in writing to any member of the Third District Democratic Party.

**SECTION 9.** The unit rule is prohibited at all levels of the Third District Democratic Party.

**SECTION 10.** No rule shall be adopted at any level of the Third District Democratic Committee which would require a person to cast a vote or be recorded as voting contrary to that person's judgement.

**SECTION 11.** On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or the bylaws, the latest edition of Robert's Rules of Order shall be used.

**SECTION 12.** The Chairperson and Vice-Chairperson of any unit, Committee, Caucus or Convention of the Third District Democratic Committee shall be of a different gender.

**SECTION 13.** Votes shall not be taken by secret ballot at any meeting of the Third District Democratic Committee at any level.

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**SECTION 14.** Funds- In the event that the Third District Democratic Committee should dissolve, all funds in the treasury after the satisfaction of all debts shall be turned over to the Michigan Democratic Party.

**SECTION 15.** A budget stating how District funds will be spent will be presented in June of each election year.

## **ARTICLE IV. MEMBERSHIP**

**SECTION 1.** Membership of the Third District Democratic Committee shall consist of all duly elected Democratic Precinct Delegates and current members of the Michigan Democratic Party residing in the Third District, and the Michigan Third District Executive Committee and Officers, all of whom must be members of the Democratic Party.

**SECTION 2.** Precinct delegates shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party and Michigan Election Law - Public Act 116 of 1954 (as amended). Precinct delegate positions are determined by County Chairs.

**SECTION 3.** The Officers and District Executive Committee shall be selected in accordance with the Rules of the Michigan Democratic Party.

## **ARTICLE V. MEETINGS**

**SECTION 1.** The minimum required regular meetings of the Third District Executive Committee shall be held quarterly in odd-numbered years and bi-monthly in even-numbered election years. Additional meetings may be called to conduct business as needed provided that at least five (5) days' notice shall be given of the date, time and place of the meeting. Notice may be given by Social Media (Facebook, Twitter, etc.), mobile text, mail, or email.

**SECTION 2.** A quorum shall exist when a minimum of twenty-five percent (25%) of the elected District Executive Committee members and officers are present.

**SECTION 3.** Special meetings of the District Executive Committee may be called by a majority of the members of the Committee or of the officers, respectively. At least five (5) days' notice shall be given of the date, place, time and purpose of the special meeting. Notice may be given by Social Media (Facebook, Twitter, etc.), mobile text, mail, or email.

**SECTION 4.** Subject to the Rules of the Michigan Democratic Party and these Bylaws, all meetings shall be conducted according to Robert's Rules of Order (latest edition).

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**SECTION 5.** Only members of the Michigan Democratic Party for 30 days prior to the meeting and/or precinct delegates who obtain membership at the meeting of the Third District shall be entitled to vote at the regular meeting of the Third District Democratic Party. These are then considered “Current” members.

**SECTION 6.** All proposals brought to the general meetings shall be approved by the District Executive Committee prior to presentation or approved by the District Executive Committee during or after the general meeting.

**SECTION 7.** The first Third District Membership meeting shall be held in the month following the State Spring Convention at which the officers and District Executive Committee are elected.

**SECTION 8.** The chair and/or the secretary shall be empowered to call special meetings. Refer to Article V, SECTION 3 above.

**SECTION 9.** Elected State Central Delegates and Alternates are required to participate in State Central and Third District meetings and committees. Attendance will be taken at Third District meetings, State Central meetings and committee meetings. A State Central Member or Elected District Executive Committee Member not attending and participating in a minimum of 50% of the meetings will be replaced by the vote of the District Executive Committee. Attendance will be reviewed every six months by the Third District Executive Committee and appropriate action must be taken.

**SECTION 10.** At State Central meetings, only Third District elected alternates may cast votes for delegates who are not present in person or by written proxy. The question of which alternate is first to take the place of a delegate who is not present in person or by written proxy is determined by the order of the slate and/or by the order of votes received for each alternate at the most recent Michigan Democratic “Spring” State Convention.

## **ARTICLE VI. OFFICERS AND DISTRICT EXECUTIVE COMMITTEE**

**SECTION 1.** During January or February of each odd-numbered year a District Caucus or Convention will be held on the date set by the State Central Committee to elect a District Chairperson, Vice-Chairperson of a different gender from the Chairperson, Second Vice-Chairperson, Secretary, Treasurer, two (2) At-Large Officers, and (at least 15 and no more than 40) members of the District Executive Committee.

**A.** The District Executive Committee may elect additional officers.

**B.** If a vacancy occurs on the District Executive Committee or among the Officers, the District Executive Committee has the authority to call for a vote of the Committee to fill those

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vacancies.

**SECTION 2** Within thirty (30) days following the election of the District Executive Committee, the Committee shall meet to adopt or readopt bylaws and pass a resolution indicating its acceptance of the Rules of the Michigan Democratic Party.

**SECTION 3.** The Chairperson shall preside at all District Executive Committee meetings and District Party meetings and have such other duties as are usual to the office of District Chairperson or that may be required by this organization.

**SECTION 4.** The Vice-Chairpersons shall assist the Chairperson in the discharge of his/her duties and shall temporarily assume the duties and responsibilities of the Chairperson in his/her absence.

**SECTION 5.** The Secretary of this organization shall keep an accurate record and minutes of the proceedings of the meetings of the District Executive Committee and District Party meetings.

**A.** The secretary shall keep and preserve all the books documents correspondence, records, minutes, effects and any other property of this organization.

**B.** When a new secretary is elected the past secretary shall forthwith deliver to the newly elected secretary all the aforesaid items kept and preserved during his/her tenure of office.

**C.** The secretary shall see that proper notification is given to the District Executive Committee and District Party of their meetings.

**D.** The secretary will log and maintain past meeting minutes after they are approved. This log will be a proven written record of the District's past.

**E.** The secretary will present a copy of the by-laws to the State Democratic Party for approval. When approval is given, after corrections if needed, the Secretary will provide all officers a copy and prepare copies for members when requested. All past by-laws will be preserved as a permanent record of the party's past existence.

**F.** The Secretary will forward the names and addresses of the new Officers and District Committee members to the Michigan Democratic Party following their election and when anyone is replaced during the term.

**G.** The Secretary will obtain a list of current party members in the district for reference should anyone be challenged before voting on District matters.

**SECTION 6.** The Treasurer shall be responsible for the financial receipts and disbursements of this organization subject to the approval of the District Executive Committee.

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- A.** The funds of this organization shall be deposited in financial institutions and shall be drawn upon by checks signed by the Authorized Signatories.
- B.** The Chair shall have the right to authorize the Treasurer to expenditures of funds up to \$250 per month. Expenditures of more than \$250.00 will require majority of Officers approval.
- C.** The Third District Executive Committee shall require the signatures of both the Chair or Vice-Chair AND the Treasurer on all checks and financial instruments.
- D.** The Treasurer shall make financial reports to the District Executive Committee as that Committee so directs and shall make them to all District Executive Committee meetings.
- E.** When a new Treasurer is elected, the past Treasurer shall forthwith deliver to the new Treasurer the funds and all the books and records and audits kept during his/her tenure in office.
- F.** Once the Treasurer's Report is presented a copy will be given to the Chairperson, Vice-Chairpersons and Secretary.
- G.** After the report is approved a copy will be placed in a permanent log maintained by the Treasurer.
- H.** All checks will be accompanied with a standard form showing how the funds were used.
- I.** All deposits must be accompanied by a form showing where and how the funds were obtained and to what account the funds were placed in.
- J.** The district will maintain three separate accounts as recommended by the state party.
  - Ja.** Maintain a Candidate Support account for the support of a Congressional candidate and other federal candidates. No funds can be expended in any primary unless the candidate is unopposed.
  - Jb.** Maintain an Administrative account to be used for district activities as directed by the state party financial guidelines.
  - Jc.** Maintain a State account to assist where possible candidates in state or local elections.
- K.** The Treasurer will follow the guidelines set down under state party rules, the Michigan Campaign Finance Act and the Federal Campaign Finance Act.

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**L.** The Treasurer will prepare and file all the required Campaign Finance Reports and all reports required for fundraising both state and federal by the date each requires.

**M.** Copies of all Campaign Finance Reports, both state and federal, and all required fundraising reports shall be given to the Chairperson, Vice-Chairperson(s) and Secretary when filed.

**N.** Permanent records of these reports will be kept logged by both the Secretary and Treasurer.

**O.** The Treasurer may name a deputy Treasurer who will be trained to assist in record keeping and be able to do the Treasurer duties should he or she become unable to perform the duties of the office.

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## **SECTION 7**

Two Members of the District Executive Committee shall meet with the Treasurer and do an audit prior to the Spring Convention.

## **SECTION 8**

No officer shall use his/her title nor association with MI3CD to endorse any candidate in a contested primary election.

## **SECTION 9**

**A.** Expenses for mileage to attend meetings that are required to perform the office of Chair, Vice Chair(s), Secretary, and Treasurer shall be allowed to the amount set forth in the budget.

**B.** Expenses for meals and accommodations shall be allowed for the office of chair, vice chair(s), secretary and treasurer up to the amount set forth in the budget.



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**C.** Other expenses that may arise in the course of doing the districts business must be approved by the District Executive Committee before payment is made.

## **ARTICLE VII. COMMITTEES**

**SECTION 1.** The Chairperson, subject to the approval of the majority of the District Executive Committee, shall appoint the committees and committee chairpersons necessary for the work of the organization.

**SECTION 2.** Standing Committees shall include the following:

1. Finance Committee
2. Communications Committee
3. Political Organizing Committee
4. Rules and Bylaws Committee
5. Policy and Resolution Committee

These committees shall include the appropriate subcommittees. The Chairperson of the District Party shall be an ex-officio member of all standing committees.

**SECTION 3.** Gender and geographic diversity will be considered when deciding committee leadership / co-leadership.

## **ARTICLE VIII. ORDER OF BUSINESS**

At meetings the business of the organization shall proceed in the following order:

1. Pledge of Allegiance
2. Roll call of officers
3. Credential Report & County count
4. Establish a Quorum (based on Article V, SEC 2)
5. Approval of meeting Agenda
6. Program/Guest Speaker
7. Approval of Minutes of the previous meeting.
8. Reports of the Officers
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Second Vice-Chairperson
  - d. Treasurer (financial report - approval)
  - e. Secretary (correspondence)
9. Reports of committees
10. Old business
11. New business
12. County Reports
13. Good and Welfare
14. Adjournment

## ARTICLE IX. AMENDMENTS

**SECTION 1.** Proposals for changes or amendments to these bylaws shall first be referred to the Rules and Bylaws Committee which shall report its recommendations to the next regular District Executive Committee meeting or special meeting called for that purpose.

**SECTION 2.** These bylaws may be amended by a two-thirds (2/3) majority vote of the members of the District Executive Committee present at a meeting, provided that written notice setting forth the proposed amendment has been given to all Party members at least two (2) weeks prior to the date of the meeting. This can be done by newsletter, email or social media.

**SECTION 3.** These bylaws shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions and policies of a contrary nature with the exception of the Rules of the Michigan Democratic Party.