

Bylaws

Democratic Party of Dane County

As Adopted, 2007

and amended Jan 2015

Article 1: Standing Committees

1.01 Standing Committee Rules

1.01.1 All members in good standing are eligible to serve on standing committees.

1.01.2 Committees shall, as much as possible, reflect the diversity of County party membership. The County Chair, with the assistance of the Executive Board shall work to include non-Executive Board members on all standing and special committees. It is the responsibility of each Vice-Chair who heads a committee to recruit members for the committee. All committee members shall be appointed by the County Chair and approved by the Executive Board. The term of the appointment shall coincide with the term of the Vice-Chair who heads the committee.

1.01.3 There shall be an organizational meeting of each standing committee following the election of the Executive Board.

1.01.4 Each Committee shall develop a written plan for its area of responsibility for the upcoming calendar year, including goals, timeline, and budget estimates. The plans shall be submitted to the Executive Board at its January meeting.

1.01.5 Committee Chairs, under the direction of the County Chair, shall develop written policies and procedures as needed which relate to the ongoing, efficient function of their committees. Such policies will be subject to approval and regular review by the Executive Board and shall be filed with the Secretary.

1.01.6 Each Committee Chair shall submit an annual report of progress toward goals over the previous year to the Executive Board not later than the October Executive Board meeting. The annual reports of committees will be filed with the Secretary.

1.02 Communications Committee

1.02.1 The Vice-Chair of Communications shall chair the Communications Committee.

1.02.2 The responsibilities of the Communications Committee are to:

- Plan programs and speakers for general membership meetings.
- Publish a regular newsletter.
- Maintain the website.
- Maintain an e-mail list for announcements.
- Publicize the opinions and activities of the County Party.

1.03 Membership Committee

1.03.1 The Vice-Chair of Membership shall chair the Membership Committee.

1.03.2 The responsibilities of the Membership Committee are to:

- Recruit new members and retain existing members.
- Welcome new members with a letter and information about the party.

- Coordinate membership drives.
- Coordinate outreach activities.
- Provide liaisons to community groups.

1.04 Campaigns Committee

1.04.1 The Vice-Chair of Campaigns shall chair the business of the Campaigns Committee, which shall include all of the Assembly District Reps and other County Party members who may be appointed.

1.04.2 The responsibilities of the Campaigns Committee are to:

- Coordinate candidate recruitment efforts.
- Coordinate the endorsement process.
- Coordinate campaign efforts for endorsed candidates.
- Liaison with other political organizations.

1.05 Development Committee

1.05.1 The Vice-Chair for Development shall chair the business of the Development Committee.

1.05.2 The responsibilities of the Development Committee shall be to organize special events and fundraising activities.

1.06 Nominations and Elections Committee

1.06.1 The Vice-Chair of Nominations and Elections shall chair the business of the Nominations and Elections Committee, which shall include all of the Assembly District Reps and other County Party members who may be appointed.

1.06.2 The responsibilities of the Nominations and Elections Committee are to:

- Oversee the nomination of candidates for County Party office.
- Conduct County Party elections.
- Prepare a list of delegates and alternate nominees for District and State Conventions.

1.07 Volunteers Committee

1.07.1 The Vice-Chair of Volunteers shall chair the Volunteers Committee.

1.07.2 The responsibilities of the Volunteers Committee are to:

- Promote and active volunteer force.
- Collect information on volunteers.
- Develop and maintain a volunteer database.
- Provide volunteers to staff County Party activities, as requested by officers and other committees.

1.08 Resolutions and Platform Committee

1.08.1 The Resolutions and Platform Representative shall chair the business of the Resolutions and Platform Committee whose members shall include any Dane County members of the State Platform and Resolutions Committee and others as appointed by the County Chair as interest dictates.

1.08.2 The responsibilities of the Resolutions and Platform Committee are to:

- Formulate resolutions and present them to the general membership in a timely manner to be voted upon.
- Present a final tabulation to the Secretary for the file.

1.09 Finance Committee

1.09.1 The Treasurer shall chair the business of the Finance Committee whose members shall be the Vice-Chair of Communications, Vice-Chair of Membership, Vice-Chair of Campaigns, Vice-Chair of Development, and others as appointed by the County Chair.

1.09.2 The Finance Committee shall present a budget at the October Executive Board meeting.

1.10 Audit Committee

1.10.1 The Audit Committee shall have exactly 3 members. The Treasurer and County Chair may not serve on the Audit Committee. Committee members shall be appointed January of each year.

1.10.2 The Audit Committee shall review the work of the Treasurer and certify to the May general membership meeting that the accounts have been kept according to good accounting procedures. The committee may suggest improvements to the Treasurer.

Article 2: Amendments and Publication

2.01 Amendments to these Bylaws shall require two readings and the affirmative vote of the members at a membership meeting. Members must receive 10 days written notice of the meetings.

2.01.2 Proposals to amend the Bylaws must be approved by the Executive Board or endorsed in writing by at least 10 members of the County Party.

2.01.2 Amendments to the Bylaws shall be approved by the Democratic Party of Wisconsin prior to becoming effective.

2.02 Publication. These Bylaws shall always be published following the Constitution.

Article 3: Endorsements

3.01 No motion to endorse more than one candidate shall be in order. For a dual or multiple endorsement, each candidate shall be endorsed in a separate motion. No amendment to an endorsement motion which changes the candidate to be endorsed shall be in order.

3.02 On the question of endorsement of a candidate, if any subject of the endorsement is present and has neither spoken nor declined an invitation from the chair to speak, an order of the previous question may not proceed except by unanimous consent.

3.03 A standing rule on endorsements may be suspended by a 2/3 vote at a meeting at which endorsements are to be voted on.