

Bylaws

Democratic Party of Dane County

Proposed changes to the County Party Bylaws

October 10, 2007

Substantive changes

- Each Vice-Chair is responsible for populating his/her committee (Sec. 1.1.2)
- Removed the Organization Committee (former Sec. 2)
- Added Communications Committee (Sec. 1.2)
- Added Membership Committee (Sec. 1.3)
- Added Volunteers Committee (Sec. 1.7)
- Added Audit Committee (Sec. 1.10)

Other changes

- Renumbered the articles and sections.
- Changed year-end reporting from February to October/November.
- Removed references to Elections Inspectors (former Article 3)

UNDERScore – added language

~~STRiKETHRU~~ – deletions of existing language

Article 1: Standing Committees Rules

1.1 Standing Committee Rules

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

1.1.2 Committees shall, as much as possible, reflect the diversity of County party membership. The County Chair(s), 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.

1.1.3 There shall be an organizational meeting of each standing committee ~~prior to the February Executive Board meeting~~ following the election of the Executive Board.

1.1.4 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.

~~1.1.5 A proposed budget for each standing committee shall be forwarded by the Committee Chair to the Finance Committee for consideration at the February Executive Board meeting.~~

1.1.5 Committee Chairs, under the direction of the County Chair(s), 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.

1.1.6 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 following the annual election meeting. The annual reports of committees will be filed with the Secretary.

Article 2: Standing Committees

2.1 Organization Committee

~~The Vice Chair of Organization shall chair the business of the Organization Committee whose members shall be the Assembly District Representatives and others appointed by the County Chair(s).~~

~~2.1.1 The responsibilities of the Organization Committee are to:~~

- ~~• Coordinate membership drive.~~
- ~~• Promote an active volunteer force.~~
- ~~• Coordinate outreach activities.~~

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.

1.2 Communications Committee

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

1.2.2 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.

1.3 Membership Committee

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

1.3.2 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.

1.4 Campaigns Committee

1.4.1 The Vice-Chair of Campaigns shall chair the business of the Campaigns Committee ~~whose members shall be: the Vice Chair for Nominations and Elections, the Assembly District Representatives and others as appointed by the County Chair(s).~~ which shall include all of the Assembly District Reps and other County Party members who may be appointed.

1.4.2 The responsibilities of the Campaigns Committee are to:

- ~~Organize a candidate recruitment committee.~~
- Coordinate candidate recruitment efforts.
- Coordinate the endorsement process.
- Coordinate campaign efforts for endorsed candidates.
- ~~Organize a campaign force in each rural township, municipality, aldermanic district, and ward.~~
- ~~Collect information regarding persons willing to leaflet, put up yard signs, etc.~~
- Liaison with other political organizations.

1.5 Development Committee

1.5.1 The Vice-Chair for Development shall chair the business of the Development Committee ~~whose members shall be: the Vice-Chair of Organization, Vice-Chair of Campaigns, Treasurer and others as appointed by the County Chair(s).~~

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

1.6 Nominations and Elections Committee

1.6.1 The Vice-Chair of Nominations and Elections shall chair the

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

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Existing Bylaws with corrections

Bylaws as they read after amendments

business of the Nominations and Elections Committee ~~whose members shall be: the Secretary, the Assembly District Representatives and others as appointed by the County Chair(s).~~ which shall include all of the Assembly District Reps and other County Party members who may be appointed.

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.

- 1.6.2 The responsibilities of the Nominations and Elections Committee are to:
- Oversee the nomination of candidates for County Party office.
 - Conduct County Party elections.
 - ~~Recommend names to fill vacant positions of Committeemen and Committeewomen.~~
 - Prepare a list of delegates and alternate nominees for District and State Conventions.

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 - Conduct County Party elections.
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1.7 Volunteers Committee

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- 1.7.2 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.

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 - Collect information on volunteers.
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1.8 Resolutions and Platform Committee

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1.8.1 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(s) as interest dictates.

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- 1.8.2 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.
 - ~~Draft and review rules of procedure to be voted on at the membership meeting.~~
 - Present a final tabulation to the Secretary for the file.

- 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.

~~Newsletter Committee. The Newsletter Editor shall be the Chair of the Newsletter Committee and shall be responsible for editing, production, and distribution of the County Party newsletter under the deadlines and policies specified by the Executive Board. [Part of Communications Committee.]~~

1.9 Finance Committee

1.09 Finance Committee

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

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.

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

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-III Statutory Party Offices

~~3.1. The County Committee.~~

~~3.1.1. Those men and women either elected or appointed to serve as Democratic Committeemen or Committeewomen will comprise the Dane County Democratic Committee, along with the elected Executive Board officers. The Vice Chair of Nominations and Elections will call a general meeting of the County Committee once per year for the purpose of organizing for the coming year's elections. This annual meeting may be held in conjunction with the annual meeting for the purpose of electing County Party officers.~~

~~3.2. Committeemen and Committeewomen~~

~~3.2.1. Democratic Committeemen and Committeewomen shall be elected in the fall primary election of even numbered years. One Committeemen or Committeewomen shall be elected from each election district. Vacant positions may be filled at any time by the County Chair(s) with guidance provided by the Vice Chair of Nominations and Elections.~~

~~3.2.2. Committeemen and Committeewomen are expected to become dues paying members of the Democratic Party of Wisconsin.~~

~~3.2.3. Committeemen and Committeewomen are responsible for nominating people to serve as Election Inspectors within their respective election districts. Lists must be submitted no later than November 30 of each even numbered year and must contain the signatures of the County Chair(s) and the Secretary.~~

~~3.2.4. Additional roles of Committeemen and Committeewomen, as listed in 1985 Wisconsin Act 131, may include the following: represent their neighborhoods in the structure of a political party, act as liaisons between the Party and residents of the elections districts which they serve, become involved in voter identification, and assist in voter registration drives.~~

~~3.3. Ward Captains. For assistance in activities of interest to the County Party, each Committeeman and Committeewoman may appoint a Ward Captain to engage in those activities in each ward, if the election district served by the Committeeman or Committeewoman includes more than one ward. In such instances, the Committeeman or Committeewoman shall coordinate the activities of the Ward Captains in promoting the interests of the Democratic Party.~~

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3.4. — Election Inspectors

~~3.4.1. — It is the responsibility of Election Inspectors to conduct any given election at their assigned polling places. They shall possess full authority to maintain order during the election and the canvass of votes. It is the Election Inspectors who check ballot boxes, give advice on the use of machines, and count the votes at the end of the day.~~

~~3.4.2. — There shall be seven Election Inspectors for each polling place at each election. Where voting machines are used, the number of Election Inspectors may be reduced to five by action of the governing body or municipality.~~

~~3.4.3. — All Election Inspectors shall be affiliated with one of the two political parties which received the largest number of votes for President and/or Governor. The Party receiving the largest number of votes at a particular election district is entitled to four of seven or three of five Election Inspectors at that particular election district.~~

3.5. — Relationship to the Executive Board

~~3.5.1. — The Vice Chair of Nominations and Elections and the Assembly District Representatives shall maintain contact as necessary with the people serving as Committeemen and Committeewomen in order to ensure that the assigned tasks are being completed.~~

~~3.5.2. — The County Chair(s) and the Vice Chair for Nominations and Elections shall maintain up to date knowledge of the Wisconsin Statutes as they pertain to the duties and structure of political parties.~~

Article 2: Amendments and Publication

2.1 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.

2.1.2 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.

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

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

Article 2: Amendments and Publication

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