Manistee County Democratic Party

BYLAWS

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1.0. PREAMBLE

1.1. The Manistee County Democratic Party believes diversity is a critical aspect of our collective strength as a community.

1.2. We welcome all individuals who share the beliefs and values of the Democratic Party, and we embrace everyone regardless of actual or perceived race, color, creed**,** gender identity, age, national origin, economic status, religion, immigration or refugee status, ethnic identity, ancestry, marital status, sexual orientation, special physical or mental needs, familial status, economic status, or other social identities.

1.3. As Manistee County residents, we respect and honor the heritage of the Anishinaabe people, their contributions, culture, and identity of our North American community and cherish the relationship we share with one another.

2.0. NAME

2.1. This organization shall be known as the Manistee County Democratic Party.

3.0. OBJECT

3.1. The object or purpose of the Manistee County Democratic Party is:

3.1.1 To promote the philosophy of the Democratic Party,

3.1.2. To elect Democrats who support this philosophy.

3.1.3. To unite and aid in the activities of all Party members, and other Democrats, working to promote wide and active participation in the Democratic Party.

3.2. The Manistee County Democratic Party shall be a non-profit organization.

4.0. MEMBERS

4.1. Qualifications. Any legal resident of the county of the United States of America who is at least 16 years in age, and who is interested in advancing the object of the Manistee County Democratic Party is eligible for membership.

4.2. **Broadest Participation**. The Manistee County Democratic Party, on all levels, shall support the broadest possible participation without discrimination on grounds of actual or perceived race, color, creed, gender identity, age, national origin, economic status, religion, immigration or refugee status**,** ethnic identity, ancestry, marital status, sexual orientation, physical appearance, or disability**.** special physical or mental needs, familial status, economic status, or other social identities.

4.3. **Membership Oath**. No tests for membership in, nor any oaths of loyalty to, the Manistee County Democratic Party shall be required or used, which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone, or support discrimination on the grounds of actual or perceived race, color, creed, gender identity, age, national origin, economic status, religion**,** immigration or refugee status**,** ethnic identity, ancestry, marital status, sexual orientation, physical appearance, or disability. special physical or mental needs, familial status, economic status, or other social identities.

4.4. Date of Membership. Membership in the Manistee County Democratic Party is effective on the date the membership form is postmarked, received online, or received by fax machine or received in person by the Manistee County Democratic Party Membership Committee Chairperson, or received online or received by fax machine at the State Party.

> **4.4.1. Membership Renewal.** Membership in the Michigan Democratic Party and the Manistee County Democratic Party shall be renewed annually beginning on January 1.

4.5. Categories of Members. Membership of the Manistee County Democratic Party shall consist of Full and Provisional Limited Members.

> **4.5.1. Full Members.** A Full member is defined as a legal resident of the United States of America, age 16 or older, who has a current membership form filed at Michigan Democratic Party headquarters for at least thirty (30) days, unless provided otherwise. Full members shall include all duly elected Democratic precinct delegates of this county, members of the Michigan Democratic Party residing in this county, the County Committee, and the Officers**.**

4.6 Exemption from Advance Membership. Precinct delegates, Democratic elected officials, and Democratic nominees to partisan offices are exempt from the thirty (30) day advance membership requirement to be elected or appointed to any office in any unit of the Manistee County Democratic Party at any level.

4.7. Privileges and Duties of Members. The privileges and duties of a member shall be as defined by the Michigan Democratic Party bylaws, these bylaws, the County Committee, any special rules or standing rules, and the current edition of Roberts Rules of Order, Newly Revised.

4.7.1. Privileges of a Full Member. A Full member may attend meetings, make motions, speak in debate, vote at any Convention, Caucus, or membership meeting, and may be elected or appointed to any office of the Manistee County Democratic Party at any level.

5.0. DUES, FEES, AND FINANCE

5.1. Dues. A financial contribution is not required to become, or to remain, a member of the Manistee County Democratic Party, per Michigan Democratic Party bylaws.

5.2. Budget. AFTER THE GENERAL ELECTION and thirty (30) days prior to the bi-annual meeting, the Finance Committee shall present to the Executive Committee for its review and recommendations a budget covering the committee's NEXT 2-YEAR ELECTION CYCLE.

5.2.1. Adoption of Budget. The proposed budget shall be presented for adoption by the members at the bi-annual meeting.

5.2.2. Unbudgeted Expenditures. Proposals concerning expenditures not provided for in the adopted budget shall require a two-thirds (2/3) vote of the Executive Committee for adoption.

5.3. Audit. The financial records shall be audited at the end of the fiscal year by the Auditing Committee and at such other times as requested by the General Membership, the County Committee, the Executive Committee**,** or the Auditing Committee.

5.3.1. Adoption of Audit Report. The Audit report shall be presented for adoption by the members at the bi-annual meeting.

5.4. Fiscal Year. The fiscal year shall be from January 1 through December 31.

6.0. OFFICERS

6.1. Officers. The minimum officers shall be a Chairperson, a Vice-Chairperson of a gender different than the Chairperson, a Secretary, and a Treasurer.

6.1.1. ELECTION OF ADDITIONAL OFFICERS. THE COUNTY COMMITTEE MAY ELECT ADDITIONAL OFFICERS, WHO IN ITS JUDGMENT ARE PROPER TO CARRY OUT THE PURPOSES OF THE MANISTEE COUNTY DEMOCRATIC PARTY

6.2. Publication of Qualifications. The Manistee County Democratic Party shall publicize ON THE OFFICIAL COUNTY PARTY WEBSITE, as to assure notice to all interested parties, a complete description of the qualifications for all officers and representatives of the Manistee County Democratic Party.

6.2.1. Timely Publication of Qualifications. Such publication shall be maintained in a timely fashion on the County Party website so that all prospective candidates or applicants for any elected or appointed position within the Manistee County Democratic Party, will have full and adequate opportunity to compete for office.

6.3. Qualification for Office. Officers, and County Committee members, must be members of the Manistee County Democratic Party and the Michigan Democratic Party.

6.3.1. Different Genders. The Chairperson, and Vice-Chairperson, of any unit at any level of the Manistee County Democratic Party shall be of different gender identities.

6.4. Publication of Procedures for Selection of Officers and Representatives. The Manistee County Democratic Party shall publicize fully, and in such a manner, as to assure notice to all interested parties, a full description of the legal and practical procedures for selection of the Manistee County Democratic Party officers and representatives on all levels.

6.4.1. Timely Publication of Procedures for Selection of Officers and Representatives. Publication of the procedures shall be done in such a fashion that all prospective and current members of the Manistee County Democratic Party will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the Manistee County Democratic Party organization.

6.5. Deadline for Selection of Officers and Representatives. The officers and representatives of the Manistee County Democratic Party shall be selected in accordance with the rules of the Michigan Democratic Party within thirty (30) days of the election of the County Committee.

6.6. Selection of Precinct Delegates. Precinct delegates shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party.

6.7. Term of Office. The term of office for an officer or representative shall commence on January 1 for a period of two years, or until a successor is elected.

6.8. Duties. An officer shall serve as an officer of the County Committee, and of the Manistee County Democratic Party.

6.8.1 Additional Duties. An officer shall perform such other duties as prescribed by the rules of the Michigan Democratic Party, by the bylaws, special rules, and standing rules of the Manistee County Democratic Party, and by the current edition of *Robert's Rules of Order, Newly Revised*.

6.9. Vacancy in Elected Office. The County Committee shall fill, within sixty (60) days, a vacancy in any office for the unexpired term, provided that previous notice of the election is included in the call of the meeting.

> **6.9.1. Vacancy in the Office of Delegate-elected Member** If a vacancy occurs in the position of delegate-elected member of the County Committee, the remaining delegate-elected members shall fill the vacancy.

7.0. MEETINGS

7.1. Right to Attend. ~~All~~ Public meetings of the Manistee County Democratic Party at all levels shall be open to ~~all~~ members of the Democratic Party.

7.2. Notice of Meetings. The time and place for all public meetings of the Manistee County Democratic Party on all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

7.3. Annual Meetings. The Manistee County Democratic Party shall convene a bi-annual meeting on the third Thursday of November to receive written, yearly-to-date reports of officers and of committees, to adopt a budget for the coming two-year campaign cycle, and for any other business that may properly come before the assembly.

> **7.3.1. Notice of Bi-Annual Meeting.** The official call of the annual meeting, giving at least the date, time, place, and any notices, shall be given by mail or email, and by social media to members at least thirty (30) days prior to the meeting.

7.4. Regular Meetings. The Manistee County Democratic Party shall hold regular monthly information meetings for the benefit of the general membership focused on voter education, local issues, and collaboration for building a more robust organization supporting local, state, and national Democratic policy.

> **7.4.1. Notice of Regular Meetings.** Notice shall be given of the date, time, and place of the meeting. Notice of at least five (5) days shall be given by mail or email, and social media.

7.5. Special Meetings. A special meeting of the Manistee County Democratic Party may be called by the Chairperson **OR** shall be called upon at the written request of nine (9) members of the Manistee County Democratic Party.

> **7.5.1. Notice of Special Meetings.** Notice shall be given of the date, place, time, and purpose of the special meeting. Notice of at least five (5) days shall be given by mail or email, and social media.

7.6. Quorum. A quorum shall exist at a meeting of the General Membership of the Manistee County Democratic Party when at least nine (9) members are present.

7.7. Meeting Rules.

> **7.7.1 Prohibition of Unit Rule**. The unit rule is prohibited at all levels of the Manistee County Democratic Party.

7.7.2. Votes Contrary to Conscience. No rule shall be adopted at any level of the Manistee County Democratic Party which would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

7.7.3. Prohibition of Secret Ballot. Votes shall not be taken by secret ballot at any meeting of the Manistee County Democratic Party at any level.

7.7.4. Rules of Order. Subject to the Rules of the Michigan Democratic Party and these Bylaws, all meetings shall be conducted according to the current edition of Robert's Rules of Order, Newly Revised.

7.8. Cancellation of Meetings. In the event of a national or local emergency, the Executive Committee, by an affirmative vote of three (3) officers in a meeting or by mail, internet, or telephone, may cancel any meeting, if members are notified in a timely manner.

8.0. COUNTY COMMITTEE

8.1. **Qualifications**. A member of the County Committee must be a member of the Michigan Democratic Party and of the Manistee County Democratic Party.

8.2. Composition of the County Committee.

8.2.1. Automatic Members. One third (1/3) of the County Committee shall automatically consist of the most recent nominees for countywide office, the county commission, and the State House, the State Senate, and the U.S. House, whose districts include all or part of the county.

8.2.2. Delegate-elected Members. The remaining 2/3 of the County Committee, shall consist of twice the number of automatic members.

8.2.3. Officers. An officer of the Manistee County Democratic Party shall also serve as an officer of the County Committee.

8.2.4. Parliamentarian. The parliamentarian, if appointed, shall attend meetings in an advisory capacity, and shall not serve as an officer.

8.3. Selection of Members. A member of the County Committee shall be selected in accordance with the rules of the Michigan Democratic Party.

8.4. Meetings

8.4.1. Regular Meetings. The regular meetings of the Manistee County Committee shall meet at least ONCE PER YEAR to review the activities of the Executive Committee at the location and time designated in the meeting notice.

8.4.2. Special Meetings. Special meetings of the County Committee may be called by the Chairperson or any five (5) members of the County Committee.

8.4.2.1. In the event of an emergency vote needing to be taken, a poll of the County Committee members may be taken by e-mail and/or phone by roll call vote being recorded.

8.5. Notice of Meetings.

8.5.1. Regular Meetings. NOTICE OF at least five (5) days shall be given of the date, time, and place of the meeting. Notice may be given by mail or email, and by social media.

8.5.2. Special Meetings. NOTICE OF at least 48 hours shall be given of the date, time, place, and purpose of a special meeting. Notice may be given by mail or email, and by social media.

8.6. Right of a Member to Attend. Unless otherwise restricted, attendance at a meeting of the County Committee shall be open to a Manistee County Democratic Party member, without vote, and without privilege of debate, unless invited to do so by a two-thirds (2/3) vote of the County Committee members in attendance.

8.7. Duties and Powers.

8.7.1. Duties of the County Committee. The County Committee shall perform the duties as prescribed by the Michigan Democratic Party bylaws, the Manistee County Democratic Party bylaws and rules, and the current edition of Roberts Rules of Order, Newly Revised.

8.7.2. Expansion of Membership of the County Committee. Within forty-five (45) days of January 1 of each odd-numbered year, the County Committee shall vote whether to expand the membership of the County Committee.

8.7.3. Election of Additional Officers. The County Committee may elect additional officers, who in its judgment, are proper to carry out the purposes of the Manistee County Democratic Party.

8.7.4. Vacancies. The County Committee shall fill a vacancy which may occur in the membership of the County Committee, or in any of its additional offices.

8.8. Minutes of Meetings. The minutes of meetings of the County Committee shall be available to Manistee County Democratic Party members at County Committee meetings and General Membership meetings. THE SECRETARY SHALL PROVIDE A COPY OF THE MINUTES OF A MEETING WHEN REQUESTED BY A MEMBER.

8.9. Quorum. A quorum shall exist at a County Committee meeting when one- third of the DELEGATE ELECTED members are present.

9.0. EXECUTIVE Committee

9.1. Qualifications. A member of the Executive Committee must be a member of the Michigan Democratic Party and of the Manistee County Democratic Party.

9.2. Composition of the Executive Committee.

9.2.1. Automatic Members. All Officers elected by the County Committee.

9.2.2. Additional Members. Chairpersons of committees that have been appointed by the County Party Chairperson with the approval of the Executive Committee.

9.2.2.1. Ex-Officio Member. The immediate-past Chairperson of the Manistee County Democratic Party will be invited to serve as an advisor and a voting member of the County Executive Committee.

9.2.3. Officers. An officer of the Manistee County Democratic Party shall also serve as an officer of the Executive Committee.

9.2.4. Parliamentarian. The parliamentarian, if appointed, shall attend meetings in an advisory capacity only, and shall not serve as an officer.

9.3. Meetings

9.3.1. Regular Meetings. The Executive Committee shall meet monthly, at a regularly scheduled meeting at the location, and time designated by the Chairperson.

9.3.2. Special Meetings. A special meeting of the Executive Committee may be called by the Chairperson and SHALL also be called upon at the request of three (3) members of the Executive Committee.

9.4. Notice of Meetings.

9.4.1. Regular Meetings. Notice of at least five (5) days shall be given of the date, time, and place of the meeting. Notice may be given by mail or email, and by social media.

9.4.2. Special Meetings. Notice of at least forty-eight hours shall be given of the date, time, place, and purpose of a special meeting. Notice may be given by mail or email, and by social media.

9.5. Right of a Member to Attend. Unless otherwise restricted, attendance at a meeting of the Executive Committee shall be open to a Manistee County Democratic Party member, with vote, and with privilege of debate.

9.6. Duties and Powers.

9.6.1. Duties of the Executive Committee. The Executive Committee shall perform the duties as prescribed by the Michigan Democratic Party bylaws, the Manistee County Democratic Party bylaws and rules, and the current edition of Roberts Rules of Order, Newly Revised.

9.6.2. Vacancies. The Chairperson shall fill a vacancy which may occur in any of the standing and special Committees upon approval of the Executive Committee.

9.6.3. Endorsement Guidelines. The Executive Committee shall develop and publish guidelines for endorsements of candidates or issues, as required by the Michigan Democratic Party bylaws, provided that such guidelines are set forth in a procedure manual.

9.6.4. Default Authority. Between meetings of the Manistee County Democratic Party, the Executive Committee has all the powers, and performs all the duties, of the Manistee County Democratic Party.

9.6.5. Fees. The Executive Committee may determine a fee for an activity.

9.6.6. Adoption of Special or Standing Rules. The Executive Committee may adopt special rules of order or standing rules, as needed, to carry out the business of the Manistee County

Democratic Party, provided that such special and standing rules are set forth in a procedure manual.

9.7. Minutes of Meetings. The minutes of meetings of the Executive Committee shall be available to Manistee County Democratic Party members at Executive Committee meetings and General Membership meetings. The Secretary shall provide a copy of the minutes of a meeting when requested by a member.

9.8. Quorum. A quorum shall exist at an Executive Committee meeting when a majority (more than half) of the members are present.

10.0. COMMITTEES

10.1 Standing Committees shall include the:

10.1.1. Auditing Committee.

10.1.2. Blue Tigers Committee.

10.1.3. Candidate Recruitment Committee.

10.1.4. Communications Committee.

10.1.4.1 SHALL INCLUDE THE WEBSITE ADMINISTRATIVE MANAGER.

10.1.4.2 SHALL INCLUDE THE SOCIAL MEDIA ADMINISTRATIVE MANAGER.

10.1.4.3 SHALL BE CHAIRED BY THE MCDP VICE CHAIRPERSON.

10.1.5. Finance Committee.

10.1.6. Membership Committee.

10.1.7. Nominating Committee.

10.1.8. Political Organizing Committee

10.1.8.1 SHALL BE CHAIRED BY THE MCDP Voter Activation Network (VAN) ADMINISTRATOR.

10.1.9. Social Activities Committee.

10.1.10. These committees shall include the appropriate subcommittees.

10.2. Composition and Selection of Committees. With the exceptions of the Nominating Committee and the Auditing Committee, the Chairperson shall designate the chairperson and appoint the members of a committee, with the approval of the Executive Committee.

10.3. Election of Members of Nominating and Auditing Committees. The members of the Nominating Committee and of the Auditing Committee shall be elected by the general membership at the annual meeting. The members of the Nominating Committee and of the Auditing Committee shall elect the chairperson of their respective committee.

10.4. Minimum Number of Members. Except for the County Committee, a committee of the Manistee County Democratic Party at any level shall consist of at least two members.

10.5. Member Ex Officio. Except for the Nominating Committee, the Chairperson shall be, ex officio (by virtue of office), a member of all standing and special committees. As an ex-officio member, the Chairperson has the same rights as any member, but is not obligated to attend meetings of the committee and is not counted in determining the number required for a quorum or whether a quorum is present.

10.6. Special Meetings. Special meetings of standing committees, special committees, and sub-committees may be called by the chairperson, and shall be called upon the written request of a majority of the committee, with the call given at least twenty-four hours before the meeting.

10.7. Requirement to Report. Standing and special committees shall report at meetings of the Manistee County Democratic Party and to the Executive Committee**,** when necessary or requested.

10.8. Duties of Committees. A standing or special committee shall assume such duties as may be assigned by the rules of the Michigan Democratic Party, the Manistee County Democratic Party, the County Committee, the Executive Committee**,** or the current edition of Robert's Rules of Order, Newly, Revised.,

11.0. ELECTRONIC MEETINGS AND COMMUNICATIONS

11.1. Meetings. The Manistee County Democratic Party General Membership, County Convention, County Committee, standing committees, special committees, and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members in attendance can simultaneously hear each other and participate during the meeting.

11.2. Vote by Mail or Internet. When necessary, a vote by mail or internet is authorized at any level of the Manistee County Democratic Party, provided that such a vote is reported at the next regular meeting and recorded in the minutes of that meeting.

11.3. Communication. Unless members indicate otherwise to Manistee County Democratic Party headquarters, all communication required in these bylaws, including meeting notices, may be sent electronically.

12.0. DISSOLUTION

12.1. **Vote to Dissolve**. The Manistee County Democratic Party may be dissolved by a two-thirds (2/3) vote of the County Committee.

12.2. Requirements. In the event of dissolution, and after payment of its liabilities, the Manistee County Democratic Party shall dispose of its assets in compliance with applicable laws and statutes. Any unit charter shall be returned to the appropriate headquarters.

12.3. Reversion of Assets. Upon its dissolution, all assets and real or personal property of the Party and its committees shall revert to the benefit of the Michigan Democratic Party.

12.4. Inurement. No part of the income or assets of the Party shall inure to any of its members except that the Manistee County Democratic Party may approve a reimbursement of actual expenses, and reasonable compensation for training or services, or a contribution for electing a member to office.

13.0. AMENDMENTS

13.1. Amendments. Proposals for ~~changes or~~ amendments to these bylaws shall first be referred to the EXECUTIVE Committee, which shall report its recommendations to the next Membership regular meeting or to a special meeting called for that purpose.

13.1.1 Notice and Vote Required. These bylaws may be amended by a two-thirds (2/3) vote, provided that written (electronic or hard copy) notice setting forth the proposed amendment has been given to the Manistee County Democratic Party members at least two (2) weeks prior to the date of the meeting.

13.1.2. Mandatory Amendments. Any amendment to these bylaws necessitated by amendments to the bylaws or standing rules of the Michigan Democratic Party shall be affected by the Executive Committee in writing within sixty (60) days following the adoption of such amendments.

13.1.3. Report of Mandatory Amendments. The Executive Committee shall report any such amendments at the next regular General Membership meeting, or at a special meeting of the General Membership called for that purpose.

13.2. Revision. These bylaws shall be revised only upon authorization by the general membership of the Manistee County Democratic Party.

13.2.1. Preparation for Revision. A Special Bylaws and Rules Committee (BRC) shall prepare and present an authorized revision for consideration or adoption by the general membership of the Manistee County Democratic Party.

13.2.2. Notice of Revision. Notice of the proposed revision shall be sent to the general membership at least thirty (30) days prior to its consideration.

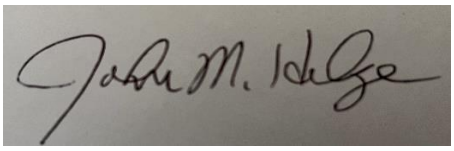
13.2.3. Amendment to Existing Bylaws. If a revision is authorized, there shall be no other amendments proposed to the existing bylaws, which will remain in force and effect during the revision.

13.2.4. Force and Effect of Revision. The revised bylaws shall be in full force and effect upon their adoption, and shall supersede all bylaws, rules, motions, and policies of a contrary nature except for the Rules of the Michigan Democratic Party.

14.0. PARLIAMENTARY AUTHORITY

14.1. Consistency and Availability of Rules. All bylaws and rules of the Manistee County Democratic Party at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request, in writing, to any member of the Manistee County Democratic Party.

14.2. Parliamentary Authority. The current edition of Roberts Rules of Order, Newly Revised shall govern in all cases to which they apply and in which they are not inconsistent with the bylaws of the Michigan Democratic Party, these bylaws or special rules of the Manistee County Democratic Party, and on all questions of procedure not resolved by the Rules of the Michigan Democratic Party.



John Helge, Chairperson, Manistee County Democratic Party

Date of Adoption: **October 17, 2021**

Manistee County Democratic Party		
SCRB PROPOSED AMENDMENT FORM		
1. Use this form to submit any proposed amendments. It may be copied, reproduced, or printed. 2. AMEND BY INSERTING OR ADDING: Use **BOLDFACE & UNDERLINED** text for adding or inserting language into the current text. 3. AMEND BY STRIKING OUT: Use S~~trikethrough~~ to indicate language proposed to be removed from the current text.		
Amendment #		
Amendment Name		
Current Language	**Proposed Amendment**	**If Adopted, Bylaw will read:**
Rationale:		
Recommendation: **1. Adopt** **2. Amend** **3. Reject**		
Recommended By:		
Action Taken:		
Date Action Taken:		