

Wyandotte County Democratic Party Bylaws

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**BYLAWS OF THE DEMOCRATIC CENTRAL COMMITTEE OF WYANDOTTE COUNTY
DEMOCRATS**

PREAMBLE

The Wyandotte County Democratic Central Committee hereby adopts and establishes the following bylaws, superseding and nullifying all prior bylaws.

ARTICLE I - NAME

SECTION 1 – Official Name

Pursuant to the Bylaws of the Kansas Democratic Party, the official county Democratic party in Wyandotte County was established and named the Wyandotte County Democratic Central Committee, hereinafter referred to as the “Central Committee.” The Central Committee shall adhere to the principles and policies set forth by the Democratic National Committee and the Kansas Democratic Party.

SECTION 2

For simplicity in general public use, the Central Committee may also be referred to as the Wyandotte County Democrats or “WyCo Dems.”

ARTICLE II - MEMBERS

SECTION 1 – Central Committee

a. The Central Committee shall consist of all elected officers and two (2) Democratic Precinct Committeepersons, one male and one female, from each of the precincts in Wyandotte County, Kansas.

SECTION 2 – Appointed Members

- a. The chairperson may appoint registered Democratic voters to fill vacant precinct committee member positions as needed.
- b. Whenever a chairperson appoints a precinct committee member, the appointment shall be documented in writing by the committee secretary and reported to the County Election Commissioner. A duly appointed precinct committee member shall have all the rights and duties of an elected precinct committee member.

- c. Appointed precinct committee members shall serve in that position until the next primary election wherein precinct committee members are elected.
- d. No appointments can be made until after the Central Committee's reorganization meeting and new officers have been elected.

ARTICLE III- OFFICERS

SECTION 1 - ELECTED OFFICERS

- a. The elected officers of the Wyandotte County Democratic Central Committee shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and Sergeant at Arms.
- b. Officers must be registered Democrats residing in Wyandotte County.
- c. It shall not be necessary for any of the officers of the county central committee to be precinct committee members. Elected officers who are not precinct committee members shall have voting privileges at all meetings after the initial reorganization.
- d. The chairperson and vice-chairperson shall be of differing gender.
- e. These elected officers shall constitute an executive board that meets at the discretion of the chairperson.

SECTION 2 - CHAIRPERSON

- a. The Chairperson shall be the chief executive officer of the organization and shall supervise the affairs and activities of the organization.
- b. The Chairperson, the Vice Chairperson, or the designee of the Chairperson, shall preside over all meetings of the general membership of the Central Committee and Executive Board meetings.
- c. The Chairperson shall ensure that all meeting notices are sent out in accordance with the provisions of these bylaws.
- d. The Chairperson shall notify all members of the Central Committee of meetings in the time and manner prescribed by Kansas Democratic State Committee Bylaws and rules of the Democratic National Committee.
- e. The Chairperson may establish standing or ad hoc committees as needed to fulfill the responsibilities of the Central Committee and ensure timely organizational progress.

(1) The Chairperson shall appoint committee members, who shall serve at the Chairperson's discretion, and the Chairperson shall serve as an ex-officio member of all committees.

(2) All committees appointed by the chair shall strive to have a diverse membership.

f. The Chairperson may appoint registered Democratic voters residing in Wyandotte County to serve on specifically defined projects as deemed necessary by the Chairperson.

g. With the approval of the Executive Board, the Chairperson shall determine the process for selecting delegates to each Democratic Congressional District Committee.

SECTION 3 – VICE CHAIRPERSON

a. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, or upon resignation of the Chairperson until a replacement chairperson is elected according to Kansas Democratic Party bylaws.

b. The Vice-Chairperson shall perform such other duties as the Chairperson may direct.

SECTION 4 - SECRETARY

a. The Secretary shall prepare and maintain accurate minutes of all credentialed and executive meetings and shall transmit approved minutes to the Sergeant-at-Arms for official archiving and record management.

b. Under the direction of the Chairperson, the Secretary shall draft and oversee all official communications of the organization, including notices, press releases, social media, and any other authorized channels, and shall coordinate public outreach efforts as assigned.

SECTION 5 - TREASURER

a. The Treasurer shall have charge of all funds of the organization and shall report to the members at each regular meeting of the Central Committee and Executive Board. It shall be the Treasurer's duty to make all disbursements of funds for valid bills from a Wyandotte County bank account maintained in the organization's name.

b. The Treasurer shall be prohibited from incurring debts in excess of funds on hand. The Chairperson shall have the authority to authorize expenditures for valid emergencies without Executive Board approval, not to exceed \$500.

c. The Treasurer shall file all legally required campaign finance reports.

d. The Treasurer shall perform such other duties as the Chairperson may direct.

- e. The Treasurer must have or acquire, through timely training as determined by the Chairperson, a working knowledge of Campaign Finance Regulations and Reporting Requirements as set forth by the Kansas Governmental Ethics Commission.
- f. The Treasurer or the Chairperson have authority to make deposits and withdrawals with notice to each other. The Treasurer must record all transactions in the financial records.
- g. Upon request, the Treasurer will make available to the Central Committee and Executive Board appropriate documents relating to the budget including past financial reports, expense summaries, and income summaries.
- h. An annual audit of the organization's financial records shall be conducted at the direction of the Chairperson and with the approval of the Executive Board. The audit may be performed by a qualified third-party auditor or by an internal audit committee appointed by the Chairperson. The results of the audit shall be reported to the Executive Board and made available to the Central Committee.

SECTION 6 – SERGEANT AT ARMS

- a. The Sergeant-at-Arms shall be responsible for overseeing the credentialing process at any meeting where credentialing is required, including verifying the eligibility and voting status of all participants.
 - 1. The credentialing process shall be conducted in accordance with state law, Kansas Democratic Party bylaws, and these bylaws. The Sergeant-at-Arms shall ensure that credentialing procedures are applied consistently and fairly to all participants.
- b. The Sergeant-at-Arms shall maintain accurate and secure records of all credentialing activities, including sign-in logs, credentialing reports, and any documentation used to verify membership or voting eligibility.
- c. At the request of the Chairperson, the Sergeant-at-Arms shall provide a credential report to the Executive Board or the general membership, including attendance, eligibility determinations, and any issues requiring follow-up.
- d. The Sergeant-at-Arms, acting at the direction of the Chairperson, shall assist in maintaining order during meetings by enforcing all applicable rules, regulations, and policies.

ARTICLE IV - EXECUTIVE BOARD

SECTION 1

The Executive Board shall implement policies approved by the Central Committee and may take such action and initiate such policies as it may deem appropriate, provided such action and policies are not in contravention of law, or the policies of the Central Committee.

SECTION 2

The Executive Board shall consist of the elected officers of the organization.

- a. The Executive Board shall meet at least monthly.
- b. A quorum of the Executive Board will be three (3) members of the Executive Board.

ARTICLE V - ENDORSEMENT OF CANDIDATES IN DEMOCRATIC PRIMARY ELECTION

The Central Committee, the Executive Board and any person or body in their official capacity as a member or representative of the Central Committee shall not endorse a candidate in an election. Voter lists and other party resources shall be made equally available to all candidates in a contested election. However, any party officer or precinct committeeperson is free to personally endorse any candidate in a contested Democratic primary so long as the endorsement is personal and does not include that person's party title.

ARTICLE VI – PROXIES

- a. As provided by law, precinct committee members may appoint a registered Democratic voter as a proxy for any meeting they are unable to attend.
- b. A proxy may not vote at any meeting of the Central Committee unless the person named proxy is a resident of the same precinct as the committee member appointing that proxy.
- c. Each proxy shall be signed by the appointing precinct committee member and witnessed by at least one person other than the named proxy.
- d. The person to whom the proxy has been assigned shall have the same rights and privileges as the precinct committee member at the meeting for which the proxy is intended.
- e. Any abuse of proxy shall result in appropriate discipline at the discretion of the executive board.
- f. An example of an acceptable proxy form is provided as an addendum to these bylaws.

ARTICLE VII – MEETINGS

SECTION 1 – Timely Notice

Notice of all meetings of the Wyandotte County Democratic Central Committee, except as previously mentioned, shall be given at least seven days prior to the meeting. The meeting date and any agenda shall be publicized as early as is practical.

SECTION 2 – Method of Notice

Notice of all meetings shall be in writing. Written notice may include but is not limited to mailings via the United States Postal Service, electronic transmission, such as, email and public forums.

SECTION 3 – Central Committee Meetings

The Central Committee shall meet as required by state party bylaw or more often as the Chairperson may direct or by petition of 30% of the Central Committee.

- a. At credentialed Central Committee meetings, the most recent version of Roberts Rules of Order shall prevail.
- b. For elections of officers, the Chairperson will appoint a Rules Committee to establish the rules to govern the election. All rules will comply with Kansas law, National Democratic Party, and State Committee rules.

SECTION 4 – Quorum

No official business requiring a vote of the Central Committee shall be conducted without a quorum of the membership. A quorum is defined as fifteen (15) members of the Central Committee.

ARTICLE VIII - ADOPTION OF BYLAWS

These Bylaws shall take effect upon the affirmative vote of a majority of the members of the Central Committee present and voting.

ARTICLE IX - AMENDMENT OF BYLAWS

- a. Amendment of these bylaws shall be by affirmative vote of two-thirds (2/3) of those members of the Central Committee present and voting.

b. Written notice of any proposed amendment shall be given by U.S. mail to members of the Central Committee no less than ten (10) days prior to the Central Committee vote.

c. Any proposed amendment shall be submitted by petition of at least fifteen (15) members of the Central Committee or on the recommendation of the Executive Board.

Submitted and approved this date: March 31, 2026

Proxy Form

Month Day Year

I hereby appoint _____
Name

who is a qualified Democrat elector residing at:

Address

in _____
Precinct

which is the same ward and precinct in which I was elected committeeman or
committeewoman, as my proxy to represent me at the Wyandotte County Democratic
Party Central Committee meeting to be held

Month Day Year

at _____
Location

and he or she is hereby authorized to act in my place on all matters that may come
before the meeting.

Print name

Signature

Witnessed:

Print name

Signature