

The Standing Rules and Bylaws of the Osceola County Democratic Executive Committee

Our Mission

The Osceola County Democratic Executive Committee (ODEC) improves the lives of Osceola residents by electing Democrats who support our values of equality, inclusiveness, fairness, and economic dignity by building the party from the ground up in every precinct.

We accomplish this by:

- **Building a strong, vibrant, and engaged ODEC membership**
- **Finding viable Democrat candidates and supporting their campaigns**
- **Advocating for Democratic issues & mobilizing people**
- **Engaging and educating voters to increase turnout**

Article I Name, Governing Body, and Powers

Section 1. Name: The name of this organization shall be the Osceola Democratic Executive Committee (ODEC) also known as the Osceola Democratic Party.

Section 2. Governing Body: The governing body of the Osceola County Democratic Party shall be the ODEC.

Section 3. Powers: The ODEC has supervisory power and jurisdiction over Democratic Party affairs in Osceola County. It shall set policy and prescribe and enforce rules and regulations concerning Party affairs.

Section 4. Compliance: These bylaws shall be in compliance with Florida Statutes and the Charter and Bylaws of the Florida Democratic Party (FDP), and shall submit a copy of its bylaws and any amendments thereto to the State Chair and the Rules Committee Chair. The FDP Charter and Bylaws and the State of Florida Statutes shall prevail in the case of a conflict and shall govern in all cases to which these bylaws do not speak.

Unless otherwise provided in these bylaws, Florida Statutes and/or the Charter and Bylaws of the FDP, the most recent edition of Robert's Rules of Order shall govern.

Article II Membership

Categories of Membership

- 1. Elected**
- 2. Appointed**
- 3. Automatic**
- 4. Associate (non-voting members)**

Section 1. Elected Members (also referred to as Precinct Captains):

The elected membership of the Osceola county Democratic Executive Committee shall consist of a man and a woman from each precinct who are registered Democrats, and who reside in, are registered to vote in, and are elected from the precinct they are to represent. Should the Democratic registration of any precinct exceed one thousand (1,000) as of January 1 of a year in which qualifying for election to Osceola county Democratic Executive Committee occurs, an additional one (1) man and one (1) woman are entitled to be elected for each additional 1,000 registered Democrats, or fraction thereof, to represent any such precinct. They shall be elected by a plurality vote on the First Primary Ballot of each presidential election year. At any time a precinct totals one thousand (1,000) registered Democrats or when new precincts are created, additional Osceola County Democratic Executive Committee positions shall be created for each new precinct and for each additional 1,000 Democrats, or fraction thereof, in existing precincts. Such positions shall be filled by the Osceola county Democratic Executive Committee according to its procedure for filling vacancies.

For additional options for calculating precinct seats, reference FDP Bylaws, Article V, Section 1

1.1 Election of Members: ODEC members shall qualify and be elected to office at such times and in such

manner as provided by Florida Statutes. ODEC members shall be elected every presidential election year by a vote of the Democratic voters in their precinct of residence. Persons seeking election must qualify with the Supervisor of Elections between noon on the 71st day and noon on the 67th day prior to the primary election. (Florida Statutes, Chapter 103.091 (4)). Results are determined by a plurality of votes cast in the primary. Terms commence on December 1st of that year.

1.2 Applications for Nomination: Any qualified Democrat may submit an application for nomination at any ODEC meeting. The Credentials Committee shall (1) validate that a vacant seat is available in the applicant's precinct; (2) validate the precinct and party of potential members; and (3) obtain a loyalty oath before placing nominations before the ODEC for a vote. If an applicant does not attend a regular ODEC meeting within three months of the date of their application, the application will expire and must be resubmitted. Applicants shall attend two consecutive meetings and have submitted the application and FDP loyalty oath to the Credentials Chair and have been duly vetted as qualified by the Credentials Committee before their name may be placed in nomination before the members for election on the 3rd meeting.

1.3 Changing Precinct of Residence: Once elected in a precinct, if an elected member moves out of his or her assigned precinct, the member must report a vacancy within 30 days. If the member moves into another Osceola County precinct where there is a vacancy, the Credentials Committee shall nominate the member for membership in his or her new precinct at the following ODEC meeting, and membership will be awarded in the member's new precinct based on a majority vote of those present at a meeting at which a quorum is present. If there is no vacancy in the member's new precinct, and appointed memberships remain available according to Article II, Section 2 of these bylaws, the member will be appointed by the ODEC chair to serve at-large and will be approved by a majority vote of those present at the next ODEC meeting at which a quorum is present.

1.4 Term of Office: Elected members who receive a plurality vote in the primary shall take office on the first day of the month following each presidential general election and shall serve for a term of four (4) years. Aside from elected officers, the term of office for elected members shall expire on the last day of the month of the presidential general election.

Section 2. Appointed Members: Membership of the ODEC may include an additional ten percent (10%) of the total elected membership to which entitled. These members shall be appointed by the ODEC Chair and approved by a majority vote of the membership of the ODEC present and voting. Appointed members shall be registered Democrats residing in the county. Appointed members shall serve at-large and shall enjoy voting and other privileges and responsibilities of membership except holding office. Selection of appointed members shall be made in order to achieve political, economic, or minority balance within the ODEC or to bring in additional members to support the mission to elect Democrats.

2.1 Special At-Large Status: At any time after the election of officers, a county Democratic Executive Committee may allow, at the request of a Democratic Party elected official from the county, state, or national Democratic Party level, a special at-large status for that person. Such positions shall not be included in a county Democratic Executive Committee's appointed membership quota. If the elected official is an elected member of the county Democratic Executive Committee, a vacancy would be created in the district or precinct that he or she represents. Said vacancy shall be filled in accordance with that county Democratic Executive Committee's bylaws

2.2 Term of Office: The term of office for appointed members shall be one (1) year commencing with the date of appointment; however, it shall expire immediately prior to the commencement of the organizational meeting of the next ODEC.

Section 3. Automatic Members: Automatic members include all Democratic members of the Members of Congress who reside in Osceola county, members of the state legislature who are residents of Osceola County, city and county Democratic elected officials who hold both partisan and nonpartisan offices, presidents of duly chartered Democratic clubs and chartered local Democratic caucus chapters who reside in Osceola County and are in good standing with ODEC. Members shall serve for the duration of their term of office. Automatic members shall enjoy voting privileges; however, they shall not serve as officers of the county Democratic Executive Committee.

3.1 Attendance: Automatic members shall not be required to meet attendance requirements. Automatic members shall not be computed when determining a quorum.

Section 4. Associate Members (also referred to as Block Captains):

Appointments shall be made by the Chair. Such appointed Block Captains shall be registered Democrats residing in Osceola County, complete a membership application and loyalty oath and be vetted by the Credentials Committee and shall serve until the end of the current election year. Such positions shall enjoy all privileges of membership except voting and holding office

4.1 Attendance: Associate members shall not be required to meet attendance requirements.

Section 5. Absences: To request an absence be excused, a member must provide a written request to the Credentials Committee Chair in advance of the meeting to be missed. The Credentials Committee Chair will consult with an Officer of the ODEC to determine whether an absence is excused. Absences may be excused at the discretion of the Credentials Committee. Absences may be excused for reason of illness, business, out-of-town, or other reasonable excuse.

Section 6. Leaves of Absence: Members may request a leave of absence by written request to the Credentials Chair if they are going to be unable to attend more than 3 consecutive, regular meetings due to long-term health issues or other truly extenuating circumstances. If a Leave of Absence is granted at the discretion of the ODEC Chair, a proxy will be requested. If a proxy is not provided, the Credentials Chair will have the option of filling the seat for the duration of the approved absence.

Section 7. Vacancies: An office shall be deemed vacant by death of the incumbent, by resignation, by removal, by ceasing to be an inhabitant of the precinct from which the member was elected or appointed, by refusal to accept the office, by the conviction of any felony, by the decision of a competent tribunal declaring void their election or appointment and removal by said tribunal, and by failure to attend, without good and sufficient reason, accumulating three (3) unexcused absences in any one (1) calendar year. (Florida Statutes, Chapter 103.131)

7.1 Tribunal: The Tribunal will be the ODEC Grievance Committee

7.2 Vacancies in the ODEC: Vacancies in the ODEC shall be filled by action of the ODEC within sixty (60) days. In the event no county committeeman or committeewoman is elected, or a vacancy occurs from any other cause in any county executive committee, the Chair shall call a meeting of the ODEC by due notice

to all members, and the vacancy shall be filled by a majority vote of those present at a meeting at which a quorum is present. Such vacancy shall be filled by a qualified Democrat residing in the district where the vacancy occurred and for the unexpired portion of the term. (Florida Statutes, Chapter 103.091 (5))

Section 8. Code of Political Ethics: It shall be the responsibility of the Osceola Democratic Party to encourage and support codes of political ethics that embody ethical behavior for the good of the party. It shall be the responsibility of the Osceola Democratic Party to assure that members conduct themselves, at all times, in a manner that reflects credibly upon the office they serve and adhere to their pledge to FDP Loyalty Oath.

Section 9. Removal From Office: Any ODEC member, ODEC officer, or club officer may be removed from office upon a two-thirds (2/3) vote of the entire ODEC membership at a regular or special meeting provided that there shall have been at least ten (10) days written notice of the purpose of said meeting. Such removal may be for cause including, but not limited to, violation of the loyalty oath, malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, and/or conviction of a felony involving moral turpitude.

Article III Officers

Section 1. Administration: The administration of the ODEC shall rest with its Officers duly elected from its Membership or appointed by the Chair.

Section 2. Elected Officers: The elected officers shall be a Chairperson, two State Committeepersons (of different genders), a Vice Chairperson (who shall be of a different gender than the Chair), a Treasurer, a Recording Secretary, and a Corresponding Secretary who shall be elected from among the elected membership of the Committee by a majority vote of the members and proxies at the organizational meeting as provided by these Bylaws. Other officers may be prescribed in the ODEC's bylaws. Terms of office are for two (2) years.

2.1 Chair: The ODEC Chair presides over ODEC meetings and is the official spokesperson representing the ODEC. The Chair appoints members and chairs of ODEC committees. Additionally, the Chair is an ex-officio member of all committees and disperses funds with the Treasurer for authorized expenditures.

2.2 State Committeeman and State Committeewoman: The duties of the State Committeeman and State Committeewoman are to serve as liaison between the FDP and the ODEC; liaison between the ODEC and the clubs; members of the State Executive Committee and ODEC Steering Committee; members of the Campaign Committee; and members of other committees at their own discretion.

2.3 Vice Chair: The Vice Chair performs the duties and exercises the powers of the Chair when Chair is absent or incapacitated, is an ex-officio member of all committees, and performs other duties as assigned by the Chair.

2.4 Treasurer: The Treasurer will follow generally accepted accounting principles (GAAP) for the proper accounting, management, deposits and expenditures of funds of the ODEC, and ensure compliance with applicable Florida statutes and laws, as well as FDP and ODEC rules. In addition, the Treasurer produces and distributes to members written monthly, quarterly and annual reports of receipts and expenditures, as well as any additional ad hoc financial reports requested by the Chair and/or the Finance Committee. The Treasurer shall act as the primary signatory on authorized expenditures. The Treasurer and Chair

will cause an annual public audit to be done of ODEC funds for the calendar year ending December 31. The Treasurer serves as a member of the Finance Committee. Treasurer shall obtain bonding in accordance with state statutes

2.5 Recording Secretary: The Secretary keeps minutes of all ODEC meetings, maintains required records (except records in the Treasurer's custody), ensures compliance with all ODEC reporting requirements established by law or FDP rules (except Treasurer's reports), consolidates monthly reporting from standing committees, serves as member of the Credentials Committee and performs other duties as assigned by the Chair.

2.6 Corresponding Secretary: The Corresponding Secretary attends to the correspondence of ODEC and publishes written notice of each regular or special meeting of ODEC to all members at least seven (7) days prior to the date of the meeting.

Section 3. Appointed Officers: The Chair shall appoint the following officers who shall serve at the pleasure of the Chair:

3.1 Sergeant-at-Arms: The Sergeant-at-Arms maintains order and decorum during proceedings of the ODEC at the direction of the Chair.

3.2 Parliamentarian: The parliamentarian shall be the ODEC's official arbiter regarding questions and/or disputes relating to motions, FDP charter, FDP Bylaws, ODEC Bylaws, all procedural matters, and Robert's Rules of Order.

3.3 Deputy Treasurer: The Chair may appoint a member as Deputy Treasurer who may exercise the powers and duties of the Treasurer when specifically authorized by the Chair and the Treasurer. Deputy treasurer will be bonded. In the absence or inability of the Treasurer to serve the Deputy Treasurer shall act as Treasurer until an election can be held.

3.4 Ombudsperson: The ombudsperson shall be appointed by the Chair of the ODEC and approved by a majority vote of the Membership of the ODEC present. The ombudsperson shall act as the initial arbiter for grievance allegations. They shall refer infringement of rules to the Grievance Committee to conduct investigations into grievance and other disciplinary matters who shall always conduct investigations confidentially. The ombudsperson shall not have the duty to report any investigations to the ODEC State Committee Members until such time a recommendation for action is made. Upon completion of the initial and confidential investigation by the Grievance Committee, the ombudsperson shall report their findings to the ODEC Officers with recommendation for how to proceed.

Section 4. Vacancies: In the event of a vacancy in the office of the Osceola county Democratic Executive Committee chair, a meeting shall be held within forty-five (45) days, upon written notice to members of at least fifteen (15) days, to elect a new chair. Notice of vacancy shall be sent by certified mail to the State Chair within ten (10) days of said vacancy. Vacancies on a county Democratic Executive Committee shall not be filled by action of the county Democratic Executive Committee within the period from the time the county Democratic Executive Committee chair position is declared vacant until the election of a new Democratic Executive Committee chair to replace the previous chair. In the event that a vacancy in the office of county Democratic Executive Committee chair is filled by a person of the same sex as the county Democratic Executive Committee vice chair, or vice versa, the requirement that they be of the opposite sex shall be waived for the unexpired term.

Section 5. Required Leave of Absence: Any officer of a county Democratic Executive Committee seeking

the Democratic nomination for public office shall take a leave of absence from the county Democratic Executive Committee office commencing at the time of opening a campaign account for said public office and extending for the duration of the campaign. The vacancy created shall be filled by the county Democratic Executive Committee for the interim period.

Article IV Meetings

Section 1. Organizational Meetings:

1.1 Presidential Election Year Organizational Meeting: Each presidential election year, the outgoing ODEC Chair shall call an organizational meeting for the purpose of electing officers within 30 days after newly elected members take office. (Florida Statutes, Chapter 103.091 (4) & FDP Bylaws, Article V, Section 3.2)

1.1.1 Presidential Election Year Agenda: The organizational meeting shall be called to order by the outgoing ODEC Chair who shall chair the meeting until the election of the new chair who shall then assume the chair. The order of business shall be as follows: (1) Invocation; (2) Pledge of Allegiance; (3) Roll Call; (4) Credentials Report; (5) Election of Chair; (6) Election of State Committeewoman; (7) Election of State Committeeman; (8) Election of Vice Chair; (9) Election of Treasurer (10), Election of Recording Secretary (11) Election of Corresponding Secretary

1.2 Mid-term Election Year Organizational Meeting: Each mid-term election year, the outgoing ODEC Chair shall call an organizational meeting for the purpose of electing officers other than State Committeeman and State Committeewoman in the month of December

1.2.1 Mid-term Election Year Agenda: The organizational meeting shall be called to order by the outgoing ODEC Chair who shall chair the meeting until the election of the new chair who shall then assume the chair. The order of business shall be as follows: (1) Invocation; (2) Pledge of Allegiance; (3) Roll Call; (4) Credentials Report; (5) Election of Chair; (6) Election of Vice Chair; (7) Election of Treasurer (8), Election of Recording Secretary (9) Election of Corresponding Secretary

Section 2. Regular Meetings:

The ODEC shall hold membership meetings at a regular time and place to be announced by the Corresponding Secretary. Meetings may be cancelled at the discretion of the Chair, provided that the ODEC meet at least once every calendar quarter with such calendar quarter beginning in January of each year. Official notice of meetings must be mailed, emailed, or transmitted by other electronic media at least seven (7) days prior to the meeting date, including the time and place, agenda, and most recent meeting's minutes and treasury report.

2.1 Failure to Call Regular meetings: In the event a meeting is not called for a period of two (2) calendar quarters, the chair of the congressional district in which the county Democratic Executive Committee is primarily located, or the congressional district vice chair at the direction of the congressional district chair, shall call a meeting for the purpose of reorganization upon written notice of at least two (2) weeks to all members of the membership list on file with the Osceola county Supervisor of Elections. The State Chair shall be notified by certified mail.

Section 3. Special Meetings: Special meetings of the ODEC may be called by the Chair, or by petition signed by not less than ten (10) percent of the members of the ODEC to the Chair or to a State Committeeperson,

at a place designated either by the Chair or the members petitioning for the meeting. Notice of any such meetings shall state the purpose of such meeting, and must be mailed, emailed, or transmitted by other electronic media at least ten (10) days prior to the meeting date. This stated purpose shall be the only business of such special meeting.

Section 4. Voting Qualifications: Voting for officers shall be based on one (1) vote for each member and shall be by open ballot. Term of office shall be two (2) years, except for State Committeewoman and State Committeeman whose term is four (4) years. Officers may succeed themselves. Immediately after the organizational meeting, the Committee shall furnish to the State Party Chair the names and addresses of the members of the ODEC as well as the officers of same.

Section 5. Quorum: A number equal to twenty-five percent (25%) of the total qualified membership of the ODEC shall constitute a quorum for the transaction of business.

Section 6. Attendance by Video Conference: Members who attend meetings using video conference software will count for quorum and their attendance will not be marked as an absence, provided that members participate sufficiently and are visible during the meeting. Exceptions can be requested under extenuating circumstances. Members who attend virtually will be able to vote on all motions made at said meeting. Guests who are registered Democrats who reside in Osceola County and have been vetted by the Credentials Committee or those who have been invited by the Chair or Credentials Committee who do not reside in Osceola County may attend virtually as well. Online attendance will count towards the threshold of three meetings required to become a member.

Section 7. Proxies: An elected member of the ODEC shall designate a registered Democrat in good standing residing in the same precinct as said member who is not also a ODEC member to attend the meeting in their place, and shall submit the proxy to the Chair of the ODEC a minimum of 24 hours in advance via mail or email. See Article VIII for the required proxy form.

An appointed or automatic member shall designate a Democrat from the same area of representation as said member, so long as said unit is within the same county. All proxies shall be in substantially the same form as the form attached to these Bylaws. Proxies may not account for more than ten percent (10%) in computing a quorum.

Section 8. Resolutions:

8.1. All debatable political issues brought to the floor by Members requesting a resolution concerning any political issue or referendum by the ODEC must first be submitted to the Steering Committee for study and recommendations.

8.2. The Steering Committee is required to report its recommendation to the Membership at the next regular ODEC meeting. A majority vote of present ODEC members shall determine the official position of the ODEC on all such matters.

Article V Clubs and Caucuses

Section 1: Democratic Club Charters:

1.1 Jurisdiction: The charter of a Democratic club shall be entirely within the jurisdiction of the county Democratic Executive Committee where the majority of the membership resides. A county Democratic Executive Committee shall not be authorized to establish a maximum number of Democratic clubs for said

county.

1.2. Requirement for Chartering: It shall be the duty of the county Democratic Executive Committees to provide Democratic clubs with copies of the standard bylaws, applications for chartering and recertification and procedural guidelines for same, and any other forms and information necessary for establishing and operating said club. Democratic club bylaws shall be in compliance with county Democratic Executive Committee bylaws, the Charter and Bylaws of the Florida Democratic Party, and Florida Statutes and shall include the following, unless otherwise provided herein; the anti-discrimination policies of the Florida Democratic Party, a provision prohibiting endorsement in primary elections and prohibiting the endorsement of anyone other than the Democratic nominee in general elections, a provision requiring votes by secret ballot for officers and directors only; a provision for adding amendments to the standard bylaws, a provision prohibiting proxy voting, and a provision that the quorum of any meeting of a Democratic club shall be ten percent (10%) or twenty percent (20%) based on the total membership of the club. With the exception of the organizational meeting, the standard club bylaws shall include a forty-five (45) day membership requirement prior to a member being permitted to vote or participate in any club election for officers or board members. Prior to being chartered, prospective clubs must submit a packet that includes a copy of the completed standard bylaws, an application for a charter, and a list of officers and members to the Certification Committee, composed of the chair, state committeeman and the state committeewoman of the Democratic Executive Committee in the county in which the club is to be chartered. Should one (1) person hold two (2) of these offices, the vice chair of the county Democratic Executive Committee shall be a member of the Certification Committee. With at least two (2) of the county Democratic Executive Committee officers signing the application, a recommendation to approve or to reject the club shall be submitted to the county Democratic Executive Committee for ratification. Upon approval, the signed application for charter and the club packet of information shall be sent by the county Democratic Executive Committee chair to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. The Committee on Clubs, Organizations, and Caucuses shall review the packet and shall recommend approval or disapproval to the State Chair. Once the State Chair approves, the Central Committee shall make the final decision. Certificates of charter for approved clubs shall be sent to the appropriate county Democratic Executive Committee chair for presentation to the club.

1.3 Charter Recertification: In July of every odd numbered year, Democratic Clubs shall submit an application for a Certificate of Compliance to determine their compliance with the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, and bylaws of the county Democratic Executive Committee. Clubs shall submit applications for recertification with a copy of their current bylaws, officers, and membership to the Certification Committee. The Certification Committee shall review the application and bylaws and shall issue a Certificate of Compliance unless it is determined the club is in violation of the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, or the bylaws of the county Democratic Executive Committee. If it is determined a club is in violation, it shall be so notified and shall have sixty (60) days from receipt of notification to correct the violation(s). If the violation(s) is not corrected by the end of the said period, the Certification Committee may recommend the revocation of the club's charter to the county Democratic Executive Committee. In the event such recommendation is made, said club shall be so notified. Notice of revocation shall also be given to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. Charter revocation shall result in the forfeiture of all rights and privileges of the use of the word Democrat, Democratic, or derivative thereof.

1.4 Minimum Membership: The ODEC requires a Democratic club to have at least ten (10) members prior to chartering.

1.5 Annual Party Contribution: In January of each year, each Democratic club chartered under the rules of the Florida Democratic Party shall pay an annual contribution based on membership as of December 31 of the preceding year to the Democratic Executive Committee in the county of charter based on the following:

Clubs with 51 to 100 members	50.00
Clubs with 101 to 300 members	75.00
Clubs with 301 to 500 members	100.00
Clubs with 501 to 750 members	150.00
Clubs with 751 to 1000 members	250.00
Clubs with over 1000 members	500.00

Eighty percent (80%) of the contribution shall remain with the county Democratic Executive Committee and twenty percent (20%) shall be remitted to the Florida Democratic Party no later than April 1 of that year.

1.6 Grievances: Unless otherwise provided herein, disputes and grievances involving Democratic clubs may be resolved by the chair, state committeeman, and state committeewoman of the county Democratic Executive Committee in the county of charter. Should one (1) person hold two (2) of these offices, the vice chair of the county Democratic Executive Committee shall also be involved in said resolution. Such resolution may be appealed to the county Democratic Executive Committee whose decision shall be final unless appealed to the Judicial Council no later than forty-five (45) days from the date of said decision.

1.7 Dissolution: Upon dissolution of a club for any reason, the club's assets and funds, after all debts have been satisfied, shall become the property of the county Democratic Executive Committee in the county of charter.

SECTION 2. Local Chapter Caucuses:

Democratic Caucuses operating within Osceola County shall be chartered under the jurisdiction of the Central Committee of the Florida Democratic Party and the State Caucus under which the Osceola County chapter is seeking to affiliate. ODEC will promote local caucuses who coordinate activities with the Clubs & Caucuses Committee.

Article VI Standing Committees

Section 1. Appointment: The Committee Chair and membership of ODEC committees shall be appointed by the ODEC Chair from among the members. The chair may also appoint non-ODEC members, who are registered Democrats, as Advisors to committees.

Section 2. Standing Committees: The following standing committees shall perform the duties provided and such other duties as assigned by the ODEC Chair.

2.1 Steering Committee: The Steering Committee shall be composed of the Chair, Vice Chair, Secretary Treasurer, State Committeeman, State Committeewoman, Committee Chairs, Club and Caucus Presidents in good standing with the ODEC, and the last serving ODEC Chair if their term was completed in good

standing. Additional members shall be invited at the discretion of the chair. The Steering Committee shall meet at the call of the Chair, at least quarterly, to coordinate and support the activities of the ODEC and its chartered organizations.

2.2 Diversity & Inclusion Committee: The Diversity & Inclusion Committee (formerly known as the Affirmative Action Committee) shall be responsible for all efforts to increase minority Democratic voter registration, minority voter turnout and active minority participation in the ODEC, Democratic candidate campaigns, and local clubs and caucuses. The Committee shall also inform Democratic candidates, voters and members of the ODEC about relevant minority issues and shall work in conjunction with the Florida Democratic Party Diversity & Inclusion Committee.

2.3 Young Democrats Committee: The Young Democrats Committee shall increase Democratic youth (less than 40 years of age) voter registration, youth voter turnout and active youth participation in the ODEC, Democratic candidate campaigns, and local clubs and caucuses. The Committee shall also inform Democratic candidates, voters, and members of the ODEC about relevant youth issues, work to develop local Young Democrats clubs across Osceola, and participate in statewide Young Democrats initiatives.

2.4 Additional Committees:

Additional Committees: Additional committees may be created by the Chair or by petition of not less than ten (10) percent of the members of the ODEC, submitted in writing to the Chair at a regular meeting. The Chair and membership of such special committees shall be determined by the Chair, if they are formed at the initiative of the chair, or by a majority vote of the ODEC, if they are formed by petition. Committees may be disbanded when the Chair has determined that their function has been fulfilled, or for committees created by petition, by a majority vote at a regular meeting. Recommended Committees are Bylaws, Credentials, Grievance, Clubs and Caucuses, Finance, Auditing, Campaign. Reference the latest version of the ODEC Policies and Procedures document for a full list of committees and descriptions.

Article VII Budget and Finances

Section 1. Budget:

1.1 Adoption of Budget: The ODEC shall adopt an annual budget authorizing expenditure of funds. By January 1 each year, each officer and committee of the ODEC shall submit to the Finance Committee a proposed budget for activities under that officer or committee's jurisdiction. Before the first regular meeting of the year, the Finance Committee shall develop a proposed budget for the upcoming year which prioritizes committee requests and reconciles expenditures with the income projected by the Finance Committee. The Finance Committee shall then submit their proposed budget at the first regular ODEC meeting each year where it shall be approved and adopted by majority vote.

1.2 Amending the Budget: Subsequent to adoption, the Budget may be amended upon motion at a regular or special meeting. A motion to amend the Budget to authorize new expenditures shall not be in order unless the Finance Chair or Treasurer certifies that sufficient funds are available or projected to meet the new expenditure, or unless an offsetting reduction in another budget item or items is included in the motion.

Section 2. Accounts: All funds received by the ODEC shall be deposited in a qualified banking institution in the name of "Osceola County Democratic Executive Committee." A separate interest-bearing account may also be established for funds not required for immediate use. (Florida Statutes, 106.021 (b)).

Section 3. Petty Cash: Petty cash may be withdrawn by the Treasurer or Chair to cover budgeted

expenditures up to \$100 per week. (Florida Statutes, 106.12 (2)(b))

Section 4. Disbursements: (a) Funds of the ODEC may be expended only upon authorization by the ODEC through adoption in the budget, an approved budget amendment, or by authorization of the Chair. (b) Disbursements authorized by the ODEC shall be made upon the signature of the Chair and the Treasurer. (c) The Chair shall be authorized to use ODEC funds not to exceed two hundred dollars (\$200.00) per month at the Chair's discretion for purposes furthering the goals of the ODEC.

Section 5. Vendors: The ODEC will make every effort to use locally owned vendors whose values are in alignment with the values of the Democratic Party.

Section 6. Distributions of Funds: The distribution of ODEC funds among members is forbidden. The ODEC may reimburse members for actual travel expenses incurred by an officer or other designated member traveling on ODEC business outside of the county. If this is not an approved budgeted expense, it must be approved in advance by the Finance Committee and the Chair. Payment is then authorized at the accepted mileage rate reimbursed to State Executive Committee members and shall be paid out of county Democratic Executive Committee funds.

Section 7. Annual Audit: The Treasurer shall ensure the completion of an annual audit each calendar year ending December 31. (Florida Statutes, 103.121(3)) The audit shall be conducted by qualified examiners who are not members of the ODEC. Audits shall be conducted in substantial compliance with standard accounting procedures. Prior to April 1, the Treasurer shall file a copy of the audit with the Osceola County Supervisor of Elections, with the Florida Democratic Party, and shall provide the ODEC Chair and Secretary with a copy.

Section 8. Receipts and Records: Accurate records or receipts and expenditures shall be maintained by the Treasurer. Audit reports shall be maintained for five years. All financial records of the ODEC, including a full copy of the annual audited financial report, shall be available for examination by any member upon written request to the Chair.

Section 9. Party Assessment Fees: Party assessment fees shall be two percent (2%) of the annual salary of the office sought by the respective candidate. All assessments shall be remitted to the Florida Democratic Party and distributed as described herein. Any county Democratic Executive Committee that endorses, or intends to endorse, certify, screen, or otherwise recommend one (1) or more candidates for nomination shall forfeit all party assessments which would otherwise be returned to that county Democratic Executive Committee and such assessments shall be remitted instead to the Florida Democratic Party State Executive Committee. The State Chair shall return the two percent (2%) party assessment fee to the appropriate County Democratic Executive Committee upon the State Chair's determination that the County Democratic Executive is in compliance with all Florida Statutes and all Florida Democratic Party Charter, rules, and bylaws.

Section 10. Campaign Plan: A county Democratic Executive Committee receiving Party assessment fees shall submit a campaign plan detailing the expenditure of such fees to the State Chair and the Budget and Finance Committee for approval.

Article VIII General Policies

The Democratic Party has endured because it relies on the belief that a party exists to advance the freedom, justice, and the welfare of all the people. In this endeavor, the following shall be the policies of

the Osceola County Democratic Executive Committee.

Section 1. All public meetings at all levels of the Democratic Party shall be open to all members of the Democratic Party regardless of race, color, creed, gender identity, age, national origin, or physical disability.

Section 2. No test which supports discrimination on the grounds of race, color, creed, gender identity, age, national origin, or physical disability shall be a requirement for prospective or current Party membership or in any oaths of loyalty to the Democratic Party. The Democratic Party, on all levels, shall support the broadest possible registration without discrimination.

Section 3. The time and place for all public meetings of the Democratic Party on all levels shall be publicized fully and in such a manner 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 and shall be open at all times to the working press.

Section 4. The Democratic Party 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 Democratic Party officers and representatives. All prospective and current members of the Democratic Party will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the Democratic Party.

Section 5. Endorsements of Candidates

5.1 Party Assessment Fees: Party Assessment fees to which the Osceola Democratic Executive Committee is entitled shall be retained by the State Executive Committee if the County Democratic Committee chooses to endorse.

5.2 Campaign Support: All State Executive Committee funds and campaign services will be withheld from the County Democratic Committee until after the second primary election.

5.3 Candidate Qualification: No endorsement shall be given prior to the close of the period of candidate qualification.

Section 6. Presidential Convention and Gubernatorial Conferences:

Delegates: Elected delegate positions for Florida Democratic Party conventions and conferences shall be apportioned by county based upon Democratic voter registration and Democratic strength. The Florida Democratic Party State Executive Committee may provide for automatic or appointed positions.

Section 7. Policies and Procedures: Refer to the most up to date copy of the ODEC Policies and Procedures for supplemental operating instructions. These policies and procedures are approved by the ODEC Steering Committee.

Section 8. Attachments

8.1 Proxy form

8.2 FDP Loyalty Oath

Section 9. Amendments of Rules and Bylaws

9.1 Amendments

July 23, 2020

9.1.1 The rules or bylaws of official components of the Florida Democratic Party and any changes or amendments thereto, shall be filed with the Florida Democratic Party within thirty (30) days following adoption.

9.1.2 These bylaws may be amended by the two thirds $\frac{2}{3}$ of the voting members present at any regular meeting or special meeting called for that purpose where a quorum is present provided. No bylaws may be voted upon without ten (10) days notice of the proposed amendment vote.

9.2 Adoption:

Upon adoption, these rules and bylaws shall become part of the permanent records of the ODEC and shall be made available to the membership for all meetings of the ODEC and shall be effective when adopted.

Date of Revision: *July 23, 2020*

ODEC Chair: *Deborah Gale*

Bylaws Chair: *Eleanor McDonough*

PROXY FORM -- Option 1. (Use either Option 1 OR Option 2.)

I hereby appoint _____ as my proxy to attend the
(Print name of proxy holder)

_____ meeting to be held on _____
(Name of meeting) (Date of meeting)

in _____ to vote on any and all matters and to do any and all acts that I could do if present.
(City)

Member's Name (print) County

Member's Signature Date

STATE OF FLORIDA COUNTY OF _____	
Sworn to and subscribed before me this _____ day of _____, 20 _____, by <i>(name of person making statement)</i> _____.	
_____ <i>Signature of Notary Public – State of Florida</i>	
_____ <i>Name of Notary typed, printed or stamped</i>	
<input type="checkbox"/> Personally Known	OR <input type="checkbox"/> Produced Identification
Type of ID Produced: _____	

PROXY FORM -- Option 2. (Use either Option 1 OR Option 2.)

I hereby appoint _____ as my proxy to attend the
(Print name of proxy holder)

_____ meeting to be held on _____
(Name of meeting) (Date of meeting)

in _____ to vote on any and all matters and to do any and all acts that I could do if present.
(City)

Member's Name (print) County

Member's Signature Date

_____ WITNESS #1 <i>Name (print)</i>	_____ <i>County</i>
_____ <i>Signature</i>	_____ <i>Date</i>

_____ WITNESS #2 <i>Name (print)</i>	_____ <i>County</i>
_____ <i>Signature</i>	_____ <i>Date</i>

**Florida Democratic Party
LOYALTY OATH**

County of _____, Florida

I, _____, having been duly sworn, say that I am a member of the Democratic Party,

that I am a qualified elector of _____ County, Florida; that during my term of office, I will not support the election of the opponent of any Democratic nominee, I will not oppose the election of any Democratic nominee, nor will I support any non-Democrat against a Democrat in any election other than in judicial races; that I am qualified under the Constitution and Laws of the State of Florida and the Charter and Bylaws of the Florida Democratic Party to hold the office I am seeking, or to which I have been elected; that I have not violated any of the laws of the State of Florida relating to election or the Charter and Bylaws of the Florida Democratic Party.

Print Name

Signature

OPTION 1. SIGNED BY A NOTARY PUBLIC

(Use either Option 1 OR Option 2.)

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20 _____, by *(name of person making statement)* _____

Signature of Notary Public – State of Florida _____

Name of Notary typed, printed or stamped _____

- Personally Known OR
- Produced Identification Type of ID Produced: _____

OPTION 2. SIGNED BY TWO WITNESSES

(Use either Option 1 OR Option 2.)

WITNESS #1		WITNESS #2
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<p>_____</p> <p><i>Date</i> _____</p> <p style="text-align: center;"><i>County</i></p> <hr/> <p>___ WITNESS #1: Print Name</p> <hr/> <p>___ <i>Signature</i></p> <hr/> <p>___ <i>Address</i></p> <hr/> <p>___ <i>City</i></p> <hr/> <p>___</p> <p><i>State</i> _____</p> <p style="text-align: center;"><i>Zip Code</i></p>	<p>_____</p> <p><i>Date</i> _____</p> <p style="text-align: center;"><i>County</i></p> <hr/> <p>___ WITNESS #2: Print Name</p> <hr/> <p>___ <i>Signature</i></p> <hr/> <p>___ <i>Address</i></p> <hr/> <p>___ <i>City</i></p> <hr/> <p>___</p> <p><i>State</i> _____</p> <p style="text-align: center;"><i>Zip Code</i></p>
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