



## Polk County Democratic Central Committee Constitution & Bylaws

*As amended May 24, 2021*

### **Preamble**

We, the members of the Polk County Democratic Central Committee, in order to organize and perpetuate a representative, effective and responsible party organization in Polk County, Iowa, advance the interests of the Democratic Party nationally, sustain and advance the principles of social justice and democracy, and uphold civil rights, civil liberties, and constitutional government, do establish this Constitution and Bylaws for the Polk County Democratic Central Committee.

### **Article I. Name**

Section 1. This organization shall be known as the Polk County Democratic Central Committee.

### **Article II. Purpose**

Section 1. The purpose of this organization shall be to elect Democrats in Polk County, the state of Iowa, the third Congressional District and in the Nation, and to further all Democratic interests and principles as stated in the preamble to this Constitution by any and all legal actions deemed necessary by the organization.

### **Article III. Membership**

Section 1. The Central Committee shall consist of two committee persons from each precinct within our county. At each precinct caucus in even numbered years, two committee persons shall be elected by majority vote, from registered Democrats residing within the precinct.

Section 2. If no alternate for a particular precinct was elected at caucus, any member of the County Central Committee may nominate for election, by the Central Committee, an attending resident from the same precinct as the non-attending member to act as the alternate committee member until such time as the seated member is present to participate in the Central Committee meetings.

Section 3. A Committee person shall serve until a successor is elected, unless he or she is removed by the Central Committee for non residency, inattention to duty, incompetence or he or she resigns. Inattention to duty includes but is not limited to support of a candidate for public office who is running against a candidate nominated by

the Democratic Party or failure to attend three consecutive meetings without a valid excuse. To resign, the committee person shall submit a written resignation to the Chairperson.

Section 4. An accusation that a member or officer of the Central Committee is guilty of inattention to duty or is incompetent shall be submitted, in writing, to the Chairperson. The Chairperson is then obligated to inform the person accused of the accusation and the procedures for removal contained in Section 4, including his or her right to appoint two members of the special committee. Failure to respond shall result in automatic expulsion.

Section 5. A special committee shall be appointed to investigate the complaint upon receipt of a response from the accused indicating his or her desire to remain on the committee or to continue serving as an officer. The special committee shall consist of two Central Committee members selected by the accused and two Central Committee members appointed by the Executive Committee. The special committee shall investigate the complaint and make a recommendation to the Central Committee. Removal from office shall require a two thirds vote of the members present.

Section 6. When a vacancy occurs on the Central Committee the vacancy shall be announced at the next meeting of the Central Committee and the floor declared open for nominations. At the next meeting following the announcement of the vacancy, the floor shall again be open for nominations. When nominations have ceased, the balloting shall take place.

#### **Article IV. Meetings**

Section 1. The Central Committee shall meet at least once every three months. The Central Committee may by majority vote, direct the Chairperson to call meetings at times selected by the Central Committee. Upon receipt of a petition signed by twenty-five percent of the members of the Central Committee, the Chairperson shall call a meeting, which must be held within twelve days of the receipt of the petition.

Section 2. The Chairperson shall cause notice of meetings to be mailed (postal or electronic) to each member and officer of the Central Committee at least seven days before the date set for a meeting. The meeting notice shall include a list of the vacancies on the Central Committee or executive Committee that were announced at the last meeting and any persons nominated to fill those positions. The notice shall also include the name of any person whose removal is to be considered.

#### **Article V. Officers and Executive Officers**

Section 1. The officers of this organization shall be the Chairperson, Vice Chairperson, Secretary, Treasurer, and Affirmative Action Chairperson. The Executive Committee shall consist of the officers.

Section 2. The biennial organizational meeting shall take place in the odd numbered years at a time set by the County Central Committee between March 1 and April 1.

Members of the County Central Committee assembled shall forthwith elect a Chair, a Vice-Chair, a Secretary, a Treasurer, and such other officers as they may deem necessary. Such officers need not be selected from County Central Committee membership; however, they shall be qualified voting members of the Iowa Democratic Party. The term of office for each officer shall begin immediately upon election by the County Central Committee, and shall continue for two years, and until the successor is elected and qualified; unless he or she is sooner removed by the County Central Committee for non-residency, inattention to duty, incompetence, or support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.

Section 3. The term of office for each officer shall begin immediately upon election by the Central Committee and shall continue until a successor is elected, unless he or she is removed by the Central Committee for non residency, inattention to duty or incompetence or he or she resigns. Inattention to duty includes but is not limited to support of a candidate for public office who is running against a candidate nominated by the Democratic Party or failure to attend three consecutive meetings without a valid excuse. A written resignation shall be submitted to the Chairperson when an officer resigns unless the officer resigning is the Chairperson in which case the resignation shall be submitted to the Vice-Chairperson

Section 4. When a vacancy occurs on the Executive Committee, the vacancy shall be announced at the next meeting of the Central Committee and the floor declared open for nominations. At the next meeting following the announcement of the vacancy, the floor shall again be open for nominations. When nominations have ceased, the balloting shall take place.

## **Article VI. Duties**

Section 1. The Chairperson shall serve as chief executive officer, acting in ex-officio capacity on all committees, and shall preside at all Central Committee meetings and meetings of the Executive Committee. The Chairperson shall be responsible for hiring staff in positions authorized by the Central Committee and at the salary approved by the Central Committee. The Chairperson shall serve no more than four consecutive two year terms.

Section 2. The Vice-Chairperson shall assume the duties of the Chairperson in that officer's absence and shall in the event of a vacancy on the Executive Committee assume the duties of the vacant office until the vacancy is filled.

Section 3. The Secretary shall be in charge of all files and non-financial records of the Central Committee and shall prepare necessary documents and general correspondence and preserve such material. The Secretary shall be responsible for

sending notices seven days prior to meetings when directed to do so by the Chairperson.

Section 4. The Treasurer shall have custody of the funds of the Central Committee and shall present a written report of total receipts, disbursements, accounts payable, and accounts receivable at each meeting. The Treasurer shall file all proper financial reports with the County Auditor and the Campaign Finance Disclosure Commission in accordance with Iowa Campaign Finance Laws. In addition, the Treasurer shall be in charge of all financial records and transactions of the Central Committee, subject to a mandatory, independent, internal audit at least once each calendar year. An internal audit committee shall be convened by the Executive Committee to complete the internal audit by June 30<sup>th</sup> each year. A budget shall be presented to the Central Committee for approval by May 1st each year. The Treasurer shall have final authority on questions of compliance with the Iowa Campaign Finance Laws. This section shall apply to the period ending December 31, 2017 and all succeeding years.

#### **Article VII. Committees**

Section 1. The Affirmative Action Committee shall be composed of appointees and volunteers who shall plan, implement, and oversee the Affirmative Action Program in accordance with the Constitution of the Iowa Democratic Party.

#### **Article VIII. Quorum**

Section 1. Twenty-five committee members shall constitute a quorum for Central Committee meetings. Only Central Committee members shall be allowed to vote. No motion shall be adopted with less than five (5) affirmative votes.

#### **Article IX. Parliamentary Authority**

Section 1. The Parliamentary authority shall be the rules contained in the current edition of *Roberts's Rules of Order, Newly Revised*.

#### **Article X. Amendments**

Section 1. This Constitution and Bylaws may be amended at any Central Committee meeting by a two-thirds vote of the members present, providing that the amendment has been submitted in writing at the previous meeting and included in the meeting notice.