

PINAL COUNTY DEMOCRATS

Text

BYLAWS

ADOPTED: January 20, 1999 AMENDED: February 20, 2002
AMENDED: February 15, 2006 AMENDED: September 10, 2008
Amended: November 26, 2019

PREAMBLE

These bylaws cover the operation and organization of the Pinal County Democrats, a party organization established pursuant to ARS Title 16, Sections 821-828. Such sections shall be considered Appendix I of these bylaws.

ARTICLE I. ORGANIZATION

SECTION 1. COUNTY COMMITTEE.

There shall be a County Committee, with membership as provided by law and in ARTICLE II of these bylaws, which shall have duties and responsibilities as provided by law and these bylaws.

SECTION 2. EXECUTIVE COMMITTEE.

There shall be an Executive Committee, with membership as provided by and in ARTICLE IV, which shall have duties and responsibilities as provided by law and these bylaws.

SECTION 3. NAME.

The political party using these bylaws shall be known as the Pinal County Democrats. The County Committee, and the Executive Committee shall be known as the Pinal County Democratic Party and the Pinal County Democrats Executive Committee, respectively. All correspondence or announcements or other publications of the office and staff of the party shall utilize these titles.

ARTICLE II. COUNTY COMMITTEE

SECTION 1. ORGANIZATIONAL MEETING.

The County Committee shall hold a biennial organizational meeting in Pinal County no earlier than December 1 but no later than the third Friday in December.

SECTION 2. DUTIES OF THE COUNTY COMMITTEEPERSON.

The duties of the Committeeperson shall include and not be limited to:

- a) Canvass and campaign only on behalf of Democratic candidates.
- b) Assist in registration programs and in turning out a maximum Democratic vote.
- c) Support the permanent State Party organization as well as the Pinal County Democrats committee.
- d) Encourage financial support of the State Democratic Committee and the Pinal County Democratic Committee.

SECTION 3. REMOVAL FROM OFFICE OF APPOINTED COUNTY COMMITTEE PERSON.

If, in the opinion of a majority of the members present of the County Committee as expressed by a vote at a regular or specially called meeting, a Committeeperson has refused or neglected their duties, that Committeeperson will be removed from the County Committee. The decision reached by this vote shall

be final. If any Committeeperson has supported an opposition candidate in a partisan election, or publicly maligned or caused sanction against the Democratic nominee, then the Committee Person shall be deemed to have resigned.

ARTICLE III. COUNTY COMMITTEE OFFICERS

SECTION 1. OFFICERS.

The statutory officers, Chairperson, Secretary, Treasurer, Education Coordinator and Affirmative Action Moderator shall be elected at each biennial organizational meeting. The voting members of Pinal County Democrats Executive Committee are its statutory officers, Chairperson, Secretary, Treasurer, Education Coordinator and Affirmative Action Moderator. The County Committee shall also elect from its membership a First Vice Chair and a Second Vice Chair. The Sergeant-at-Arms shall be appointed by the County Chair. The 1st Vice Chair shall self-identify as the opposite gender of the Chair, and the 2nd Vice Chair shall self-identify as the opposite gender of the 1st Vice Chair.

SECTION 2. DUTIES OF OFFICERS.

In addition to their duties as members of the Executive Committee, the duties of the officers shall include but not be limited to:

- (a) The County Chairperson shall be to direct the affairs of the Committee as its administrative officer. The Chair shall preside over all meetings of the County Committee, the Executive Committee, and Party conventions or other meetings that may be held. The Chair shall appoint such committees as deemed necessary to carry out the programs and policies of the Committee. The Chair shall direct the central office of the County Committee and other offices which it may establish. The Chair shall submit a proposal for an annual budget at the first meeting of the Executive Committee.
- (b) The First Vice-Chair shall be to (1) assist the Chair in performance of those duties; and in the absence of the Chair perform those duties as required.
- (c) The Second Vice-Chair shall be to perform such duties as are assigned by the County Chair.
- (d) The Secretary shall keep a record of all meetings of the County Committee and the Executive Committee; transmit a copy to each officer within ten(10) days; maintain a roll of members of the Committee and a copy of all resolutions adopted by the County Committee; and shall perform such other duties as may be assigned by the County Chair. Notice of meetings is the responsibility of the Chair and/or Secretary and shall include minutes of the prior meeting and a proposed agenda. Special meeting notices will be from the Chair.
- (e) Treasurer: Treasurer shall have (1) general supervision over the care and custody of the funds of the organization; (2) deposit or cause funds to be deposited in the name of the organization in such bank or account as the Executive Committee may designate; (3) shall keep full and accurate accounts of all receipts and disbursements, which accounts shall be open to the inspection of any member of the County Committee upon reasonable notice. (4) The Treasurer is responsible for ensuring that accurate and timely financial reporting, as mandated by state and county regulations are made at the requisite intervals. (5) The Treasurer shall ensure that all campaign finance reporting laws and regulations that apply to the Party are honored when receiving contributions and making disbursements; (6) The Party may obtain and use a debit card, savings account, and checking account with the Chair and the Treasurer. (7) The Treasurer shall make a complete report of the financial condition of the County Committee at its annual meeting, at all

regular meetings of the Executive Committee, and at such other times as requested by the Chair.
(8) The financial records shall be audited at such times as the Executive Committee shall deem necessary, when a Treasurer vacates the office, but in no event less often than every two years.

- (f) The Education Coordinator shall have the duties of implementing the Party Platform, reviewing the need for bilingual educational material other duties as assigned by the County Chair.
- (g) The Affirmative Action Moderator shall have the duty of implementing the Party Affirmative Action Program as outlined in ARTICLE VIII of the State Bylaws and shall have other duties as assigned by the County Chair.
- (h) The Sergeant-at-Arms shall maintain order at all meetings of the County Committee and of the Executive Committee and shall keep a history of proceedings and functions.

SECTION 3. ELECTION OF OFFICERS AND STATE COMMITTEE AT THE BIENNIAL ORGANIZATIONAL MEETING.

All nominations for County Committee officers and State Committee Persons shall be made from the floor. No slate identification shall be allowed on ballots or balloting at these elections. Only duly elected Democratic Precinct Committee Persons are eligible to be an elector or to be a candidate for any elective office but no person shall be submitted as a candidate without the consent of such person having first been obtained. In all cases where there are more than two candidates for an office, a majority of all votes cast shall be necessary for the election to an office. Voting shall be done by secret ballot. In the event that any ballot cast does not show a majority for any nominee, the name of the nominee with the least number of votes shall be withdrawn from nomination and another ballot cast. The same procedure shall be followed until a nominee shall have received a majority of all votes cast.

SECTION 4. COUNTY COMMITTEE STAFF.

The Chairperson may appoint such staff, including counsel, as may be helpful to carry on the duties of the organization.

SECTION 5. REMOVAL OF COUNTY COMMITTEE OFFICER.

Any regular officer of the County Committee shall be removed by the grounds listed in ARTICLE II, SECTION 3.

SECTION 6. VACANCIES.

A vacancy in office shall be automatically declared if any elected officer is absent for three (3) consecutive meetings of the Executive Committee and/or regular meetings of the Pinal County Democrats Committee, unless excused for illness or good cause by the Chair or County Committee. Vacancies among the officers shall be filled by an election of the Committee, at an open meeting called with at least twenty-one (21) days' notice. The use of electronic mail may be used, but the twenty-one (21) day notice will be enforced.

SECTION 7. EXPENSES OF THE COUNTY CHAIR AND SECRETARY.

The Chair shall be reimbursed for reasonable out-of-pocket expenses in the performance of duties as is set aside in the budget. The Secretary shall, upon proof to the Treasurer, be reimbursed for expenses

necessary in performance of duties. All receipts and requests for reimbursement must be approved by the Chair and First Vice chair and proper documentation must be provided. (originals and/or copies of receipts.)

SECTION 8. ANNUAL BUDGET.

The budget, as approved by the Executive Committee shall be in effect for the year starting on the first of the month after approval. Any expense in excess of the amount budgeted shall be subject to the approval of the Committee. No monies shall be spent nor debts incurred unless the Treasurer certifies funds will be available.

SECTION 9. CONFLICT OF INTEREST.

No Executive Committee member, shall be employed by or receive compensation, in any capacity from a candidate for Pinal County Board of Supervisors, Legislative Districts, School boards, sheriff, judge or justice of the peace while simultaneously serving on the Executive Committee. Any Executive Committee member who chooses to be employed or compensated by the above listed candidates must notify the Chair and resign within ten days of notification.

ARTICLE IV MEMBERSHIP

SECTION 1. PRECINCT COMMITTEE MEMBERSHIP.

The County Committee shall consist of Precinct Committee Persons elected in the biannual elections held in the even numbered years and those Committee Persons who are appointed to fill vacancies.

SECTION 2. NON-VOTING MEMBERS

When a precinct is filled beyond the numbers allowed by law, additional Precinct Committee Persons may be appointed by the Chair and will be called Non-Voting Committee Persons. The names will not be submitted to the Elections Department or Board of Supervisors but will be kept in-house. Non-Voting Members may not be elected to the State Committee but may attend and hold proxies.

SECTION 3. EXECUTIVE COMMITTEE MEMBERSHIP.

Unless otherwise specified by law, the membership of the Executive Committee shall consist of the Chair, First Vice Chair, Second Vice-Chair, Secretary, Treasurer, Education Coordinator and Affirmative Action Moderator. The Chairperson of the County shall serve as Chair of the Executive Committee.

SECTION 4. EXECUTIVE COMMITTEE DUTIES.

The duties of the Executive Committee shall be assigned by the County Chair.

ARTICLE V. OTHER COMMITTEES

SECTION 1. STANDING COMMITTEES.

Standing Committees shall be appointed as needed by the County Chair. The determination of the personnel, size and other details of the composition shall be the duties of the County Chair.

SECTION 2. COMMITTEE STATEMENT.

No committee shall be authorized to issue any statement on behalf of either the County Committee, the Executive Committee or as coming from the Party, and any statement or report issued by any committee in its own behalf shall be confined within the scope of its duties.

SECTION 3. EXPENDITURE OF FUNDS.

Expenditure of funds, other than for normal operating expense that has been budgeted, for any of the general committees must be approved by the committee, or a subcommittee designed for that purpose.

SECTION 4. AD HOC COMMITTEES.

An Ad Hoc committee term ends in December of even numbered years. The committee may be reappointed.

ARTICLE VI. MEETINGS

SECTION I. MEETINGS.

The County Committee, and the Executive Committee shall meet at the call of the Chair, or in accordance with any resolution adopted by it. The Chair shall call a meeting within twenty (20) days of the date designated by any petition filed with the Secretary and signed by ten committee persons of the body, as long as such petitions are signed by at least members of three (3) precincts. The County Committee shall meet at least once each quarter. The meetings' regular date is to be the third (3rd) Wednesday of each month at 7:00 PM at a site designated by the Executive Committee. Normally meeting will be held at the main offices of the County Committee; however, if circumstances permit, the Executive Committee may from time to time move the meeting site to other locations within Pinal County.

SECTION 2. WRITTEN NOTICE.

At least ten days written notice of a meeting to be held at a time and/or place not in accordance with ARTICLE VI, SECTION I must be given. Proper notice shall be given as to the day, time, and place and be communicated to each member at his or her address as shown on the records of the County Committee by First Class mail or by any means that assures delivery, including electronic means.

SECTION 3. QUORUM.

A quorum of members of the body which is meeting shall consist of at least ten (10) percent of the Precinct Committee Persons, provided that notice has been given in accordance with SECTION 2 of this article. (Proxies will not be counted as members present.) A quorum shall be present for all voting. If less than five (5) days' notice of a meeting is given, then the quorum shall be fifty (50) percent.

SECTION 4. VOTING.

Voting within the County Committee, the Executive Committee, or any of their sub-committees shall be on an individual basis and may be by actual roll call vote, by division of the body in commonly accepted manner or by voice vote, as may be appropriate. No slate or title identification shall be made on any ballot or in balloting.

SECTION 5. DEBATE.

Reports of committees, communications to the members of the meeting, resolutions presented and all motions, save such as are known to parliamentary practice as "undebatable," may be debated, unless by a two-thirds vote the meeting body decides to dispose of them without debate. No delegates or members shall speak longer than five (5) minutes at one time, except as provided by a vote of the majority of members present.

SECTION 6. PROXY ATTENDANCE.

Proxies are not allowed under these Bylaws. Members are required to be in attendance to cast a vote. No member may vote via electronic or telephonic communication.

SECTION 7 AGENDA.

The agenda for each meeting shall be prepared by the Chair with the provision that there shall be adequate opportunity at each meeting for the presentation of new business as may be desired by any member of such body. The agenda must be sent to the Executive Committee within 72 hours. The agenda may be sent to all Precinct Committee Persons at the discretion of the Chair.

SECTION 8. ORDER OF AGENDA.

At any meeting of the County Committee or one of its subcommittees, the order of the agenda shall be opening quorum report, nomination and voting for officers, delegates, etc., old business and then any other business that shall be before the body in the order determined by the Chair. At the Chair's discretion and approval of the body, exception may be given to guest speakers.

SECTION 9. PARLIAMENTARY PROCEDURES.

- (a) The County Chair may appoint a Parliamentarian who shall serve without a vote by reason of such office. Should the Parliamentarian be absent at any meeting at which his/her services are required, the Chair may appoint another to act for any such meeting.
- (b) All meetings of the Committee shall be conducted under *Robert's Rules of Order, Newly Revised*.

SECTION 10. PROPOSED RESOLUTION.

A member proposing a resolution shall, whenever possible, submit in writing a copy of the proposed resolution thirty (30) days prior to the meeting, for the purpose of permitting a copy of the proposed resolution to be delivered to all members along with the call to the meeting. Nothing in this SECTION shall be construed as to limit the ability of any member to submit a resolution less than thirty (30) days prior to a meeting. Any member submitting a resolution less than thirty (30) days prior to a meeting shall provide sufficient copies of said resolution to be distributed to every member present whenever possible.

ARTICLE VII. BYLAWS

SECTION 1. EFFECTVE DATE.

These bylaws shall go into effect immediately upon their adoption and shall continue in force for present and future membership subject to amendment or termination in accordance with the provisions of this ARTICLE.

SECTION 2. AMENDMENTS.

These bylaws may be amended by a vote of not fewer than two-thirds of the members of the County Committee present at a regular or specially called meeting of the County Committee. A motion to amend these bylaws may be made at the statutory organizational meeting; but such motion shall be accompanied by sufficient copies to be simultaneously distributed to the members present, or a written proposal to be achieved by making the amendment and list of reasons in support thereof. No proposal to amend or terminate these bylaws shall be considered by the unless it has been submitted in compliance with the provision of this ARTICLE.