

LA PLATA COUNTY
DEMOCRATIC PARTY CENTRAL COMMITTEE
BY-LAWS AND GUIDELINES
Last amended on April 10, 2010

PREAMBLE

We, the Democrats of La Plata County, do hereby establish and adopt this plan of organization and rules in order to elect Democrats to public office in La Plata County, to promote the objectives and goals of the Democratic Party, to provide an effective and representative party organization, to sustain the human and constitutional rights of all citizens, to provide a means that will attract the participation of all citizens in the political process, and to promote individual and political freedom in the framework of a just society that will enhance and ensure the meaningful participation of all citizens.

THE LA PLATA COUNTY DEMOCRATIC PARTY CENTRAL COMMITTEE

- A. The Name.** The name of this organization shall be the La Plata County Democratic Party Central Committee.
- B. Composition.** All of the precinct committee people of the Democratic Party of La Plata County, the Democratic Party officers, the elected county public officials, the state senator and state representative, the United States senators and representatives and elected state public officials who are members of the Democratic Party and who reside within La Plata County shall constitute the membership of the La Plata County Democratic Party Central Committee.
- C. Term of Office.** The term of office of each member of the Central Committee shall be for two years. CRS 1-2-103 (1)(b)
- D. Officers.** The La Plata County Democratic Party Central Committee shall elect a Chair, a First Vice Chair of Functions, a Second Vice Chair of Training, Recruiting, and Public Education, a Third Vice Chair of State Mandates, a Secretary, and a Treasurer.
 - 1. **Powers.** Officers shall exercise the powers and duties as provided for in these rules including the appointment of special and interim committees as needed. The officers of the Central Committee shall also hold the same offices in the Executive Committee.
 - a. **The Chair.** The Chair shall be the presiding officer of the Central Committee and of the Executive Committee and shall be a member of all special and interim committees that may be appointed within the Party. The Chair shall issue the call of all meetings of the Central Committee and shall notify the membership of the Executive Committee of all meetings on a timely basis. The Chair shall not vote at any meeting of the Central Committee or the Executive Committee, except to break a tie.
 - b. **The First Vice Chair of Functions.** The First Vice Chair shall do everything necessary to assist the Chair in carrying out the duties of the Chair and, in the absence of the chair, shall preside at all meetings of the Central Committee and the Executive Committee exercising all authority of the Chair. In addition, the First Vice Chair shall provide leadership for organizational activities and shall also be responsible for the management of all non-mandated functions, annual fundraising, and any other events designated by the La Plata Democratic Party.
 - c. **The Second Vice Chair of Training, Recruiting, and Public Education.** The Second Vice Chair shall be responsible for the recruitment, management and training of the appropriate precinct people and also provide a positive leadership role in recruiting candidates for public office.
 - d. **The Third Vice Chair of State Mandates.** The Third Vice Chair shall be responsible for the management of the state mandated functions of the County Re-Organizational Meeting, the Precinct Caucuses, the County Assembly, and the County Convention.
 - e. **The Secretary.** The Secretary shall keep and maintain the minutes of all meetings of both the Central Committee and the Executive Committee and keep records of the activities of those committees. The Secretary shall be responsible for keeping the official list of the membership of all the committees of the party and keep all records and rolls. The Secretary shall be responsible for managing publicity and communications.
 - f. **The Treasurer.** The Treasurer shall have full custody of all party funds and shall maintain such fiscal records as are necessary and required in order to properly account for all the fiscal activities of the Central Committee. The Treasurer shall make a full report for the handling of all party funds and shall also render a written account of receipts and disbursements at each meeting of the Central Committee and the Executive Committee. The Treasurer shall prepare and file all financial reports as required by law.

- g. **Membership on the State Central Committee.** The Chair and the First Vice Chair shall also serve as representatives from the La Plata County Democratic Party organization to the State Democratic Party Central Committee. Additional members for the State Central Committee, as allowed by the State Party organization, shall be elected by the La Plata County Central Committee at its biennial meeting, or they may be appointed by the Executive Committee on an interim basis. In case the Chair and /or the First Vice Chair are unable to attend a meeting outside of La Plata County, officers will be asked to serve as alternates in the following order: Second Vice Chair, Third Vice Chair, Secretary, Treasurer.
- E. **Organizational Meeting.** Between the first day of February and the fifteenth day of February of odd numbered years, the La Plata County Democratic Party Central Committee shall meet at the call of the Chair. The Chair shall give at least 10 days notice of the time and place of this meeting to all persons entitled to be present. This notice shall be sent electronically, if the Central Committee member is known to have an electronic address, or by physical mail if not. The incumbent Chair shall call the meeting to order and preside until a new Chair shall have been elected. At this meeting there shall be elected a Chair, a First Vice Chair of Functions, a Second Vice Chair of Training, Recruiting, and Public Education, a Third Vice Chair of State Mandates, a Secretary and a Treasurer. There shall also be elected at this meeting the additional members of the Executive Committee as provided for in these rules. At this meeting there shall also be elected the bonus members as allowed by the State Party for the Colorado State Democratic Party Central Committee, the State Executive Committee, and the Third Congressional District Central Committee. Any Democratic elector of La Plata County shall be eligible for these offices. CRS 1-3-103 (1)(c) Newly elected members shall become voting members of the La Plata County Democratic Central Committee at the time of their election.
- F. **Powers and Duties.** The La Plata County Democratic Party Central Committee shall be the governing body of the Democratic Party of La Plata County and shall be vested with all the powers and authority of the party except those powers vested in the County Assembly.
- G. **Removal for Absence.** Any Central Committee member who fails to attend two successive meetings of the La Plata County Democratic Party Central Committee, after having been given due notice of the time and place of such meeting(s), may be dropped from membership unless a satisfactory excuse is provided and accepted by a majority vote of the full Committee.
- H. **Establishment of County Executive Committee.** The La Plata County Democratic Party Central Committee shall establish an Executive Committee which shall consist of the Chair, the First Vice Chair, the Second Vice Chair, The Third Vice Chair, the Secretary, the Treasurer and such other members as are provided for in these rules. The officers of the La Plata County Democratic Party Central Committee shall automatically assume the same offices for the Executive Committee.
1. **Additional Members of the Executive Committee.** La Plata County Democratic Party Central Committee shall, at its biennial organizational meeting, elect six additional members to the County Executive Committee.
 2. **Young Democrat.** The Chair shall appoint one additional member to the County Executive Committee who shall be a Young Democrat, no more than 35 years of age for the term of his/her office.
 3. **Terms of Office.** The term of office for the members of the Executive Committee shall be for two years.
- I. **County Executive Committee Powers and Duties.**
1. When the La Plata County Democratic Party Central Committee is not in session, the duly appointed Executive Committee shall speak for and act on behalf of the Central Committee.
 2. **Organization and Campaigns.** The Executive Committee shall be responsible for assisting the precinct committee persons in the organization of the party throughout the precincts in the county, for encouraging and assisting in registration of voters in the Democratic Party, for assisting the local party in all matters pertaining to campaigns and issues affecting the County Central Committee, including national, state, and local elections.
 3. The Executive Committee members shall provide oversight and governance in matters pertaining to party activities, that is, fundraising, special events, newsletters and any other such activities that the party may undertake.
 - a. The Executive Committee shall vote on major party positions and decisions either in person, at the monthly Executive Committee meeting, or by electronic votes (E-votes). E-votes shall be recorded in full in the minutes of the next monthly meeting, with a consent vote to ratify these votes for inclusion in the minutes.
 4. **Removal for Absence.**
 - a. In case an Executive Committee member cannot attend a regularly scheduled meeting of the Executive Committee, it is the responsibility of the member to so inform an officer of an impending absence.
 - b. Any Executive Committee member who fails to attend any two successive meetings of the Executive Committee, after having been given due notice of the time and place of such a meeting, may be dropped from membership unless a satisfactory excuse is provided and accepted.
 - c. The Chair shall inform any person so removed from the Executive Committee of the action, in writing.

J. Removal for Other Reasons. Members of the Executive Committee may be removed for any of the following reasons:

1. Willful and intentional conduct in violation of these rules.
2. Aiding and supporting any political party other than the Democratic Party.
3. Aiding or supporting any political candidate opposing a nominee of the Democratic Party.
4. Conviction of a felony or a crime of moral turpitude.
5. Representing oneself as a spokesperson or a representative of the Executive Committee without being delegated by a vote of the Executive Committee to serve in that capacity, including publicly and/or officially criticizing or finding fault with any Democratic officeholder unless such a communication has been approved by the Executive Committee.
6. Party Endorsements. The use of the word "Democratic" shall not be used in any endorsement of any County candidate or issue in an election without permission from the La Plata County Executive Committee. The endorsement of a candidate(s) in a partisan or nonpartisan election by the official County organization using the Democratic Party name shall not occur, including the endorsement of one Democratic candidate over another, except through the action of the Central Committee, the Executive Committee, or in accordance with official nomination and assembly procedures.

K. Procedure for Removal of Officers of the Executive Committee.

1. Any member of the La Plata County Democratic Party may submit allegations of violations of these rules by a member of the Executive Committee together with a request for removal.
2. The Chair shall report said allegations and request for removal at the next regularly scheduled meeting of the Executive Committee.
3. Should a majority of the Executive Committee present at said meeting conclude by motion that sufficient cause exists for additional action, a written statement of charges shall be prepared and sent to the affected member of the Executive Committee together with a request for said member to attend and participate in a hearing to show cause why said member should not be removed from office.
4. Said hearing shall be held at the next regularly scheduled Executive Committee meeting and, following said hearing, with an opportunity to respond to all said allegations, the Executive Committee member may be removed by a two-thirds vote of those present, whereupon the said position shall be deemed vacant.

L. Procedures for Removal of the Chair of the Executive Committee.

1. At least one-third of the members of the Executive Committee or one half of the members of the Central Committee must sign and submit a written petition containing a statement of charges to the highest ranking officer of the Central Committee who is not named in the petition. The statement of charges shall contain the reasons for removal.
2. Within three days of receipt of the statement of charges, the officer in charge of the statement shall send the Chair, by certified mail, a copy of the statement of charges and a letter stating that the accused officer may either resign or have a hearing at the next regularly scheduled meeting of the Central Committee or at a Central Committee meeting scheduled specifically to conduct the hearing.
3. If the accused Chair does not resign within three days of receipt of the statement of charges, the officer in charge shall send a copy of the statement of charges to all members of the Central Committee along with a notice of the Central Committee meeting. Such meeting shall be called:
 - a. No later than thirty days after the request of a hearing by the Chair; or
 - b. No later than 30 days after the failure of the Chair to resign or request a hearing within the three days after the service of the statement of charges.
4. At the meeting of the Central Committee, the accused Chair shall be afforded an opportunity to respond to the statement of charges. After such a hearing, upon a motion for removal made by one of the signatories to the statement of charges, the accused Chair may be removed by a two-thirds vote of all members present and voting, provided there is present and voting at least two thirds of the membership of the Central Committee. In a meeting of the Central Committee that contains a motion for the removal of a Chair, no proxies shall be permitted in either the determination of a quorum or in the vote for removal.

M. Vacancies. A vacancy shall be declared to exist when any incumbent officer resigns, moves from this jurisdiction, dies, or is removed from his or her position.

1. **Central Committee.** A vacancy shall be filled within thirty days after its occurrence by the remaining members of the La Plata County Democratic Party Central Committee. The Chair may be authorized to fill vacancies by a proper resolution. The person selected to fill the vacancy shall be a resident of the precinct in which the vacancy occurred and the person so appointed shall be confirmed by the Central Committee at its next scheduled meeting.
2. **Executive Committee.** All vacancies on the Executive Committee, except the position of Chair, shall be filled upon their occurrence at the next regularly scheduled meeting of the Executive Committee.
3. **Chair.** The La Plata County Democratic Party Central Committee shall fill a vacancy in the position of the Chair within 30 days of its occurrence. The County Chair must notify the State Chair, in writing, within 10 days of his/her resignation.
4. **Other Officers.** A vacancy for any other office on the Central Committee shall be filled by the Executive Committee as an interim appointment until the next regularly scheduled meeting of the Central Committee. Interim appointments shall be confirmed at that meeting.
5. The Executive Committee shall serve as the vacancy committee for La Plata County elected offices.

N. Quorum. The quorum of a meeting of any body shall be the number to transact business as provided for below:

1. For the purpose of establishing a quorum, proxies shall be counted, except at meetings of the Central Committee with the intent to remove officer(s) of the Executive Committee and/or at Precinct Caucus, Assembly or Convention.
2. **The La Plata County Democratic Party Central Committee.** 40% of the whole number of members shall constitute a quorum of any Central Committee meeting.
3. **The Executive Committee.** A majority of the whole number of members of the Executive Committee shall constitute a quorum for any meeting of the Executive Committee.
4. **Committees.** 40% of the whole number of members of a committee shall constitute a quorum.
5. **Assemblies and Conventions.** A quorum is a majority of the greatest whole number of delegates, or their duly accredited alternates, certified as being seated.

O. Delegates to Other Conventions and Assemblies.

1. **The Third Congressional District.** The Chair and the First Vice Chair of the La Plata County Democratic Party Central Committee shall also serve on the Central Committee of the Third Congressional District.
2. **The Sixth State Senatorial District.** The Chair, the First Vice Chair, and the Secretary of the La Plata County Democratic Party Central Committee shall also serve on the Central Committee of the Sixth State Senatorial District.
3. **The Fifty Ninth State Representative District.** The Chair, the First Vice Chair, and the Secretary of the La Plata County Democratic Party Central Committee shall also serve on the Central Committee of the Fifty Ninth State Representative District.
4. **The Sixth Judicial District.** The Chair and the First Vice Chair of the La Plata County Democratic Party Central Committee shall also serve on the Central Committee of the Sixth Judicial District.

P. Written notice of the date, time, and place of the County Assembly must be sent to all delegates and alternates no later than 10 days prior to the Assembly. This notice shall be sent electronically, if the delegate is known to have an electronic address, or by physical mail if not.

Q. Amending the Bylaws. These by-laws may be amended by a majority vote of the quorum at any meeting of the Central Committee. Proposed changes must be sent (by mail or electronic mail) with the meeting notice. If a special meeting is to be called, ten days notice must be given.

R. Other Procedures. Any procedure that is not prescribed or covered by these rules shall be governed by the current rules of the Democratic Party of Colorado.