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# **Douglas County Democratic Central Committee BYLAWS**

## **1. Organization**

**1.01 Name** - Douglas County Democratic Central Committee

**1.02 Duties** - The general supervision, regulation and direction of the affairs of the Democratic Party in Douglas County shall be vested in the DCDCC. The DCDCC shall undertake all things necessary for the performance and exercise of the duties imposed and powers conferred by the County Convention, the NSDP and the State of Nevada.

**1.03 Right of Participation** - A person's right to participate or vote as a Delegate to a County or State Convention or as a Member of a County or State Central Committee may not be conditioned upon the payment of money (e.g. dues), except that a reasonable fee may be charged to attend a County or State Convention. (NRS 293.161)

**1.04 Records** - All records of the DCDCC, including fiscal, policy and plans shall be available to all Central Committee persons at all reasonable times excepting any records deemed to be "sensitive" in nature by a 2/3rds vote of the entire Executive Committee. The Executive Committee may place such restrictions as they deem appropriate on "sensitive" records.

**1.05 Dissolution** - Upon the dissolution or liquidation of the DCDCC, any funds or other assets remaining shall be transferred to a local political action committee (PAC) whose objectives are consistent with the Objectives of the DCDCC. If no local PAC is agreeable to a majority of the DCDCC, any remaining funds or assets shall be transferred to the NSDP.

## **2. Mission Statement**

The Mission of the DCDCC is the advancement of the Democratic Party (See **Exhibit 1 - Democratic Party Credo**), its ideals, principles and candidates. The DCDCC shall:

- Promote the philosophy of the Democratic Party
- Promote the County, State and National Democratic Platforms
- Support elected Democratic officials
- Recruit and support the election of Democratic candidates
- Educate the community regarding the Party's principles
- Generate action on legislation of importance to Democrats
- Address local and area issues
- Involve Douglas County Democrats in the political activities of the Party.

## **3. Objectives**

- Achieve a Democratic Party voting majority in Douglas County
- Register every possible Democratic voter
- Persuade every possible registered voter to support and vote Democratic thereby electing Democrats to all local, state and federal offices
- Recruit Democratic candidates for all possible elections and appointments
- Represent Douglas County's Democrats and keep them informed as to the goals, issues and activities of the:

- DCDCC
- Rural Nevada Democratic Caucus (RNDC)
- Nevada State Democratic Party (NSDP) and its Central Committee
- Democratic Legislative Caucus of Nevada
- Democratic Congressional Campaign Committee (DCCC)
- Democratic Senatorial Campaign Committee (DSCC)
- Democratic National Committee (DNC)

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- Ensure that elections in Douglas County are legal, fair, open and accurate; with special attention to the ease of voting, the accuracy and verifiability of election results/equipment, the openness to all electors, parties and candidates, and other elements necessary for a free and fair electoral process
- Ensure DCDCC efforts and events receive timely, accurate media coverage which maximizes the visibly and positive image of the organization
- Generally fulfill the political needs of Douglas County Democrats
- Possess the organizational and financial strengths necessary to achieve these Objectives.

#### **4. Members and Central Committeepersons**

**4.01 DCDCC Members** - All Democrats residing and registered to vote in Douglas County are Members of the DCDCC and are eligible for election as Central Committeepersons of the DCDCC and/or Central Committeepersons of the NSDP Central Committee.

#### **4.02 County Convention Delegates and Central Committeepersons**

County Convention Delegates are elected at the County Caucuses. Central Committeepersons are elected by the County Convention Delegates at the County Convention. Each Douglas County precinct may be represented by one (1) County Convention Delegate and one (1) Central Committeeperson for each fifty (50) registered Democratic residing in the precinct, or major fraction thereof. Every precinct is entitled to elect at least one (1) County Convention Delegate and at least one (1) Central Committeeperson. (NRS 293.133)

**4.03 Registered Voter Information** - The county clerk shall determine the number of registered voters of each party in each precinct as of January 1 of each year in which a convention is held (even-numbered years), and shall notify the DCDCC of those numbers within 30 days. (NRS 293.133)

**4.04 Terms** - Central Committeepersons shall serve for 2 years or until their successors have been elected at the next County Convention. This service shall include but not be limited to attending monthly DCDCC meetings as elected precinct representatives, participation on its committees and assisting in the conduct of its business.

**4.05 Approval or Election** – Unless otherwise set forth in these Bylaws, DCDCC approval or election shall be by a majority of the Central Committeepersons present and voting at a duly convened DCDCC meeting; or by a majority of ALL Central Committeepersons when using the US mail or email or a telephone survey. For those instances not addressed in these Bylaws, the vote threshold and other qualifications constituting DCDCC approval or election shall be as described in *Robert's Rules of Order*.

**4.06 U.S. Mail Addresses** - Central Committeepersons are required to keep the DCDCC advised of their current mailing address. If correspondence mailed to a Central Committeeperson is returned by the U.S. Post Office, no further mail, including meeting notices, will be sent to that Central Committeeperson until their address is corrected or the problem resolved.

**4.07 E-mail Addresses Encouraged** - Central Committeepersons are encouraged to have DCDCC correspondence sent to them via their email address. If the email is returned or otherwise rejected, the DCDCC is not obligated to re-send or mail the correspondence to assure receipt/delivery.

**4.08 Resignations** – The resignation of a Central Committeeperson shall become effective immediately upon witnessed oral or written notice given to the Chair.

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**4.09 Vacating A Central Committeeperson Position** - Any Central Committeeperson not attending two (2) consecutive DCDCC meetings shall be considered to have vacated his/her position, unless legitimate prior notification of non-attendance has been made to the Chair or the Chair's designee. Central Committeepersons so terminated may be re-elected by the DCDCC.

**4.10 Filling Vacancies** - If a Central Committeeperson's position is vacated or if he/she is removed or if any position on the DCDCC remains unfilled at the County Convention, the position must be filled by a "qualified elector" who is a registered Democrat residing in that precinct. The DCDCC shall elect the new Central Committeeperson to fill the vacancy. Central Committeepersons so elected may serve until DCDCC elections are held at the next County Convention.

**4.11 "Qualified Elector"** - Article 2 of the Nevada Constitution defines a "qualified elector" as a citizen of the U.S. of the age of eighteen or upwards who *"shall have actually, and not constructively, resided in the state six months, and in the district or county thirty days next preceding any election"* providing their voting rights have not been lost (exceptions are set forth for government service, military service and other special circumstances).

**4.12 Removal for Cause** - Any of the following reasons may constitute good and sufficient cause for removal of the DCDCC Officers and Central Committeepersons although Removal for Cause is not limited to the following:

- Failure to carry out duties as prescribed by these Bylaws, such as:
  - Establishing a duly elected Executive Committee and conducting regular meetings
  - Appointing the Committees needed to properly proper conduct DCDCC business
  - Filing required reports in a timely and appropriate manner
- Endorsing or demonstrating official DCDCC aid or support for one Democratic candidate over another in a primary election
- Failure to declare support for the Democratic general election candidates
- Change in party affiliation
- Change in residency from the precinct elected to represent
- Actively aiding or supporting opposition party candidates
- Malfeasance or gross negligence.

Removal for Cause shall be by two-thirds vote of the DCDCC. The person in question must be given at least ten (10) days written notice that such action is being considered and must be given the opportunity to be heard prior to the DCDCC's vote on the matter. All matters relating to discipline and/or removal for cause must be discussed in Executive Session. (Refer to *Robert's Rules of Order – Disciplinary Procedures*)

**4.13 Changes to DCDCC Composition** - After the County Convention, the composition of the DCDCC may be changed from time-to-time to reflect changes in the organization of precincts and in the number of registered voters in the precincts; however, the same basis must be used as was used by the Precincts to elect Delegates to the County Convention (1 for every 50 registered Democrats, or major fraction thereof). (NRS 293.143)

**4.14 Honorary Membership** - The DCDCC may bestow upon any Democrat of good standing an Honorary Membership. An Honorary Member must be approved by the DCDCC. Honorary Members do not have voting rights.

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### **5. Election of Officers**

**5.01 Election of Officers** – The DCDCC may elect from its Central Committee persons an Executive Committee and shall choose its Officers by ballot. (NRS 293.160) Elections to choose Officers shall be held at a regular DCDCC meeting during in the first quarter of each odd-numbered year.

**5.02 Officer Terms** - The Officers so elected serve 2-year terms or until their successors are elected. There is a two-term limit (four years total). An officer is eligible for reelection to the same office after someone else has served in that office. Any officer may serve in any other office without sitting out a term. Should there be no new candidates for a specific office position at the time of election, the two-term limit may be set aside for that specific office for that specific election. The Officers assume their offices immediately upon the announcement of the election results and shall serve as provided in these Bylaws. (NRS 293.160)

**5.03 Officer Duties** – The DCDCC and its Officers have general charge of the affairs of the Democratic Party in Douglas County. (NRS 293.160) At the end of his/her term of office, an Officer shall turn over to his/her successor all formal DCDCC records and correspondence.

**5.04 Officer Positions** – The DCDCC Officers shall be Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair/Campaign Liaison, (*Amended June 25, 2012*) Treasurer, Secretary and two (2) Members-At-Large. (*Amended April 28, 2011*) and three (3) Members-at-Large, one of which to represent the 7 Douglas County precincts at Lake Tahoe (*Amended February 28, 2019*). The three Member-At-Large positions may be used to assure diversity among the Officers in areas such as: race, gender, age, professional/institutional experience, regional representation or political priorities.

**5.05 Nominations of Officers** - Nominations of Officers shall generally be as prescribed in *Robert's Rules of Order - Nominations by a Committee*. A Nominating Committee of from three (3) to five (5) Central Committee persons shall be elected by the DCDCC at least a month prior to the planned election. The Nominating Committee shall elect its own Chair from the Committee's members. The Nominating Committee shall make a best effort to contact all Central Committee persons in a consistent manner to recruit nominees. The perspective nominee's demonstrated leadership, prior participation of DCDCC efforts/activities and regular attendance at meetings shall be a considered by the Nominating Committee in determining their recommended Slate of Officer Nominees. The Chair and the Vice Chair are not ex-officio Members of the Nominating Committee.

**5.06 Nominating Committee Report and Nominations From The Floor** - The Chair of the Nominating Committee shall make the committee's report. The Nominating Committee is automatically discharged after its report has been formally presented to the DCDCC. The Chair then calls for further nominations "from the floor" as prescribed in *Robert's Rules of Order*. Only a Central Committee person in good standing may make a nomination and the nominee must have given permission prior to being nominated. After nominations from the floor for all offices have been called for and closed by the Chair, voting by ballot may take place.

**5.07 Election by Ballot** – Officers shall be elected by ballot by the DCDCC. When only one nominee is put up, the Chair may call for a voice vote or declare the nominee elected. (*Amended November 21, 2013*) The Chair, or his/her designee, shall conduct the election of Officers in accordance with *Robert's Rules of Order: Ballot Elections – Procedure 1*. The election should take place early in the meeting to allow time for additional balloting if any candidate fails to receive a vote sufficient for election. When there are more than two (2) candidates for one (1) office and no one receives a majority on the first ballot, the two candidates receiving the most votes shall remain on the second ballot and all others shall be dropped.

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**5.08 Appointment of Tellers** - The Chair shall appoint at least two (2) Tellers to distribute, collect, and count the ballots; and to report the vote in accordance with *Robert's Rules of Order - Balloting Procedures*. The Tellers shall appoint a Teller as a spokesperson to report to the DCDCC.

**5.09 Ballot Distribution and Collection** - Each voting Central Committeeperson shall sign a roster of the current Central Committeepersons in good standing before receiving their ballot. In collecting the ballots, it is the Tellers' responsibility to see that no Central Committeeperson votes more than once and that only those in good standing are allowed to cast a ballot. Each ballot is to be given to a Teller who, without viewing the ballot, shall determine by weight and feel that it is a single ballot, only then should the ballot be placed in the ballot box by the Teller.

**5.10 Tellers' Report** - The Tellers then count the votes and prepare the Tellers' Report (A detailed description can be found in *Robert's Rules of Order*). When the Tellers' Reports are completed for all offices, the reporting Teller, after reading the reports to the DCDCC, submits them to the Chair, who again reads each one of them declaring the result for that office. The Tellers' Report is entered in full in the Minutes becoming part of the official meeting record.

**5.11 Disposal of Ballots** - After completion of an election, if there is no possibility that the DCDCC may order a recount (which requires a majority vote of the Central Committeepersons who voted) the ballots can be ordered destroyed or saved for a certain length of time (e.g., one month) with the Secretary before being destroyed as set forth in *Robert's Rules of Order*.

**5.12 Officer Vacancies** - If a vacancy occurs among the Officers, the vacancy shall be filled by a special election. The new Officer must be elected (by ballot) by the DCDCC at a regular meeting.

## **6. Executive Committee**

**6.01 Voting Members** - All DCDCC Officers and the Standing Committee Chairs shall be Voting Members of the DCDCC Executive Committee (See subsection 9.10 - Restrictions on the Voting Rights of the Chair).

**6.02 Non-Voting Members** - Special Committee Chairs may be Non-Voting Members of the Executive Committee. The Parliamentarian shall serve as a Non-Voting Member of the Executive Committee unless the Parliamentarian has been duly elected to a voting position.

**6.03 Quorum Requirements** - The presence of a majority of the Voting Members of the Executive Committee shall constitute a quorum. A quorum may transact all DCDCC Executive Committee business.

**6.04 Meeting Schedule** - The Executive Committee will normally meet monthly. Executive Committee meetings shall be open to all Central Committeepersons, except when conducted in Executive Session (See subsection 6.08).

**6.05 Special or Called Meetings** - The Executive Committee shall meet on the call of the Chair or the call of two of its Members with at least 24 hours written or oral notice to each Member.

**6.06 Powers and Duties** - Between regular monthly DCDCC meetings, the Executive Committee may exercise all of the powers of the DCDCC in the management and direction of its business in such manner as they deem is in its best interest. An Executive Committee report shall be given at each DCDCC regular monthly meeting (in accordance with *Robert's Rule of Order - Report of Executive Committee*) and all business transacted by the Executive Committee must then be approved by the DCDCC.

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**6.07 Approval, Election or Endorsement** - Unless otherwise set forth in these Bylaws, Executive Committee or election shall be by a majority of the Executive Committee Voting Members present and voting at a



duly convened Executive Committee meeting; or the election/approval of a majority of ALL Executive Committee Voting Members when using the US mail or email or a telephone survey. For those instances not addressed in these Bylaws, the vote threshold and any other qualifications constituting Executive Committee approval or election shall be as described in *Robert's Rule of Order*.

**6.08 Executive Committee Minutes** - The Executive Committee shall keep Minutes which are to be distributed to Central Committee persons at the next regular meeting of the DCDCC. It is the Secretary's responsibility to produce and maintain these Minutes. In accordance with *Roberts Rules of Order*, when in Executive Session the Secretary shall be instructed on whether Minutes are to be taken.

**6.09 Executive Sessions** - Executive Sessions of the Executive Committee shall only be used for specific proceedings that must be kept secret from the DCDCC. A motion to go into Executive Session shall require a two-thirds (2/3rds) vote of the Executive Committee Members present and voting. Matters relating to discipline must be discussed in Executive Session.

**6.10 Vacating Executive Committee Positions** - Any Member of the Executive Committee not attending two (2) consecutive Executive Committee meetings shall be considered to have vacated their position, unless legitimate prior notification of non-attendance is made to the Chair or his/her designee. Executive Committee Members so vacating their positions may be re-elected by the DCDCC.

## **7. Officer Responsibilities**

The primary responsibility of all duly elected Officers is to facilitate the work of the DCDCC in fulfilling the duties and responsibilities as set forth in Article I.

**7.01 Duties of the Chair** - The Chair shall:

- Ensure the DCDCC performs the duties and responsibilities conferred by these Bylaws, by the NSDP and its Central Committee, and by the laws of Nevada
- Organize and empower the DCDCC to maximize its efficiency and effectiveness
- As the presiding Officer, conduct courteous, orderly and productive meetings of the DCDCC and its Executive Committee
- Be non-voting, ex-officio Member of all Standing and Special Committees, excepting of the Bylaws and the Nominating Committees
- Produce an Agenda for meetings of the DCDCC and its Executive Committee
- Appoint a Parliamentarian with the approval of the Executive Committee
- Propose Special Committees as needed with the advice and consent of the Executive Committee and with the approval of the DCDCC
- Be responsible for all state and federal election filings
- Perform other duties as may be required.

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**7.02 Duties of the Vice Chair** - The Vice Chair shall:

- Assist the Chair in the performance of his/her duties
- Assist the Chair in maintaining order at meetings
- Preside at meetings of the DCDCC and the Executive Committee in absence of, or at the request of, the Chair

- Perform the duties of the Chair if he or she is temporarily unable to serve
- Be a non-voting ex-officio Member of all Standing and Special Committees (*Amended March 24, 2011*)
- When a vacancy occurs in the Office of the Chair, by death, resignation, or otherwise, the Vice Chair shall be the Acting Chair until a successor is elected
- Perform other duties as may be required.

#### **7.03 Duties of the Secretary** - The Secretary shall:

- Issue the call for the meetings of the DCDCC and its Executive Committee
- The Secretary (or his/her designee with the Chair's consent) shall attend and then produce an accurate record of all meetings of the DCDCC and its Executive Committee. The Minutes shall be attested to by the Secretary. Within ten (10) days after the meeting date, a copy shall be delivered to the Chair for his/her approval prior to dissemination.
- Disseminate the Agenda and the unapproved prior meeting's Minutes at least two(2) days prior to the next regular meeting to allow adequate time for review
- Maintain an accurate DCDCC roster (that includes complete contact information)
- Manage a sign-in sheet or other process to assure that an accurate record of the attending Central Committeepersons is attained
- Report Central Committeeperson attendance in meeting Minutes
- Determine and notify the Chair at the beginning of meetings if the quorum requirement (20%) has been met
- Manage the Sign-In Sheet for Members wishing to make a Precinct Report at regular DCDCC meetings
- Maintain the records of all approved Minutes and make them available to Central Committeepersons at all reasonable times
- Perform other duties as may be required.

#### **7.04 Duties of the Treasurer** - The Treasurer shall:

- Be responsible for accounting for all DCDCC monies; ensure that an accurate accounting is kept of all incoming and outgoing funds, and of budgeted amounts compared to actual receipts and expenditures for special projects and purposes; accounting records shall be available to Central Committeepersons at all reasonable times
- Make disbursements only as authorized by the DCDCC or, in emergency situations, the Chair when the majority of the Executive Committee has been advised and consents
- Receive the funds of the DCDCC and promptly deposit them; issue receipts as required for all money received
- Present a Treasurer's Report at meetings of the DCDCC and its Executive Committee which at a minimum reflects an itemized statement of receipts and disbursements made since the last such report and a current assessment of cash on hand and obligations outstanding
- Ensure the signatures of two (2) authorized check-signers are on all checks and withdrawals; one of the signatures being either the Chair or the Vice Chair
- Submit an annual report to accurately reflect the past year's financial transactions and the current financial condition of the DCDCC at the end of each fiscal year
- See that all required financial reports and tax returns are prepared and filed
- At the end of his/her term of office, the Treasurer shall turn over to his/her successor all DCDCC monies, financial records, reports and tax returns
- Perform other duties as may be required.

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#### **7.05 Duties of the Members-At-Large** - The Members-At-Large shall:

- Strive to research and represent the diversity of opinion of Members
- Serve on the Executive Committee as general membership representatives
- Be responsive to Members' political needs and interests
- Encourage the "grassroots" involvement of Members the business of DCDCC
- Perform other duties as may be required.

#### **7.06 Duties of the Campaign Liaison Officer** (*Amended April 28, 2011*)

- To act as the primary contact for the DCDCC when national and state campaigns are waged in Douglas County

- To work closely and directly with campaign staff members on all matters pertaining to the campaign involving resources, staffing and organization of local volunteers
- Coordination of resources and efforts of the DCDCC during campaigns
- To work closely with the Get Out to Vote Chair on allocation of resources, conflicts and recruitment
- To be a representative of the DCDCC at campaign events when possible, or necessary
- To assist in the recruitment of campaign volunteers

**7.07 Appointees (Parliamentarian)** - The newly elected Chair shall appoint and the DCDCC shall approve a Parliamentarian, a Sergeant-at-Arms (when needed), and a General Counsel (when needed). The appointees need not be Central Committeepersons. The Parliamentarian shall advise the Chair, the DCDCC and its Executive Committee on matters of parliamentary law and procedure at meetings of the DCDCC and its Executive Committee. The Parliamentarian may not vote on matters before the DCDCC or its Executive Committee unless duly elected as a Central Committeeperson or an Executive Committee Member. Said appointees may be removed by a two-thirds (2/3) vote of the DCDCC.

## **8. Committees**

**8.01 Standing Committees** - The six (6) Standing Committees of DCDCC shall be Fundraising/Finance, Program/Political Action, Membership, Candidate Recruitment, Publicity/Public Relations, and Administration. *(Amended March 24, 2011)*

**8.02 Special Committees** - Special Committees may be created by the DCDCC as needed to facilitate achieving its Objectives. The work of Special Committees is usually not on-going. Examples of Special Committees are:

- County Caucus Committee(s)
- County Convention Committee
- Preliminary Credentials Committee(s) for the County Caucuses and Convention
- Platform Committee
- Nominating Committee
- Tellers Committee
- Bylaws Committee
- GOTV (Get Out The Vote) Committee
- Other event or project specific committees.

**8.03 Election of Committee Chairs** - Committee Chairs shall be elected by the DCDCC. Central Committeepersons are eligible for election to serve as Committee Chairs. Members may be eligible to serve on DCDCC Committees. The DCDCC shall determine any requirements (e.g. being a Central Committeeperson) for Committee Members. The Committee Chairs shall serve 2-year terms or until their successors are elected. They are eligible for reelection to their positions. They assume their positions immediately upon the announcement of the election results and shall serve as provided in these Bylaws. At the end of his/her term, a Committee Chair shall turn over to his/her successor all formal DCDCC records and correspondence. At the end of his/her service, a Committee Member shall turn over to the Committee's Chair all formal DCDCC records and correspondence.

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**8.04 Reports** – Committee Chairs may be asked to submit a brief written informational committee report to accompany the Consent Agenda, when one is used. When a Consent Agenda is used, only committee business requiring DCDCC direction or action should be raised by the Committee Chairs during the meeting. When a Consent Agenda is not being utilized, a brief informational oral report may be given as needed by the Committee Chair.

### **8.05 Duties of the Fundraising/Finance Committee Chair & Committee:**

- Create and execute a Fundraising Plan at all contributor levels which may include a direct mail campaign and special activities, programs and events
- Oversee the fiscal affairs of the DCDCC; prepare, monitor and report on project and event budgets
- Implement financial planning and control procedures to assure that prudent fiscal discipline is practiced by the DCDCC
- Assist the Treasurer, especially aid in the preparation and review of required reports and tax returns

- Perform other Fundraising/Events duties as may be required.

#### **8.06 Duties of the Membership Chair & Committee: (Amended March 24, 2011)**

- Develop and implement programs to encourage all Democrats residing and registered in Douglas County to participate in the Democratic Party
- Conduct a formal survey of Members annually to gauge Member satisfaction and to solicit suggestions for improvement. Survey results are to be condensed for review by the Executive Committee and the DCDCC
- Assist the Secretary in acquiring Central Committeeperson contact information
- Perform other Membership duties as may be required.

#### **8.07 Duties of the Candidate Recruitment Chair & Committee: (Amended March 24, 2011)**

- Recruit Precinct Captains, Central Committeepersons and qualified Democratic candidates for appointed and elected offices at the local, county, regional, state and federal level
- Recruit new Members to fill Central Committeeperson vacancies

#### **8.08 Duties of the Political Action/Program Chair & Committee:**

- Present an annual Political Action Plan and an annual Calendar of Events for review by the Executive Committee and approval by the DCDCC
- Develop and implement programs, events and activities pursuant to the enactment of the DCDCC's Political Action Plan, including, but not limited to, a voter registration campaign, voter education programs and campaign support (including "Get Out The Vote" efforts)
- Provide educational information and propose political action on legislation of interest to the DCDCC and its Members
- With the approval of the DCDCC, form coalitions with other organizations to more effectively accomplish DCDCC Objectives
- Perform other Political Action/Program duties as may be required.

#### **8.09 Duties of the Publicity/Public Relations Chair & Committee:**

- Develop and execute an image-enhancing Public Relations Plan
- Develop and execute with a Communication Strategy which may include organized letters-to-the-editor and opinion/editorial articles
- Aggressively work to establish a positive relationship with media personnel
- Prepare a press calendar and/or otherwise generate and coordinate press and media events
- Prepare news releases, as needed
- Be responsible for flyers, brochures and any newsletter that DCDCC might produce
- Coordinate publicity to support activities, programs and events (e.g. assemble and design press kits)
- Perform other press/public relations duties as may be required.

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#### **8.10 Duties of the Administration Chair & Committee:**

- Plan and manage the preparation work required to conduct County Caucuses and the County Convention
- Maintain the DCDCC Database containing information on Douglas County Democratic Party activists and supporters. Before any DCDCC Database information is shared, careful consideration shall be given to the proposed use by the Executive Committee.
- Act as the primary liaison with the Douglas County Clerk to acquire voter and voting information
- Act as the primary liaison with the NSDP regarding the Voter Activation Network (VAN) database
- Review Bylaws and recommend revisions, develop administrative policy and formulate administrative procedures
- Perform other administrative duties as may be required.

### **9. County Central Committee Meetings**

**9.01 Regular meetings** - The DCDCC shall meet monthly. A notice of meetings and locations shall be given to all Central Committeepersons by advanced written, oral or published notice on a monthly basis. The notice will include the Agenda for the scheduled meeting and the prior meeting's unapproved Minutes and should be disseminated at least two (2) days prior to the scheduled meeting. DCDCC meetings shall be open to all Members, except when conducted in Executive Session in accordance with *Roberts Rules of Order*.

**9.02 Special Meetings** – Special Meetings may be called by the Chair, or by a majority of the Members of the Executive Committee, or by request of fifteen (15) percent (in writing) of the Central Committeepersons. A special meeting (or called meeting) is a separate session of the DCDCC held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting. Notices of special meetings are subject to the same location, written notice, time, and Agenda requirements as regular meetings.

**9.03 Public Programs or Events** – Certain DCDCC Programs or Events may be open to the general public. A Non-Member or a Member who is not in good standing is not necessarily entitled to be heard as a matter of right.

**9.04 Location** - Regular, Special or Called meeting shall normally be held within the County of Douglas unless the DCDCC votes to hold a particular meeting elsewhere.

**9.05 Quorum** - For the purpose of conducting DCDCC business, a quorum of the DCDCC shall be equal to twenty (20) percent of those duly elected Central Committeepersons in good standing. No business shall be transacted in the name of the DCDCC unless a quorum is present. There shall be no proxy voting.

**9.06 Meeting Sign-in** - All Central Committeepersons shall sign the attendance record for each meeting they attend.

**9.07 Meeting Minutes** shall be kept as an official record of every duly convened DCDCC meeting. Unapproved Minutes shall be distributed to all Central Committeepersons within ten (10) days after the meeting date. In an Executive Session, the Secretary shall be instructed by the presiding Officer on whether Minutes are to be taken and, if taken, any special handling or distribution instructions that apply. (It is the responsibility of those Central Committeepersons unable to receive the Minutes via email to contact the Secretary to make arrangement to receive the Minutes.)

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**9.08 Precinct Reports** - Regular DCDCC meetings shall provide limited meeting time for brief reports from Central Committeepersons and Members (a three minute time limit is suggested) during this time general information, issues, needs, etc. may be brought to the attention of the DCDCC.

**9.09 Consent Agenda** - To minimize meeting duration, the DCDCC may use a Consent Agenda for the approval of prior meeting Minutes, Treasurer's Report and Committee Reports. The objective of using a Consent Agenda is to minimize the number of motions and votes required for routine action items. Any Central Committeeperson may remove a Consent Agenda item to the regular Agenda. When used, the Consent Agenda shall be sent to all Central Committeepersons two (2) days prior to a regular meeting. Supporting information needed by Central Committeepersons to make informed decisions on the matters in the Consent Agenda shall be included.

**9.10 Chair's Voting Restrictions** - The Chair shall only vote at DCDCC meetings or Executive Committee meetings when his/her vote will affect the results (e.g. to break a tie) or when the election is by ballot. (Per *Robert's Rules of Order*)

**9.11 Impartiality Required of the Chair** - Impartiality is required of the Chair (or any presiding Officer) as set forth in *Robert's Rules of Order* which states:

*"The impartiality required of the Chair precludes the Chair from exercising debate rights while presiding. On rare occasions, to participate in debate, she/he shall turn the Chair over to the Vice Chair or other qualified member who is perceived as non-partisan on the pending matter. The Presiding Officer who relinquishes the Chair then shall not return to it until the pending main question has been disposed of."*

## **10. County Caucuses**

**10.01 County Caucuses** - Promptly at the time and place(s) appointed by the DCDCC, the mass meeting(s) must be convened and organized for each precinct. The meeting(s) must be conducted openly and publicly and in such a manner that it is freely accessible to any registered Democrat who resides in the precinct and is desirous of attending. These Precinct Meetings shall be held on or before the fifth (5<sup>th</sup>) day preceding the County Convention date set by the NSDP Central Committee in each general election (even-numbered) year. (NRS 293.135 & 137)

**10.02 Caucus Location** - The meeting must be held in one of the following places in the following order of preference (1) any public building within the precinct if the meeting is for a single precinct, or any public building which is in reasonable proximity to the precincts and will accommodate a meeting of two or more precincts; or (2) any private building within the precinct or one of the precincts. (NRS 293.135)

**10.03 Caucus Notice** - The DCDCC shall give Notice of the meeting (See **Exhibit 2**) by:

- Posting a Notice in a conspicuous place outside the building where the meeting is to be held at least five (5) days before the date of the meeting; and
- Publishing a Notice at least five (5) days before the date of the meeting in one or more newspapers of general circulation in the precinct, and published in the county, if any are so published. (NRS 293.135)

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**10.04 Election of Caucus Chairs and Secretaries** - Each County Caucus shall be organized as follows:

- The DCDCC shall designate a Preliminary Credentials Committee to examine the credentials of all persons claiming to be registered Democrats residing in specific precincts within Douglas County and wishing to participate in the Caucus. All such persons whose credentials are not in dispute must be admitted.
- The Democrats so seated shall elect a Caucus Chair and a Caucus Secretary. The Caucus Chair shall appoint a Caucus Credentials Committee to examine and report on all cases of disputed credentials.
- When all such disputes have been settled, the Caucus shall complete its organization, adopt its Agenda and conduct its business.

**10.05 Caucus Business** - To conduct its business the County Caucus shall:

- Organize
- Elect County Convention Delegates
- Elect Precinct Captains, if desired
- Solicit input for the County Platform, if desired
- Take such other action pertaining to the affairs of the Democratic Party in their precincts, as they deem proper.

**10.06 Election of Precinct Delegates to the County Convention** - The number of County Convention Delegates (as well as their Alternates) to which the precinct is entitled (See subsection 4.02) must be elected by ballot. The result of the election must be certified to the County Convention by the Caucus Chair and the Caucus Secretary upon the certificate forms as specified in the following subsection. (NRS 293.137)

**10.07 Certificates Given to Elected Delegates (See Exhibits 3 and 4)** - The DCDCC shall prepare and **number serially** those certificate forms equal to the total number of Delegates to be elected throughout the county, and deliver the appropriate number to each precinct meeting. Each certificate must be in duplicate. The original must be given to the elected Delegate, and the duplicate delivered to the Chair of the Preliminary Credentials Committee of the County Convention. Every Delegate who presents a certificate matching one of the duplicates must be seated without dispute. (NRS 293.137)

**10.08 Procedure if Precinct Fails to Elect Delegates** - If a Precinct Meeting is not held for a particular precinct that precinct must be without representation at the County Convention unless the meeting was scheduled,

with proper notice, and no registered voter of the party appeared. In that case, the meeting shall be deemed to have been held and the position of Delegate is vacant. If a position of Delegate is vacant, it must be filled by the designated Alternate, if any. If there is no designated Alternate, the DCDCC shall appoint a Delegate from among the qualified Members of the party residing in the precinct in which the vacancy occurred, and the Secretary shall certify the appointed Delegate to the County Convention. (NRS 293.137)

**10.09 Adoption of NSDP Procedural Rules** – The written rules of the NSDP Central Committee shall be adopted not less than ninety-five (95) days before the County Convention or by January 1 (of the calendar year of the national convention), whichever is earlier. These rules shall govern, but not be limited to, the following:

- Selection, rights and duties of committees of a convention;
- Challenges to credentials of Delegates
- Majority and minority reports of committees. (NRS 293.137)

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#### **11. County & State Conventions**

**11.01 County Convention** - Promptly at the time and date set by the NSDP Central Committee and at a place appointed by the DCDCC, the County Convention must be convened and organized.

**11.02 County Convention Notice** - The DCDCC shall cause Notice (see **Exhibit 5**) of the holding of the County Convention of the Democratic Party to be published in one or more local newspapers. (NRS 293.130)

**11.03 “Organizing” the Convention** - The County Convention shall be organized as follows:

- The DCDCC shall, before the date of the County Convention, designate a Preliminary Credentials Committee to examine the credentials of all persons claiming to be Delegates. All such persons whose credentials are not in dispute must be seated as Delegates.
- The Delegates so seated shall elect a Chair, a Secretary and a Credentials Committee (to examine and report on all cases of disputed credentials).
- When all such disputes have been settled, the Convention shall complete its organization, adopt its Agenda and conduct its business. (NRS 293.140)

**11.04 Convention Business** – To conduct the County Convention business, the County Convention Delegates shall:

- Organize
- Elect the allowed number of State Convention Delegates and Alternates
- Elect Central Committee persons for the ensuing term
- Adopt a County Platform, if desired
- Take such other actions pertaining to the affairs of the Democratic Party in Douglas County as they deem proper. (NRS 293.140)

**11.05 Number of Delegates to State Convention** - The number of Delegates to the State Convention shall be one (1) Delegate for each one hundred fifty (150) registered Democrats residing in Douglas County, or major fraction thereof. The Chair and the Secretary of each County Convention shall certify to the State Convention the result of the election by the County Convention of State Convention Delegates and Alternates. (NRS 293.140 &145)

**11.06 State Convention** - The Delegates and Alternates elected to the State Convention shall convene on the time and dates and at the location set by the NSDP Central Committees. The Delegates shall there organize, adopt a State Party Platform, elect the NSDP Central Committee for the ensuing term, and take such other actions pertaining to the affairs of the Democratic Party in Nevada as they deem proper.. (NRS 293.150)

**11.07 Rules of County and State Conventions** - Except as otherwise prescribed in NRS Chapter 293, the State and County Conventions may each adopt its own rules, and each is the judge of the election of its own Delegates and Alternates. (NRS 293.155)

**11.08 Delegate Must Be Qualified Elector** - No person may act as a Delegate at any convention unless he/she is a "duly qualified elector" (See subsection 4.10) of the county or precinct which he/she seeks to represent. (NRS 293.155)

**11.09 Unit Rule of Voting Prohibited** – It is prohibited to adopt or apply of the so-called "Unit Rule of Voting", whereby the votes of all Delegates from any precinct or precincts, or county or counties, are required to be cast in the manner determined by the majority of Delegates from that precinct or precincts, county or counties, and against the protest of a minority of the Delegates. (NRS 293.155)

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## **12. NSDP Central Committee**

**12.01 NSDP Members and Central Committeepersons** - All Democrats registered and residing in Nevada are Members of the NSDP Central Committee and as such may attend NSDP Central Committee meetings. The Democrats in Douglas County are entitled to voting representation on the NSDP Central Committee on the basis of one (1) Central Committeeperson for every one thousand (1,000) registered Democrats residing in Douglas County as of January 1st of even-numbered years.

**12.02 Election** - The Central Committeepersons of the NSDP Central Committee are elected at the State Convention by the State Convention Delegates from those State Convention Delegates in attendance.

**12.03 Terms of Office** - The NSDP Central Committeepersons take office at the State Convention to serve for approximately two (2) years until their successors are elected and confirmed at the next State Convention.

**12.04 Duties** – The NSDP Central Committeepersons shall be the official Douglas County representatives on the NSDP Central Committee; shall serve on State Committees; and shall carry out their duties in accordance with the Charter and Bylaws of the NSDP Central Committee. The Duties of the NSDP Central Committeepersons are to attend and fully participate in NSDP Central Committee quarterly meetings in Tonopah and any State Conventions representing the Democrats of Douglas County. The NSDP Central Committeepersons are expected to be willing and able to personally pay for travel and lodging expenses associated with their duties. One (1) of the NSDP Central Committeeperson in attendance shall be designated by the DCDCC Chair to report to the DCDCC on the business transacted at the Quarterly NSDP meetings and the State Convention(s).

**12.05 Proxy Voting** – Proxy Voting at NSDP Central Committee meetings shall be permitted only when the holder of the proxy is from the County of the Member executing the proxy. No Central Committeeperson shall vote more than two (2) proxies and Member shall vote more than one (1) proxy. Proxies shall be in written form and signed by the Central Committeeperson or designee granting the proxy.

Proxy voting shall not be permitted in the following cases:

- Amendments to, or revisions of the Bylaws of the Democratic Party of Nevada
- Any other matter where the use of proxies is prohibited by the National Charter, the State Charter, the National Party Rules, or the Delegate Selection Rules.

**12.06 Position Vacated by Non-Attendance** - Any NSDP Central Committeeperson not attending two (2) consecutive meetings shall be considered to have vacated his/her position, unless legitimate prior notification of non-attendance is made to the NSDP and proxy approval is arranged. In the event that a regular meeting is scheduled to be held in the North or the South, as opposed to the usual meeting location of Tonopah, hardship shall constitute an automatic legal absence for any NSDP Central Committeeperson living in the opposite end of the state from which the meeting is being held.



**12.07 Vacancies** – To fill the vacancy of a NSDP Central Committeeperson representing Douglas County, the DCDCC shall elect a nominee. The nominee may be a DCDCC Member or a Central Committeeperson. The DCDCC Chair shall notify the NSDP Chair (or his/her designee) of the vacancy and of the nominee. The election to fill the vacancy then should occur at the next regular meeting of the NSDP Central Committee.

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#### **13. Rural Nevada Democratic Caucus (RNDC)**

When the RNDC Rural District 3's At-Large Representative is not from Douglas County, the DCDCC may choose to elect by majority vote one or more DCDCC Members to attend and report on meetings and activities of the RNDC. The duties of the Members so elected are to attend and participate in RNDC meetings and activities. Since RNDC meetings are held at various rural Nevada locations, the Members so elected are expected to be willing and able to personally pay for travel and lodging expenses associated with their duties.

#### **14. Financial Considerations**

**14.01 Fiscal and Calendar Year** - The fiscal and operational year of DCDCC shall be January 1st through December 31st.

**14.02 DCDCC Checking Account** - The DCDCC must establish a General Fund checking account with a bank located in Douglas County.

**14.03 Ancillary DCDCC Bank Accounts** - From time to time it may be desirable to establish additional checking or savings accounts for specific purposes. These ancillary accounts may be established by the Treasurer with the prior approval of the DCDCC or in an emergency situation with the prior authorization of a majority the Executive Committee and subsequent approval by the DCDCC.

**14.04 Authorized Signatures on Checks and Other Withdrawals** - Withdrawals by check or withdrawal slips from any DCDCC bank account must be signed by two (2) of the following elected DCDCC Officers: Chair, Vice Chair, Treasurer or Secretary. One of the authorizing signatures on any check or withdrawal must be either the Chair or the Vice Chair.

**14.05 Political Contributions** - The DCDCC may only make political contributions to candidate and issue campaigns that it has officially endorsed as set forth in these Bylaws and as sanctioned by the NSDP.

#### **15. Endorsements**

**15.01 Endorsement of Democratic Party Primary Candidates** – The DCDCC may endorse a Democratic Party primary candidate only when he/she is running unopposed and only after the filing window for candidacy has been closed.

**15.02 Endorsement of Non-Democratic Party Candidates** - A non-Democratic Party candidate may only be endorsed when no Democratic Party candidate is running and then only by a 2/3rds vote of the DCDCC.

**15.03 Endorsement of Issues** – Recall initiatives, referendum petitions or recall candidates may be endorsed only by a 2/3rds vote of the DCDCC.

#### **16. Affiliated Organizations**

**16.01 Douglas County Democratic Charter** - Any Douglas County organization, club, publication or entity using the name "Democrat" or "Democratic" implying a relationship with the Democratic Party shall be subordinate to, and affiliated with the DCDCC. Such organizations and clubs are encouraged to obtain written consent and recognition of their affiliation from the DCDCC (See **Exhibit 4** – Democratic Charter); such consent may not be

unreasonably withheld. If the name "Democrat" or "Democratic" is used without such consent, the DCDCC may publicize such fact.

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**16.02 Nationally-Chartered Democratic Organizations** - Some nationally-chartered Democratic Organizations operating in Douglas County may exist as independent organizations functioning under the auspices of the charter granted them by other Democratic Party organizations (e.g., The Young Democrats of America, The College Democrats of America, National Federation of Democratic Women, and the DNC Black Caucus).

**16.03 Event Coordination Required** - No Democratic club or organization may raise money without first coordinating the date for any fundraising event with the DCDCC if the event is taking place in Douglas County, NV. The DCDCC shall coordinate all Democratic fundraising efforts and create and maintain a master calendar of Democratic events.

**16.04 Candidate Endorsements** - No Democratic club or organization that has been chartered by the DCDCC may endorse a Democratic candidate over any other Democratic candidate in any primary election or in an election where multiple candidates in the same race are Democrats.

**16.05 "Official" Rejection** - The DCDCC may officially reject (and publicize such rejection of) any individual, group, organization, or any other entity, claiming to represent Democrats or the Democratic Party, for the purpose of supporting candidates not affiliated with the National, State or County Democratic Parties.

**16.06 Not Restricting Public Discourse** - Nothing in these Bylaws shall prevent any affiliated Democratic club or organization from informing the electorate or disseminating information on any philosophical issues if the views represented do not conflict with the adopted County, State and National Democratic Platforms, and providing concurrent notice is given that, the views expressed represent the views of that organization **not** the views of the Democratic Party.

## **17. General**

**17.01 Statements of Policy** - The DCDCC Chair may issue statements representing the approved policy of the DCDCC as long as these statements are not in conflict with the already stated position(s) of the Democratic Party. No Central Committeeperson or other DCDCC Officer shall issue statements purporting to represent the policy of the DCDCC without the approval of the Chair or without the approval of the DCDCC.

**17.02 Parliamentary Authority** - Robert's Rules of Order (most current edition) shall be the DCDCC's authority for parliamentary law and procedure at all DCDCC meetings except provisions in conflict with these Bylaws or the Democratic Party Charter or Nevada Law.

**17.03 Applicable Law** - No Officer, Central Committeeperson, Member or agent of the DCDCC is authorized to take any action in violation of any federal or state election law in the conduct of DCDCC business or activities.

**17.04 Reservation of Rights** - The DCDCC reserves all rights to manage its internal affairs as stated by the United States Supreme Court in 489 U.S. 214, 109 S.Ct.1013 (1989). This ruling insures that the state cannot impose rules or restrictions that would violate our first (1<sup>st</sup>) and fourteenth (14<sup>th</sup>) amendment rights under the Constitution by placing restrictions on the organization and composition of DCDCC or by imposing term limits on its Officers or banning its endorsements. DCDCC is free to do these things, but the state may not force it to do so.

**17.05 Amendment of Bylaws** - These Bylaws may be amended or repealed by a 2/3rds vote of the DCDCC provided they have been distributed in full to Central Committeepersons either before or at the previous duly convened regular DCDCC meeting.

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**17.06 County Convention** - These Bylaws may be amended, altered or repealed at any Douglas County Democratic Convention by two-thirds (2/3) vote of the County Convention Delegates present and voting.

**17.07 Adoption of Bylaws** - These Bylaws shall be considered in effect and adopted when approved by a majority of the DCDCC provided they have been distributed in full to Central Committee persons either before or at the previous duly convened regular DCDCC meeting.

Adopted: July 6, 2006 by the unanimous vote of a quorum of the elected members of DCDCC at the regular monthly meeting.