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PREAMBLE

The Charter of the Florida Democratic Party requires that each county Democratic Executive Committee prepare its bylaws and requires that these bylaws be in accordance with Florida Statutes, the Charter of the Democratic National Committee, and the Charter and Bylaws of the Florida Democratic Party.

These bylaws are intended to outline the structure and function of the Alachua County DEC and they contain the provisions that cannot be changed without previous notice to members. Any provision of these bylaws contrary to the Florida Constitution or Statutes or to the Florida Democratic Party Charter or its bylaws shall be null and void and the superseding entities' provisions shall apply.

ARTICLE I – NAME

The name of this official component of the Florida Democratic Party is the Alachua County Democratic Party. The governing body of this organization shall be the Alachua County Democratic Executive Committee. It may also be referred to in these bylaws, and elsewhere, as the DEC.

ARTICLE II – CREATION AND AUTHORITY

ART II – SECTION 1 – LEGISLATIVE

Each political party of the state shall be represented by a state executive committee pursuant to Florida State statutes.

ART II – SECTION 2 – STATE PARTY CHARTER

There shall be a county Democratic Executive Committee within each county in the state responsible for discharging Florida Democratic Party affairs within the county.

ARTICLE III – MISSION

The mission of this organization shall be to promote the ideals of the Democratic Party and elect Democrats to public office.

ARTICLE IV – MEMBERSHIP

ART IV – SECTION 1 – ROLE OF MEMBERS

Each DEC member shall work to represent the views of the registered Democrats in their precinct to the DEC and support the DEC by actively promoting the philosophy and interests of the Democratic Party in every manner available to them. Each member shall also work to identify potential candidates for public office and refer them for assistance.

ART IV – SECTION 2 – PRECINCT SYSTEM

2.1 Precinct Members

The elected membership of the DEC 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.

2.2 Adding Precinct Members Prior to the Reorganization Meeting

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 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 prior to the Reorganization Meeting by a plurality vote on the First Primary Ballot of each presidential election year.

2.2.1 Vacancies

Following the Reorganization Meeting, vacancies shall be filled by the county Democratic Executive Committee according to its procedures for filling vacancies.

2.3 Adding Precinct Members Subsequent to the Reorganization Meeting

2.3.1 New Precincts

At any time new precincts are created, additional County Democratic Executive Committee positions shall be created for each new precinct. Such positions shall be filled by the county Democratic Executive Committee according to its procedures for filling vacancies.

2.3.2 Additional Registered Democrats in Existing Precincts

At any time an existing precinct totals 1,000 registered Democrats, additional County Democratic Executive Committee positions shall be created for each additional 1,000 Democrats, or fraction thereof. Such positions shall be filled by the County Democratic Executive Committee according to its procedure for filling vacancies.

ART IV – SECTION 3 – MEMBERSHIP CATEGORIES

Membership categories are established by these bylaws and the bylaws of the Florida Democratic Party as follows:

3.1 Elected Members

All duly elected Alachua County Democratic Precinct Committeepersons, as certified under Florida Statutes, and all persons elected by the DEC to fill vacancies occurring in the position of Precinct Committeeperson constitute the elected membership of the DEC.

3.1.1 Continuity of Membership Status

An elected member moving to another precinct shall continue to enjoy uninterrupted voting and other rights, and, if no vacancy exists in the new precinct of residence, shall enjoy a special At-Large status not to be counted against the total of allowable appointed members.

3.2 Automatic (Ex-officio) Members

State Legislators who are Democrats and residents of Alachua County; Alachua County Democratic elected officials in the county (including Democratic persons appointed to fill vacancies); Presidents of Democratic clubs duly chartered in the county; and Presidents of local chapters of state-chartered Democratic caucuses shall be Automatic Members of the DEC. Such members shall serve for the duration of their term of office.

3.3 Appointed Members

The Chair may appoint members to serve at-large from among registered Democrats residing in the county upon approval by a majority of the DEC membership at a regular meeting. Selection of appointed members shall be made to the extent possible so as to include diverse viewpoints and minority, or broad socio-economic representation.

3.3.1 Number of Appointed Members

The number of appointed members shall not exceed ten percent (10%) of the total number of elected members to which the DEC is entitled.

3.3.2 Special At-Large Appointed Members

Any Democratic Party elected official from the state or national level, who so requests, may be appointed by the DEC as a Special At-Large Member. Such positions shall not be included in the DEC's appointed membership quota.

ART IV – SECTION 4 – QUALIFICATIONS

4.1 Elected Members

In order to qualify for election as an elected member of the DEC in accordance with the state of Florida election laws, each candidate shall take and subscribe to two oaths identified as "Oath of Candidate" and "Party Loyalty Oath".

4.1.2 Oath of Candidate

Each candidate shall take and subscribe to an "Oath of Candidate" on a form supplied by the Supervisor of Elections entitled "Political Party Executive Committee Oath". These qualification requirements apply also to any person filling a Precinct Committeeperson vacancy on the DEC This executed form shall be filed with the Supervisor of Elections.

4.1.3 Democratic Party Loyalty Oath

Before taking office as a member of the DEC, each member shall file with the Membership Committee a notarized Oath of Office on the form prescribed by the FDP. The executed form shall be filed as an Alachua County DEC record as directed by the Recording Secretary.

4.2 Automatic Members

Automatic members are required to execute the Party Loyalty Oath unless this requirement has been otherwise accomplished. The executed form shall be filed as an Alachua County DEC record as directed by the Recording Secretary.

4.3 Appointed Members

Appointed members are required to execute the Party Loyalty Oath. The executed form shall be filed as an Alachua County DEC record as directed by the Recording Secretary.

ART IV – SECTION 5 – TERMS OF OFFICE

5.1 Elected Members

Elected members shall take office on the first day of the month following each presidential general election or when elected. They shall serve for a term of four (4) years or until the first day of the month following the next presidential general election.

5.2 Automatic Members

Automatic members shall serve as ex-officio members for the duration of their terms of office.

5.3 Appointed Members

The term of office for appointed members shall be one (1) year commencing with the date of appointment. Appointed members may be reappointed; however, all appointments shall expire on the first day of the month following the next presidential general election.

ART IV – SECTION 6 – VACANCIES

6.1 Cause of Vacancies

A DEC membership position shall be deemed vacant for the following causes:

1. By the death of the incumbent.
2. By his or her resignation.
3. By his or her removal.
4. By his or her ceasing to be an inhabitant of the state, district, or precinct for which he or she shall have been elected or appointed.
5. By his or her refusal to accept the office.
6. The conviction of the incumbent of any felony.
7. The decision of a competent tribunal declaring void his or her election or appointment, and his or her removal by said tribunal.
8. By his or her failure to attend, without good and sufficient reason, three consecutive regular or called meetings, [Florida Statutes Section 103.131]
9. By his or her accumulation of three unexcused absences in any one calendar year. [Florida State Democratic Party Bylaws]

6.2 Filling Vacancies

The Membership and Credentials Committee shall present qualified candidates to the DEC to fill vacancies. Vacancies shall be filled by the DEC within sixty (60) days. After a vacancy has existed for sixty (60) days, it may be filled by the State Chair.

ART IV – SECTION 7 – VOTING, PRIVILEGES, AND LIMITATIONS

7.1 Elected Members

Elected members shall each have one (1) vote, be eligible to hold office, and be counted for a quorum.

7.2 Automatic Members

Automatic members shall each have one (1) vote, be ineligible to hold office, and shall not be counted for a quorum.

7.3 Appointed Members

Appointed members shall each have one (1) vote, be ineligible to hold office, and shall be counted for a quorum. They shall not vote for officers at the organizational meeting, but may vote to fill an officer vacancy during the term.

ART IV – SECTION 8 – PROXIES

8.1 Procedure

Any member who, for any reason, is unable to attend any meeting of the DEC may execute a written proxy. Such proxy shall be sworn to before a notary public, or, in the alternative, may be validated by two (2) registered Democrats signing as witnesses. Any proxy which is incomplete in any way shall be returned to the member issuing the proxy. The member sending the incomplete proxy shall be notified immediately by phone or facsimile transmission that the proxy is incomplete. A holder of any proxy must be a registered Democrat, who is not a member of the DEC. A proxy holder for a precinct committee person must reside in the committee person's precinct. A proxy holder for an At-large member may reside anywhere in Alachua County. A proxy holder for an automatic member must reside within the geographic area within Alachua County represented by the automatic member. No person shall be permitted to hold more than one (1) proxy.

8.2 Forms

The proxy shall be created utilizing either of the forms identified as PROXY FORM (1) or PROXY FORM (2) included in the bylaws of the Florida Democratic Party and identified as Attachment 3 of these bylaws.

8.3 Limitations

8.3.1 Quorum

Proxies may not account for more than fifteen (15) percent of those present for computing quorum.

8.3.2 Attendance

Proxies shall not be considered in the fulfillment of attendance requirements.

ARTICLE V – OFFICERS

ART V – SECTION 1 – DESIGNATION

1.1 DEC Officers

Officers of the DEC shall be a Chair, a Vice-Chair who shall be of the opposite sex from the Chair, a Secretary (who may also be referred to in these bylaws as Recording Secretary), and a Treasurer. Officers shall be elected from among the elected membership of the DEC at its organizational meeting.

1.2 State Executive Committee Members

State Committee Members shall be elected from among the elected membership of the DEC at its organizational meeting.

ART V – SECTION 2 – ELECTION PROCESS

2.1 Organizational Meeting

The DEC shall hold an organizational meeting to elect officers within thirty (30) days after the first day of the month following each presidential general election. The organizational meeting will be called by the Chair of the preceding DEC and the agenda and elections shall be as prescribed in Article VI Section 3 of these bylaws.

2.2 Vacancies

In the event of any officer vacancy, the election process shall be as follows.

2.2.1 Chair

Notice of vacancy shall be sent by certified mail to the State Chair within ten (10) days of said vacancy. A meeting shall be held within forty-five (45) days, upon notice to members of at least fifteen (15) days, to elect a new chair. In the event that a vacancy in the office of the DEC Chair is filled by a person of the same sex as the DEC Vice-Chair, or vice versa, the requirement that they be of the opposite sex shall be waived for the unexpired term.

2.2.2 Other elected officers

In the event of a vacancy of other elected officers, the standing nominating committee shall present a report listing the names of one or more nominees for each vacancy for election at the next following meeting of the DEC. This report shall be provided to members 15 days before the meeting date. Nominations from the floor shall be invited. Prior consent of the nominees must in all cases be obtained. Voting shall be by paper ballot. In elections where there is only one candidate standing for election the ballot shall include an option for holding the position vacant. Should the "vacant" selection receive a majority, the position shall be held vacant until additional qualified nominees have been identified and a new election held.

2.3 Term of Office

Terms of office are for four (4) years or until the first day of the month following the next presidential general election.

ART V – SECTION 3 – DUTIES

3.1 Chair

The DEC Chair shall:

a. preside at all meetings of the DEC and the Steering Committee and maintain oversight of all Florida Democratic Party affairs within the county,

b. appoint committee chairs, except that the DEC Chair shall not appoint themselves to be the Chair of any Standing or Ad Hoc committee. The DEC Chair shall serve as ex-officio member of all committees, except the Audit, Grievance and Nominating Committees. The Chair may, but is not required to, attend committee meetings,

c. appoint at-large members, subject to approval by the DEC,

d. be the official spokesperson for the DEC or represent it whenever necessary; a duty which may be delegated,

e. be accountable (together with the Treasurer) for the funds of the DEC and be jointly liable for their proper expenditure for authorized purposes only; comply with all provisions of FS 103.121.

f. in consultation with the Budget Committee, arrange for timely submission of a proposed budget for review and comment by the Steering Committee and for submission to the DEC for approval.

g. have authority to approve payment of non-budgeted expenditures not exceeding $100; co-sign all disbursement checks,

h. examine and approve Reports of Contributions and Expenditures for filing with county Supervisor of Elections, as required by FS 106.29

i. ensure submission to State Party Headquarters and Supervisor of Elections all documents required by Florida Statutes, and by the Charter and Bylaws of the Florida Democratic Party,

j. in consultation with the Audit Committee, arrange for an annual audit of the financial condition of the DEC for each calendar year ending December 31 in compliance with applicable Florida Statutes and conducted by qualified examiners who shall not be members of the DEC,

k. furnish an adequate bond, but not less than $5,000, conditioned upon the faithful performance of duties and for faithful accounting of party funds. File this bond with the Supervisor of Elections, and

l. appoint a parliamentarian and/or sergeant at arms as needed.

3.2 Vice-Chair

The Vice Chair shall:

a. perform and exercise all the duties of the Chair if the Chair is absent or unable to perform the duties or exercise the powers of the Chair as set forth in these bylaws - except for appointments to standing committees,

b. serve as ex-officio member of all committees, except the Grievance and Nominating Committees. The Vice-Chair may, but is not required to, attend committee meetings, and

c. perform such other duties as may be assigned by the Chair.

d. It is the overall responsibility of the DEC Vice-Chair to ensure that mentoring is providing to Committee Chairs, although specific mentoring tasks may be delegated. The mentoring role of the DEC Vice-Chair (or the person to whom they may delegate specific tasks) does not include becoming involved in the substantive decision-making work of the committee or seeking to substitute their opinion for that of the committee chair.

3.3 Secretary

The Secretary shall:

a. attend all meetings of the Executive Committee and of the Steering Committee; take notes as the basis for preparing the minutes,

b. distribute draft minutes to committee members, preferably before the meeting date, for consideration for approval,

c. handle all the official correspondence of the organization as directed by the Chair,

d. see that all documents are transmitted to the state party in accordance with the requirements of the Charter and bylaws of the Florida Democratic Party.

e. prepare and certify the approved minutes and enter them in the Official Minutes Book of the Organization,

f. ensure that all notices are provided to members as required by these bylaws, by State Party rules or Law,

g. maintain an up-to-date list of members, officers, standing and special committees, committee chairs, committee members and make this list available to members,

h. be custodian of all official documents and sign all official documents as required to certify their validity,

i. make available, on request and at reasonable times, official documents for inspection by members, and perform such other duties as may be assigned by the Chair.

3.4 Treasurer

The Treasurer shall:

a. be accountable (together with the Chair) for the funds of the DEC and be jointly liable for their proper expenditure for authorized purposes only; and comply with all provision of FS 103.121,

b. be custodian of all funds and securities of the DEC and supervise the receipt and disbursement of all funds,

c. make deposits promptly of all funds in the name of the DEC in such depositories as approved by the Steering Committee and ratified by the DEC,

d. maintain adequate financial records of all transactions of the DEC including receipts and expenditures of all party funds and make records available for examination by any member of the DEC at any reasonable time,

e. sign all checks, in conjunction with the Chair, after determining that requests for payment or reimbursement have been appropriately approved for payment,

f. present monthly financial reports at each regular DEC meeting and as often as the DEC Chair or the Finance and Budget Committee Chair may direct,

g. prepare annual financial statement in accordance with standard accounting procedures (modified accrual accounting) ready for audit,

h. prepare Campaign Treasurer Report of Contributions and Expenditures for each quarter and as often as required and file promptly with the Supervisor of Elections, as required by FS 106.29,

i. furnish an adequate bond, but not less than $5000 conditioned upon the faithful performance of duties and for faithful accounting of party funds and file this bond with the Supervisor of Elections,

j. serve as a member of the Finance and Budget Committee, and

k. perform all other duties incident to the office of the Treasurer and such other duties as may be assigned by the Chair.

3.5 State Committee Members

State Committee members shall:

a. serve as a member of the State Executive Committee representing the Alachua County DEC,

b. serve as liaison between the state party and the DEC,

c. serve as a member of the Congressional District Committee, and serve, if elected as Chair or Vice-Chair of the Congressional District Committee.

ARTICLE VI – MEETINGS

ART VI – SECTION 1 – GENERAL REQUIREMENTS

The following shall apply to any meeting of the DEC and its committees:

- Roberts Rules of Order (Latest Edition) shall govern all questions of parliamentary procedure not specifically provided for within these bylaws.
- Meetings shall be open to all members of the Democratic Party.
- Meetings and events shall be held in facilities which are accessible to persons with a disability or disabilities in accordance with all applicable laws. No contract(s) to secure a facility will be executed by the ACDEC unless in conformance with this section.
- Due notice of all meetings shall be given to the DEC

- Minutes shall be kept of all meetings and shall be presented at the next meeting for acceptance.
- Quorum shall be twenty-five percent of the total membership exclusive of automatic members unless otherwise specified by these bylaws.
- All business and all meetings shall be conducted in accordance with the spirit of the State of Florida's Government in the Sunshine Law and the Public Records Law.

ART VI – SECTION 2 – MEETING CATEGORIES

Meeting categories shall be as follows:

- Organizational meeting
- Regular DEC meeting
- Special DEC meeting
- Regular Steering Committee meeting
- Special Steering Committee meeting

ART VI – SECTION 3 – ORGANIZATIONAL MEETING

3.1 Requirements

The DEC shall hold an organizational meeting called by the Chair of the preceding DEC within thirty (30) days after the first day of the month following each presidential general election for the purpose of electing new officers. A copy of the relevant portions of the FDP Bylaws shall be included in the notice sent to all those entitled to vote (newly elected members of the DEC) at the organizational meeting. The preceding DEC Chair shall preside until the election of the new DEC Chairperson, who shall then assume the chair.

3.2 Order of Business

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 Secretary
8. Election of Treasurer
9. Election of State Committee Members

3.3 Election Procedures

Elections of officers shall be governed by the following:

a. Candidates for an officer position shall notify the Membership/Credentials Committee Chair in writing of intention to stand for a stated office not later than ten (10) days after the presidential general election.

b. A listing shall be prepared showing the names of candidates to be nominated, the name of the office, and the precinct number of the nominee. This listing shall be included with the Call Notice of the Organization Meeting mailed to each newly elected member, together with a copy of Article VI, Section 3 of these bylaws.

c. Nominations may also be made from the floor during the organizational meeting. All nominees must qualify as a newly elected member of the DEC and prior consent of the nominees must in all cases be obtained.

d. Each office shall be voted for separately, in turn.

3.4 Voting

3.4.1 Written Ballot

Voting shall be by written ballot. Ballots are not secret; each ballot must have the printed and signed name of the voter to be valid.

3.4.2 Majority Vote

A majority vote is required for election to office. In elections where there is only one candidate standing for election the ballot shall include an option for holding the position vacant. Should the "vacant" selection receive a majority, the position shall be held vacant until filled in accordance with Article V Section 2 of these bylaws.

ART VI – SECTION 4 – REGULAR DEC MEETINGS

4.1 Meeting Calendar

There shall be a regular meeting of the DEC each month in a location determined by the Chair. The DEC may vote to cancel any regular meeting by a two-thirds vote, or where prior notice has been given, a majority vote shall suffice. However, the DEC shall not cancel a second consecutive regular meeting.

4.2 Order of Business

The Order of Business shall be provided by a printed agenda.

SECTION 5 – SPECIAL MEETINGS

A special meeting may be called by the Chair at any time and for any purpose. The Chair is required to call a special meeting upon a request by signed petition of at least 25 percent of the

members of the DEC. The petition shall state the specific purpose of the special meeting. There shall be notice of any special meeting to all DEC members of not less than seven days stating the issues to be considered.

ART VI – SECTION 6 – REGULAR STEERING COMMITTEE MEETINGS

6.1 Meeting Calendar

There shall be a regular meeting of the Steering Committee at least seven (7) days prior to each regular meeting of the DEC at a time and place as determined by the Chair. The Steering Committee may vote to cancel a regular meeting but not a second consecutive regular meeting.

6.2 Quorum

The quorum of the Steering Committee shall be a majority of the total Steering Committee membership. There shall be no proxies.

6.3 Order of Business

The Order of Business shall be provided by a written or printed agenda.

6.4 Minutes

Minutes of Steering Committee meetings shall be prepared and presented at the next meeting of the DEC following approval by the Steering Committee.

ART VI – SECTION 7 – SPECIAL STEERING COMMITTEE MEETINGS

The DEC Chair may, and shall call a special meeting of the Steering Committee to consider business which requires action before the next regular meeting. In the absence of the Chair and Vice-Chair the Steering Committee shall have this authority. There shall be notice to all members of not less than seven days stating the issues to be considered.

ARTICLE VII – COMMITTEES

ART VII – SECTION 1 – CATEGORIES OF COMMITTEES

Committee Categories shall be as follows: Steering Committee, Standing Committees, Special (Ad Hoc) Committees, and Precinct Committees.

ART VII – SECTION 2 – POWERS AND DUTIES

2.1 General Requirements

A. Policies and Procedures

Policies and procedures of each committee shall be outlined in its Policies and Procedures Manual. Within 120 days of each standing committee's formation, following the organizational meeting, each standing committee shall review its Committee Responsibility Description and review its Policies and Procedures and update them as needed.

B. Frequency of Meetings

The appointed committee chair shall call regular meetings as often as necessary to accomplish the committee's mission.

C. Notice of Meetings

Due notice of all meetings shall be given to the DEC whenever feasible.

D. Quorum

A quorum for committee meetings shall be 50%. The quorum for Steering Committee meetings still remains a majority. Art. VI, Sect. 6, Prov. 6.2

E. Diversity

Selection of committee members by committee chairs shall be made, to the extent possible, so as to include diverse viewpoints, generational diversity, minority diversity and broad socio-economic representation.

2.2 Limitations

No committee or committee member has any authority to represent the DEC to any outside parties or to the public, except when clearly so authorized by the Chair of the DEC.

2.3 Records

The committee chair shall be responsible for the maintenance of adequate committee records (meeting minutes, reports, and files.)

2.4 Reports

Committee reports shall be prepared (preferably in writing) and presented or made available at the next DEC meeting after committee approval.

2.5 Electronic meetings

Meetings may take place or actions may be authorized either in person or by electronic means. In order to pass, votes conducted by electronic means must receive at least a number of votes equal to quorum.

ART VII – SECTION 3 – STEERING COMMITTEE

3.1 Organizational Meeting

Within thirty (30) days after the organizational meeting of the DEC, an organizational meeting of the Steering Committee shall be held.

3.2 Composition

The Steering Committee shall be comprised of the following:

3.2.1 Elected Officers

The following six (6) officers elected at the Organizational Meeting:

Chair
Vice-Chair
Secretary
Treasurer
State Committee Members

3.2.2 Administrative Committee Chairs

The chairs of the following six (6) Administrative Committees:

Campaign Planning	Planning and Research
Communication and Media	Policy and Bylaws
Membership and Credentials	Precinct Leader and Volunteer Development

3.2.3 At-Large Members

Three (3) at-large members appointed by the DEC Chair, whose purpose is to ensure diversity, as provided in Section 2.1.D.

3.2.4 Parliamentarian

The Parliamentarian of the DEC, appointed by the Chair, shall serve as the Parliamentarian of the Steering Committee, but shall not be a voting member of the Steering Committee.

3.3 Chair of Steering Committee

The Chair of the DEC shall automatically be Chair of the Steering Committee. The Steering Committee is the only standing committee on which the DEC Chair shall serve as Committee Chair.

3.4 Terms of Office of Steering Committee Members

The terms of office of Steering Committee members shall be as follows:

3.4.1 Elected Officers

The terms of office for the elected officers serving on the Steering Committee shall be for four (4) years or until the first day of the month following the next presidential election, provided that they remain in their position as officer.

3.4.2 Committee Chairs

The terms of office of the committee chairs serving on the Steering Committee shall be for (4) four years, or until the first day of the month following the next presidential election, provided that they remain in their position as committee chair.

3.4.3 At-large ACDEC Chair Appointments

The terms of office of the at-large appointed members shall be one year, subject to possible re-appointment. During their one-year term of office, at-large Steering Committee members are subject to removal by the DEC Chair at will (without the need to show cause) subject to a majority vote of the Steering Committee to ratify the removal.

3.5 Ordinary Responsibilities

In addition to any powers and responsibilities specifically set out in these bylaws, the Steering Committee's role is to:

A. When appropriate, make recommendations to the DEC.

B. Participate in preparing the proposed agenda for the General Membership Meeting, and approve that agenda by a majority vote.

C. Approve non-budgeted items up to $300/month.

3.6 Emergency Responsibilities

In the event of emergency business of the DEC, the Steering Committee shall have authority to act for the DEC until such time as a meeting of the DEC is held, at which time any such actions shall be presented for ratification.

ART VII – SECTION 4 – STANDING COMMITTEES

4.1 List of Standing Committees

The committees listed below are the Administrative and Program Committees in existence at the time of the adoption of these bylaws. They are not necessarily mandated, except where that is specified, nor is the DEC limited to only these Administrative and Program Committees.

Administrative
Audit
Budget
Campaign Planning
Communications and Media
Grievance
Planning and Research
Policy and Bylaws
Membership and Credentials

Program
Diversity and Inclusion*
Events
Fundraising
History
Legislative
Outreach
Precinct Leader and Volunteer Development
Tabling
Veteran's Affairs
Young Democrats*

*means mandated by FDP

4.2 Standing Committee Descriptions

4.2.1 Administrative

Defined: An Administrative Committee is one which has an executive or regulatory function.

Who May Serve: Only DEC Members may be appointed to serve as chair or voting members of the Administrative Committees. Membership of each Administrative Committee shall consist, whenever feasible, of at least five DEC Members.

4.2.2 Program

Defined: A Program Committee is one which plans and oversees activities of the DEC.

Who May Serve: Membership of each Program Committee shall consist, whenever feasible, of at least five DEC Members. Non-DEC Members may be appointed to serve as voting members of the Program Committees, provided that they are registered Democrats in Alachua County. However, they may not serve as chair. A person who is not a registered Democrat may nevertheless participate in Program Committee meetings and activities if they share the values of the Democratic Party. However, they may not serve as chair and they may not vote on committee decisions.

4.3 Responsibilities of Administrative Committees

4.3.1 Audit

The responsibility of the Audit Committee shall be to arrange annually to have the DEC's accounts, financial condition and internal controls audited by qualified examiners who are not DEC members. Audits shall be conducted in substantial compliance with standard accounting procedures. Neither the Treasurer nor the DEC Chair shall be on the Audit Committee.

4.3.2 Budget

The responsibility of the Budget Committee shall be to develop and maintain an annual operating budget and review at least quarterly the financial activities of the DEC and its committees. The Treasurer shall be on the Budget Committee, but is not required to be Chair of this Committee.

4.3.3 Campaign Planning

The responsibility of the Campaign Planning Committee shall be to study, report and recommend strategies for the successful election of Democratic nominees and to create and execute a campaign plan for the DEC. The Committee shall offer assistance as outlined in the Candidates Policies Manual to all potential Democratic candidates for public office including those identified by DEC members and clubs and caucuses. The Candidates Policies Manual shall be maintained in the DEC Policies Manual.

4.3.4 Communication and Media

The responsibility of the Communication and Media Committee shall be to make recommendations to the DEC Chair, Steering Committee, or General Membership regarding both external and internal communication, and, in collaboration with the DEC Chair, to oversee the implementation of those recommendations once they are adopted.

External communication (public message) includes the process for determining the content of our public message, and the most appropriate media for delivering our public message.

Internal communication (administration) includes communication to and among the membership.

Overseeing implementation includes providing oversight and coordination regarding written public relations materials, and managing electronic communications, including the DEC website and social media.

The Communication and Media Committee shall work together with the Campaign Planning Committee to propose clearly defined areas of responsibility with regard to campaign-related communication.

4.3.5 Grievance

The responsibility of the Grievance Committee shall be to exercise jurisdiction over any disputes or complaints arising within the DEC from alleged violations of the following relevant authorities: Florida Constitution, Florida statutes, FDP Charter, FDP Bylaws, FDP Policies, DEC Bylaws ACDEC Special Rules of Procedure, and, where those don't cover the situation, the latest edition of Robert's Rules of Order.

4.3.6 Membership and Credentials

The responsibility of the Membership and Credential Committee shall be as follows.

New Members:

- Receive and review applications for DEC Membership.
- The Membership Application shall ask about applicants' interest in particular types of work, and particular clubs, caucuses or committees.
- If an application expresses interest in working with a particular club, caucus or committee, the Membership Committee shall convey that information to the Chair of the club, caucus or committee.
- In addition, club, caucus and committee Chairs may review applications for the purpose of recruitment.
- After review, nominate Democrats to fill vacancies on the DEC.
- Hold Orientation Programs for new members.
- Club, caucus and committee Chairs shall have a reasonable opportunity to participate in Orientations, to explain (briefly) their work and to recruit.

Record Keeping:

- Maintain an up-to-date list of members, providing their precinct number, gender, address, and contact information, and make this list available to the members.
- Maintain an up-to-date list of precinct vacancies, and make this list available to members.
- Keep a record of DEC meeting attendance, and excused vs. unexcused absences.
- Determine the presence of a quorum, when requested.

Credentials:

- Review and report on the credentials of elected members attending the DEC organizational meeting.
- Assist the DEC Chair in evaluating other credentials (e.g. proxies) and related matters.
- The Membership Committee shall rely on the FDP and ADEC bylaws governing proxies in carrying out its responsibilities.

4.3.7 Planning and Research

The responsibility of the Planning and Research Committee shall be to develop and monitor a long-range plan for the DEC subject to the approval of the Steering Committee, and to research certain topics as assigned by the DEC Chair or by the Steering Committee.

4.3.8 Policy and Bylaws

The responsibility of the Policy and Bylaws Committee shall be to:

1. Study, report and recommend proposed changes to DEC bylaws,
2. Study, report and recommend proposed changes to DEC policies and procedures:
    i. whenever those policies and procedures apply to committees generally, rather than to the functioning of a specific committee, or
    ii. whenever requested to draft specific policies or procedures,
3. Review policy/procedure proposals from other committees.
4. Maintain a Policies and Procedures Manual. Officers and committee chairs shall be responsible for taking the initiative in formulating written policies and procedures for adoption by the DEC and inclusion in the appropriate section of the manual.

4.4 Responsibilities of Program Committees

4.4.1 Diversity and Inclusion

The responsibility of the Diversity and Inclusion committee shall be to develop and implement plans to carry out the diversity and inclusion policies of the Florida Democratic Party in Alachua County.

4.4.2 Events: (formerly Events and Services)

The responsibilities of the Events Committee shall be to coordinate DEC internal social events and DEC sponsored external social events. These responsibilities do not include the annual Lawton Chiles fundraising gala.

4.4.3 Fundraising

The responsibility of the Fundraising Committee shall be to recommend to the DEC ways and means to raise funds for DEC purposes, and to implement those recommendations.

4.4.4 History

The responsibility of the History Committee shall be to document, preserve and promote the history of the DEC. This requires identifying and collecting sources and resources, including persons to be interviewed. The University of Florida Archive shall be the repository of all official DEC documents and materials. Additionally, the History Committee shall seek to raise funds to cover costs related to gathering materials and making materials available to the public.

4.4.5 Legislative

The responsibility of the Legislative Committee shall be to study, report and make recommendations for the consideration of existing or proposed resolutions, ordinances, statutes, and laws pertaining to local, state and national issues, consistent with the mission and objections of the DEC.

4.4.6 Outreach

The responsibility of the Outreach Committee shall be to promote involvement in the DEC and its activities by non-DEC members.

4.4.7 Precinct Leadership and Volunteer Development

The responsibility of the Precinct Leadership and Volunteer Development Committee shall be to plan and present programs at the DEC General Meetings that will help Precinct Leaders develop their skills to become more effective in organizing their precincts and, in so doing, elect Democrats who better serve our communities. The programs may include speakers, workshops, interactive sessions, demonstrations, and other relevant activities.

4.4.8 Tabling

The responsibility of the Tabling Committee shall be to set up a visible DEC presence at community events, and provide information that educates the public and furthers the goals of the DEC, including information about the DEC, voting (voter registration, vote-by-mail, and "get out the vote" efforts), constitutional amendments, candidates, and issues. This responsibility requires maintaining a calendar of events, registering for events, determining voter engagement priorities, recruiting, scheduling and training volunteers, coordinating with Democratic candidates, and DEC clubs and caucuses, and ensuring that tables, banners, and materials are set up and removed.

4.4.9 Veteran's Affairs

The responsibility of the Veteran's Affairs committee shall be to study, report and recommend action to the DEC regarding Veteran's Affairs.

4.4.10 Young Democrats

The Alachua County Young Democrats is an organization dedicated to increasing political awareness and activism among Democrats between the ages of 14 to 40 in Alachua County. The Alachua County Young Democrats helps its members develop leadership techniques, promote Democratic Party principles, obtain elected offices and work on issues that are important to the citizens of Alachua County.

4.5 Creating or dissolving an Administrative or Program Committee:

The process for creating a new standing committee, or for dissolving an existing standing committee, shall be as follows:

A. The DEC Chair recommends the creation or dissolution of a committee to the Steering Committee. Recommendations to create a committee shall include a written committee responsibility description, which explains the committee's role.

B. The Steering Committee, by a majority vote, decides whether to support that recommendation.

C. Where the Steering Committee votes to support the DEC Chair's recommendation, that recommendation goes to the General Membership at the next meeting for ratification by a majority vote.

That committee shall be created or dissolved upon a majority vote of the General Membership in support of the recommendation.

4.6 Appointment of Standing Committee Chairs and Members

4.6.1 Standing Committee Chairs

The DEC Chair shall appoint Standing Committee chairs and shall serve as ex-officio member of all committees, except for the Audit, Nominating, and Grievance Committees.

4.6.2 Standing Committee Members

Standing committee chairs shall appoint their committee members. Interested volunteers should not be arbitrarily excluded from committees. However, the Standing Committee chair has the final discretion to appoint or not appoint someone to the Standing Committee.

4.7 Terms of Office of Standing Committee Chairs and Members

The term of office of standing committee chairs and members shall begin with the date of appointment and continue until the next organizational meeting of the DEC, except where:

i. The standing committee chair resigns or is removed from their position as chair of the standing committee. In such situations, the term of the standing committee members is deemed to also expire, and the new standing committee chair has the option of reappointing some or all of the previous committee member(s), or appointing new committee member(s) in their place, or

ii. A standing committee member resigns or is removed from the committee, or

iii. The DEC Chair resigns, or is removed from office, in which case the terms of all committee chairs and members are deemed to expire, subject to possible reappointment. The new DEC Chair may appoint new committee chairs, who may, in turn, appoint new committee members. (See subprovision i. above.)

4.8 Removal of Standing Committee Chairs and Members

4.8.1 Removal of a Standing Committee Chair

The DEC Chair may remove the chair of a standing committee "at will" (without the need to show cause), but subject to ratification of the removal by a majority vote of the Steering Committee members. If the Steering Committee members fail to ratify the removal by a majority vote, the standing committee chair remains in their position as chair.

4.8.2 Removal of a Standing Committee Member

A standing committee chair may remove a member of the standing committee "at will" (without the need to show cause) but subject to approval by a majority of the standing committee members. If the standing committee members fail to ratify the removal by a majority vote, the standing committee member remains on the committee.

ART VII – SECTION 5 – AD HOC COMMITTEES

5.1 Purpose

Ad Hoc committees shall be established by the DEC Chair for specific assignments, at the completion of which they cease to exist.

5.1.1 Responsibility Statement:

The DEC Chair shall provide each special (Ad Hoc) committee chair and committee members with a responsibility statement, which shall also be entered in the appropriate DEC meeting minutes.

5.1.2 Scope

The following Ad Hoc committees will be called when the need arises:

A. Certification: This Ad Hoc committee shall be composed of the DEC Chair, State Committeeman and State Committeewoman and shall be responsible for reviewing applications for a charter or for a recertification of Democratic clubs and organizations and submitting a recommendation for approval or rejection to the DEC for ratification.

B. Nominating: The responsibility of this committee shall be to present to the DEC a written report listing the names of one or more nominees for each vacancy occurring in any designated officer positions at the next meeting of the DEC following the departure or resignation of that officer.

C. Further Ad Hoc committees may be created, as needed.

ART VII – SECTION 6 – PRECINCT COMMITTEES

6.1 Purpose

The elected and appointed members of a precinct may meet as a precinct committee for the purpose of organizing, appointing and supervising precinct volunteers to carry out a variety of activities consistent with the plans of the Campaign Planning Committee, which may include poll watching, voter transportation, canvassing, precinct walking, etc.

ARTICLE VIII – CLUBS ORGANIZATIONS AND CAUCUSES

Charters of clubs and/or organizations in Alachua County using the name Democrat, Democratic, or any derivative thereof, shall be approved by the DEC in accordance with FDP bylaws. Clubs shall be directly accountable to the DEC. Local caucus chapters shall be directly accountable to the State Caucus under which they were chartered. Regular and special meetings of Democratic clubs, organizations, and caucuses shall be conducted in accordance with the bylaws of those entities.

ARTICLE IX – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members present at any meeting of the DEC, provided that written notice of the proposal has been delivered or mailed to each member, at least ten (10) days prior to the meeting.

Proposed amendments from a member of the DEC may be referred to a drafting sub-committee of the Policy and Bylaws Committee for consideration, including substantive and editing changes, resulting in written recommendations submitted to the Policy and Bylaws Committee. The Policy and Bylaws committee shall forward recommendations to the Steering Committee for review. The Steering Committee shall review the recommendations and schedule the written recommendations to be presented to the DEC for approval.

APPENDIX

The attachments, and/or appendix to the bylaws are not a mandatory part of the bylaws unless required by the Florida Democratic Party. They are for informational purposes only and may be changed without a formal bylaws' amendment.

Attachments:

1. OATH OF CANDIDATE
2. DEMOCRATIC PARTY LOYALTY OATH
3. PROXY FORMS