



BY-LAWS  
LEELANAU  
COUNTY  
DEMOCRATIC  
PARTY



Revised and Approved 09/05/2020



dreamstime.com

# Contents

Bylaws History.....	4
LCDP Organization Chart.....	4
PREAMBLE: .....	5
FUNDAMENTAL PRINCIPLES.....	5
ARTICLE I. NAME AND PURPOSE .....	5
ARTICLE II. MEMBERSHIP AND VOTING .....	6
ARTICLE III. ORGANIZATION .....	6
Section A. POWER AND GUIDANCE: COUNTY COMMITTEES .....	6
Section B. General Structure.....	6
Section C. County Committee of the LCDP.....	6
Section D. Duties of Officers, Administrative Managers and Precinct Delegates. ....	8
1. Chair/Co-Chair.....	8
2. Vice-Chair/Co-Vice Chair .....	8
3. Secretary/Co-Secretary. ....	8
4. Treasurer/Co-Treasurer .....	8
5. Administrative Managers.....	8
a. The Website Administrator.....	8
b. The Social Media Administrators .....	8
c. The VAN Manager.....	8
6. Precinct Delegates.....	9
Section E. LCDP Leadership Team (LT) .....	9
1. Purpose.....	9
2. Composition.....	9
3. Voting Responsibilities.....	9
4. Standing Committees.....	9
a. Composition/Responsibilities. ....	9
(1) Blue Tiger.....	9
(2) By-laws.....	10
(3) Campaign and Candidates.....	10
(4) Communications.....	10
(5) Education.....	11
(6) Events/Membership .....	11
(A) <i>Annual Dinner</i> . ....	11
(7) Fundraising Committee.....	11

(8) Historian.....	11
(9) Precinct Delegates Committee.....	11
(10) Media Liaison.....	11
5. Ad Hoc Committees.....	12
ARTICLE IV. POLICY GUIDELINES .....	12
ARTICLE V. AUTHORITY .....	12
ARTICLE VI. MEETINGS .....	12
ARTICLE VII. DUES.....	12
ARTICLE VIII. AMENDMENTS TO BY LAWS.....	12
ARTICLE IX. ORDER OF BUSINESS FOR GENERAL MEETINGS .....	13
ARTICLE X. RATIFICATION.....	13
ARTICLE XI. DISSOLUTION .....	13
Addendum A.....	14
PAGES 5—6 RULES OF THE MICHIGAN DEMOCRATIC PARTY .....	14

# Bylaws History

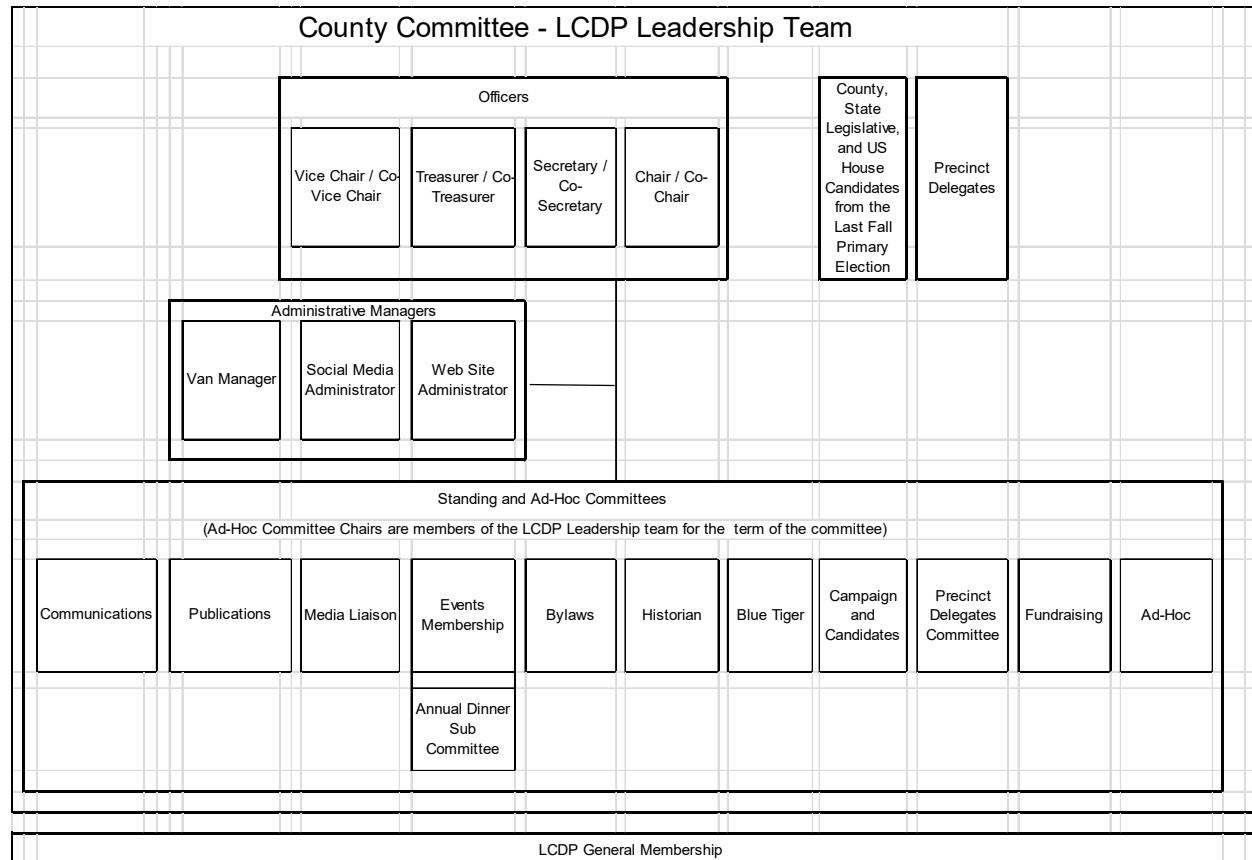
The By-Laws Committee (Don Boyce, Ruth Boyce, John Dick, Donna Dodd, Larry Dodd (Chair). Mary Easthope, Tom Hinsberg, Bob Marshall and Connie Soma) revised the original Bylaws on February 20, 2002. On October 11, 2008 the Bylaws Committee (Jon Boulton, Donna Dodd (Chair), Larry Dodd, Mary Easthope, Charles Godbout, Jim Hamm, Bob Marshall, Lannie Sterling, and Lee Ann Sterling, submitted the second revision of the bylaws to the LCDP Steering Committee for approval. The Steering Committee discussed and recommended several changes over the course of the next six months as did the general membership. In September, at a regularly held general membership meeting, the revised bylaws were presented for perusal. Full recommendation from the Steering Committee came at the October 10, 2009 monthly meeting. The general membership passed that recommendation at its meeting on November 19, 2009.

On February 7, 2015, The By-laws Committee (Jan Bauer, Jon Boulton, Donna Dodd, Larry Dodd (Chairperson), Mary Easthope, Charlie Godbout, Fred Cepela, and Betsy Johnson) submitted the third revision of the By-laws of the Leelanau County Democratic Party to the Leadership Team (former Steering Committee) for perusal and a recommendation to submit them to the general membership for perusal and input and recommendation for adoption. The general membership passed that recommendation at its meeting on April 4, 2015.

**On August 1, 2020, The By-laws Committee ( Charlie Godbout, Betsy Johnson, Randy Harmson, Jon Boulton, Donna Dodd, Larry Dodd, chair) submitted the fourth revision of the By-laws of the Leelanau County Democratic Party to the Leadership Team for perusal, input and a recommendation to present it to a general membership meeting for their acceptance.**

**On August 1, 2020 the By-laws were presented to the general membership for a first reading at a General Membership meeting held by Zoom Conference Call. On a September 5<sup>th</sup> 2020 General Meeting Zoom Call the Revised By-Laws were approved.**

## LCDP Organization Chart



Note: State Legislative and US House Candidates may designate a proxy to vote at County Committee Meetings and Conventions

**PREAMBLE:** The Leelanau County Democratic Party is deeply proud to be part of the democratic tradition that: enabled women and African Americans to have the right to vote; created Social Security and Medicare, and the Clean Water Act. We are people who believe that:

- \*All Americans deserve the opportunity for an abundant future
- \*Discrimination against anyone for any reason is not just, or fair, and should never be allowed.
- \*Our environment must be protected for us and for the generations that follow.
- \*A justice system that works for some, but not for everyone, is no justice at all.
- \*Money is not speech and corporations are not people; and our representative government is in true peril when moneyed interests can and do buy elections.
- \*Every American must be guaranteed the right to vote without impediment.

## FUNDAMENTAL PRINCIPLES

All meetings at all levels of the Leelanau County Democratic Party shall be open to all members of the Democratic Party regardless of actual or perceived race, color, creed, sex, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

No tests for membership in, nor any oaths of loyalty to, the Leelanau County Democratic Party shall be required or used which have 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, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

The Leelanau County Democratic Party, on all levels, shall support the broadest possible participation without discrimination on grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

## ARTICLE I. NAME AND PURPOSE

This organization is registered as the Leelanau County Democratic Committee, but shall be referred to as the Leelanau County Democratic Party (LCDP), an affiliated unit of the Michigan Democratic Party (MDP) whose purpose shall be:

- \* promote the philosophy of the Democratic Party;
- \* provide coordination between Democrats in the townships as well as coordination on county, district and state party matters;
- \* encourage qualified candidates to run for elective offices on the township, county, state and federal levels;
- \* provide the people of Leelanau County with information concerning township, county, district and state affairs;
- \* provide a continuing organization capable of conducting effective township and county election campaigns in Leelanau County;
- \* aid the township, county and district Democratic candidates in local and general elections in Leelanau County;
- \* aid Democratic candidates of our choice in State and Federal elections;
- \* abide by the rules of the Democratic Party of the state of Michigan.

## ARTICLE II. MEMBERSHIP AND VOTING

Section A. Any member of the Michigan Democratic Party, upon payment of local dues as herein provided, becomes a member of the Leelanau County Democratic Party

Section B. Any resident of Leelanau County who supports the purposes of the LCDP as stated in Article I, upon payment of local dues as herein provided, becomes an active member in the LCDP.

Section C. While it is expected that all persons who are members of the MDP or residents of Leelanau County and seeking membership in the LCDP would provide financial support to the LCDP, the payment of local dues shall not be required for membership when the payment of these dues would constitute a hardship, as determined by the individual.

Section D Honorary and/or lifetime membership in the LCDP may be awarded by majority vote of the LCDP Leadership Team (LT).

Section E. All LCDP precinct delegates, officers and County Committee - LCDP Leadership Team (LT) members must be members of the Michigan Democratic Party.

Section F. The membership and fiscal year shall be January 1 through December 31.

Section G. In order to vote at any LCDP meeting at any level, a person must be a member of both the Michigan Democratic Party and the LCDP at least thirty (30) days prior to that meeting.

## ARTICLE III. ORGANIZATION

### Section A. POWER AND GUIDANCE: COUNTY COMMITTEES

The Leelanau County Democratic Party will operate in accordance with the intent and guidance that can be found on PAGES 5—6 of the RULES OF THE MICHIGAN DEMOCRATIC PARTY, 2018, the pages of the Rules of the Michigan Democratic Party are attached to these by-laws as Addendum A.

### Section B. General Structure

1. The structure of the LCDP shall consist of the County Committee, Leadership Team; that is comprised of the Precinct Delegates, Officers of the LCDP, the Administrative Managers, the chairs of the Standing and Ad-Hoc Committees, and the County, State Legislative, and US House Candidates for the previous Fall Primary Election; and the general membership.

2. The officers of the LCDP shall be the Chair, Vice-Chair, Secretary and Treasurer unless LCDP members decide to share the duties of Chair, Vice Chair, Treasurer and/or Secretary in which case the election of the Co-chairs will be held at the time the decision is made to have Co-chairs. By Co-chairs it is meant that the duties of that office would be shared and performed as deemed necessary by the persons sharing the responsibilities. The original Chair, Vice Chair, Treasurer, and/or Secretary can be replaced by Co-chairs. There will be no requirement for Co-Chairs, Treasurer or Secretary to be of the opposite gender, except that at least one Vice Chair must be of the opposite gender to at least one of the Co-chairs or Chair. As an example, if there are two Co-chairs for Vice Chair those two will have only 1 vote on the County Committee, Half votes will not be permitted. If there are two 1/2 votes that cannot be made whole then the LT will make that determination by majority rule.

3. All officers may come from any part of Leelanau County, preferably not from the same township.

4. Should the officers fail to perform their duties, the Leadership Team of the LCDP shall have the power to remove them from office by a 2/3 (two thirds) vote of the LCDP Leadership Team.

### Section C. County Committee of the LCDP

The County Committee of the Leelanau County Democratic Party (LCDP) is constituted consisting of the Officers of the LCDP, the candidates for County, State Legislative, and US House positions from the previous Fall Primary Election, the Administrative Managers, the Committee Chairs of each Standing or

Ad-Hoc Committee and the Elected Precinct Delegates. The candidates for State Legislative and US House positions may designate a proxy.

**Even Year Fall Convention:** Every even-numbered year, the delegates to the Fall Convention in each County in Michigan having a population of less than 1,500,000 shall convene at the call of the County Chairperson within twenty (20) days following the November election. The call shall be sent to each eligible County Convention delegate by mail, FAX or email at least fourteen (14) days before the date of the County Convention.

Eligible County Convention Delegates are any resident of Leelanau County who is both a member of the Michigan Democratic Party (MDP) and the Leelanau County Democratic Party, Precinct Delegates, and the Candidates for any County, State Legislative and US House position from the previous fall primary. State Legislative and US House Candidates may designate a proxy to vote in their stead.

MDP Membership, voting privileges, precinct delegates, holding party offices: A member of the MDP shall be any legal resident of Michigan age 16 or older who has filed a current MDP membership form at State Party headquarters. A financial contribution is not required to be and to remain a member of the MDP. Membership is effective on the date that the membership is postmarked, received in person at State Party headquarter, received online or received by fax machine at the State Party and shall be renewed annually.

The purpose of this Even Year Fall Convention is the election of the LCDP Party Officers for the next two year term effective on January 1 of the next year.

In order to be elected or appointed to, and to hold any Party office in any unit of the MDP at any level, a person must be a member of the MDP for at least thirty (30) days prior to election or appointment, and maintain membership during the term of office. If MDP membership lapses while a person holds Party office, all rights and privileges of that office are suspended until membership is renewed, at which time all rights and privileges are immediately restored.

Precinct delegates, Democratic elected officials and Democratic nominees to partisan offices are exempt from the thirty (30) day advance membership requirements in order to be elected or appointed to any office in any unite of the MDP at any level. However, Precinct Delegates, Democratic elected officials, and Democratic nominees to partisan offices who hold Party office must maintain membership during the term of Party office. If membership lapses while a Precinct Delegate, Democratic elected official or Democratic nominee to partisan office hold Party office, all rights and privileges of that office are suspended until membership is renewed, at which time all rights and privileges are immediately restored. For this section Party office includes Officers and Committee members of all Precinct, County and Congressional District organizations.

Additional Officers: The County Committee shall have the right to elect additional officers that in its judgement are proper to carry out the purposes of the County Committee, and shall have the power to fill a vacancy which may occur in the membership of the County Committee or in any of its additional offices. The County Committee shall have the power to fill vacancies in nominations prescribed by law.

The term of a County Committee shall continue for two (2) years or until the selection of its successor.

**Even Years Spring Convention:** Resolutions for submittal to State Convention

Any LCDP member who wishes to submit a resolution to the Spring State Convention must first submit it to the LCDP Leadership Team for recommendation. The LCDP Secretary will forward the resolution to the County Officers, along with the recommendation of the LCDP Leadership Team, for County Officer approval. The LCDP Secretary, upon receiving the approval of County Officers, will forward the resolution to the MDP Resolutions Committee. Alternatively the resolution to the State Convention can be forwarded to the LCDP Leadership Team for its recommendation and then be presented to the General Membership at the Even Year Spring County Convention. Resolutions approved by a majority of the eligible voting members at the Even Year Spring County Convention shall then be forwarded to the MDP Resolutions Committee by the LCDP Secretary. See Article II Section G for voting eligibility.

## Section D. Duties of Officers, Administrative Managers and Precinct Delegates.

### **The officers of the LCDP shall govern the LCDP and will consist of the following:**

1. **Chair/Co-Chair.** The Chair/**Co-chair** shall perform all functions/duties attributed to this office. Such duties include but are not limited to: regularly calling the Leadership Team to session; serving as liaison to the District, State and National Democratic Party; presiding over general membership and the LT, setting the agenda for LCDP meetings; appointing chairs of the LCDP standing and ad hoc committees and administrators to each of the components of the Administrative Managers; representing the LCDP before the public; acting as the executive officer of the LCDP; submitting an annual budget to the Leadership Team for consideration with final approval by the general membership; presenting a slate of officers at the end of his/her term; calling special meetings; postponing or canceling meetings; and serving as an ex-officio member of all standing and ad hoc committees. Term of office is two years.

2. **Vice-Chair/Co-Vice Chair.** The Vice-Chair/**Co-Vice Chair** shall temporarily assume the duties and responsibilities of the Chair in his/her absence and, as assigned, shall assist the Chair in the discharge of his/her duties. Term of office is two years.

3. **Secretary/Co-Secretary.** The Secretary/**Co-Secretary** shall keep an accurate record of the proceedings of the LCDP. He/She shall keep and preserve all the books, documents, correspondence, minutes, and effects and record the whereabouts of any other property of the LCDP, and when a new secretary is elected shall promptly deliver to the newly elected secretary all the aforesaid items kept and preserved during his/her tenure. Additionally, immediately following the election of members and officers of the County Committee, including the filling of vacancies, the LCDP Secretary/Co-Secretary shall certify the names and addresses of persons chosen to the County clerk who shall immediately notify each person. In addition, the LCDP Secretary will also notify the Secretary of State and officials of the state Democratic Party. Term of office is two years.

4. **Treasurer/Co-Treasurer.** The Treasurer/**Co-Treasurer** shall be responsible for the financial records of the LCDP. Such duties include but are not limited to: depositing funds received; making disbursements; maintaining a record of individual dues per member and contributions to the LCDP; delivering a Treasurer's report at each LCDP LT and general membership meeting; preparing an annual financial statement for membership and assisting the Chair in drafting the annual budget for approval by the LCDP LT with final approval by the general membership. The Treasurer may assist the Membership and Publicity chairs with maintaining the mailing and e-mailing lists and producing mailing lists for newsletters, postcards, etc. Items approved in the annual budget may be disbursed by the Treasurer, with checks over \$500 requiring consent of the LCDP LT. If revenue is less than forecast, the budget must be reviewed before major items are disbursed. Items not included in the budget must be approved by the LCDP LT. The treasurer shall be responsible for reports required by the Secretary of State and the Federal Election Commission as well as periodic and annual financial reports to the LCDP LT. When a new Treasurer is elected, the past Treasurer shall forthwith deliver to the new Treasurer the funds and all the books and records kept during his/her tenure in office. Term of office is two years.

5. **Administrative Managers.** The Administrative Managers shall include but are not limited to the administrators of the Website, Social Media and VAN (Voter Activation Network) Manager. The Administrative Managers make recommendations to the Standing Committees regarding their responsibilities.

a. The **Website Administrator** shall be responsible for designing and maintaining a current LCDP Website.

b. The **Social Media Administrators** shall post information in a timely fashion according to, but not limited by, rules governing social media sites. The standing and ad hoc committee chairs shall supply the material for the sites. The administrators shall post material that reflects the values and interests of the Michigan Democrat party, the LCDP and the candidates who are running for local, state and national offices.

c. The **VAN Manager** shall be the expert in knowing the capabilities of the VAN (Voter Activation Network) keep abreast of the latest updates and changes to the VAN data base structure and



capabilities; be the LCDP's liaison to the MDP for all activities related to the VAN; and as requested advise, local candidates and standing committees on uses of the VAN.

**6. Precinct Delegates.** On or before April 1 in even numbered years, the Chair of the County Committee (i.e. party) shall forward by mail or deliver to the Board of Election commissioners a certificate showing the number of delegates to the county and/or district convention that each precinct of the county is entitled. All precinct delegates will be delegates to all county and/or district conventions during their two year term of office. No elected delegate to any county or district convention shall give a proxy to represent them at such a convention.

## Section E. LCDP Leadership Team (LT)

**1. Purpose.** The purpose of the LCDP LT is to act as an advisory board to the officers of the LCDP and to act on the recommendations of the standing and ad hoc committees. Meetings are open for all LCDP members.

**2. Composition.** The LCDP LT shall consist of the officers of the LCDP, the Administrative Managers, the chairs of the standing and ad hoc committees, precinct delegates, the past LCDP chairs, and the nominated candidates for County, State Legislative and US House positions from the previous fall primary election.

**3. Voting Responsibilities.** Each member of the LT shall have one vote. **(See pg 5 Sec B 2 General Structure)**

### 4. Standing Committees

**a. Composition/Responsibilities.** The Standing Committees are: Events/Membership, Annual Dinner, Blue Tiger, By-laws, Campaigns and Candidates, Communications, Education, Historian, Precinct Delegates, Publication, and Media Liaison.

The chair/co-chair of each Standing and Ad Hoc Committee, appointed by the Chair of the LCDP, shall appoint as many members as are deemed necessary to carry out the duties of the committee and call meetings as needed.

The committee chair/co-chair shall report the findings and decisions of the standing committees to the LCDP LT for consideration and recommendation to the officers of the LCDP.

The terms of office of all committee chairs will run concurrently with the LCDP Chair's term. The LCDP Chair may terminate an ad hoc committee when its work is done. Said termination removes the committee from its position on the LCDP LT.

**b. Duties.** In addition to the duties of each standing and ad hoc committee, each committee shall: submit material, which has been reviewed and approved by the LT, to the LCDP Web Administrator who will include it on the web site; recruit and coordinate volunteers to perform the tasks of the committee. Committee chairs may recruit volunteers from the active volunteer list maintained by the Membership Committee and other sources. Committee chairs shall provide the Membership Committee with the names and information about volunteers recruited that do not appear on the Active Volunteer list.

**(1) Blue Tiger.** This committee shall encourage members of the LCDP to demonstrate their Democratic values in their communities through civic engagement and community service. LCDP volunteers will be encouraged to participate in a wide variety of projects that benefit the community at large. Such projects may include participation in ongoing programs within Leelanau County that support individuals and families in need and the development of new programs that address unmet needs not covered by existing community services. Possible volunteer projects under consideration include, but are not limited to, MDOT Adopt-A-Highway, Spring Beach Cleanup, National Public Radio telethon, Suttons Bay Pantry, Lake Leelanau Samaritan's Closet, the Laundry Project, Early Childhood Scholarship program, food banks, and volunteer drivers. Other new projects may include programs in the areas of sustainability, energy efficiency and aid to the homeless. Groups of volunteers will be established for each Blue Tiger project undertaken.

(2) **By-laws.** This committee shall be responsible for updating the LCDP By-laws, presenting changes to the LCDP LT for discussion and submitting said changes to the general membership for approval. A copy of the by-laws shall be given to the Secretary.

(3) **Campaign and Candidates (aka C&C)** This committee must:

(a) recruit and vet candidates for local, county and state offices and report the results of the vetting process to the LT;

Any candidate to be:

1. Endorsed (given money by the LCDP),
2. Supported (given aid by the LCDP, aid such as, but not limited to ie, knock and drops, help with placing yard signs/other signs, holding coffee meetings, assistance with VAN functions ... etc.) or
3. Recommended (informing LCDP members that a candidate has been vetted and approved as an acceptable candidate by the LT and Officers)

must be forwarded to the LT by the C&C Committee for its review and recommendation to the LCDP Officers. The forwarded candidate will be voted on by the LT, consent will be by majority vote, with the vote total forwarded to the officers for their approval.

The LT has the right to provide assistance to the approved candidate but it must be within the budget constraints of the LCDP.

The forwarding of a candidate shall be made through a screening/vetting process whereby answers to a variety of questions would determine that a candidate would be viable. The C&C will report their determination to the LT.

The following conditions must be met and included in the vetting process:

- 1 The candidate must be a member of the Michigan Democratic Party in good standing (dues paid to date);
- 2 For elections to Leelanau County positions, the candidate must be a member in good standing of the LCDP.
- 3 Other information to be considered in the vetting process may include but is not limited to: does the candidate have a treasurer; have a campaign manager, has the candidate raised money; contributed funds from his/her account; does the candidate support Democratic party values and issues... etc. .

Additional Conditions and requirements

1. The candidate must have filed for the primary to receive money and the money needs to be directed for specific items;
2. The membership mailing list, or any list or potential list that contains LCDP members will not be given/sold to any person/organization other than the Democratic National Party, the Michigan Democratic Party or a sanctioned candidate for a township, county, or state office.
3. E-mail addresses will not be disclosed to anyone; and
4. Any contribution/support shall be governed by the campaign laws of Michigan and the Federal Election Commission.

(b) This Committee may assist, as requested, in candidate campaigns. The Canvass Coordinator is a vital part of this committee.

(c) This Committee may design and execute projects related to voter rights and processes e.g. Absentee Voter, Voter Registration and "Get Out The Vote" (GOTV) efforts.

(4) **Communications** This committee shall: Write and encourage the writing of letters to the editors of the various local newspapers, including but not limited to the Traverse City Record Eagle, the Leelanau Enterprise, the Glen Arbor Sun and the Northern Express, promoting the values,

positions, candidates, office holders of the LCDP and Michigan Democratic Party; Respond to letters or articles in the local media that are inaccurate, degrading, and/or politically biased as they reflect on Democratic Party positions values, candidates or office holders.

(5) **Education** This committee shall develop and maintain projects which further the role of the LCDP as an educational supporter of public education in and around the Grand Traverse Bay area. In addition, the committee may create a “speakers bureau” composed of individuals in the county with expertise in other areas such as sustainability, history, English, creative writing, etc. The committee may also help develop educational materials for use in the schools and will aid in organizing a tutorial program for the students. The committee will coordinate with local teachers as to their needs for guest lecturers, educational materials and tutors.

(6) **Events/Membership** This Committee is a result of combining the Events and Membership committee into one committee in an effort to bring efficiency in organizing events for the members of the LCDP. The activities of the Events Committee/Membership Committee will be: plan events and programs outside of general membership meeting including but not limited to DISH with the Dems, the annual Labor Day picnic, and other fun, social events and programs that further the goals of the LCDP; advance membership numbers and develop ways to attract new members and increase member participation in the LCDP; engage LCDP members and further the conviviality of the LCDP; raise funds in collaboration with the fundraising committee (LCDP T-shirts, sweatshirts and other fund raising merchandise) to support the LCDP; greet new members and ensure members feel welcome and involved; send annual notices (and follow-up notices as needed) to solicit payment of member dues; develop an annual budget to present to the LCDP Leadership Team and set periodic meetings and complete task to accomplish the above goals. A subcommittee of the EMC is the Annual Dinner Committee.

(A) *Annual Dinner.* This Subcommittee shall plan and conduct a biennial dinner/fund raiser for the general membership. It will be a subcommittee of the Events & Membership Committee, with expected representation of at least one member of the Annual Dinner Committee in attendance at Events & Membership Committee meetings

(B) *Membership:* Responsibilities specific to this Committee: This committee shall work to increase membership and develop increased participation in the LCDP by: developing forms and other materials to solicit members; working with the Van Manager to maintain a volunteer data base; welcoming new members with a personal phone call; providing a welcoming presence at LCDP events; reaching out to members by, but not limited to, telephone invitations to LCDP events based on stated interest areas.

(7) **Fundraising Committee.** This committee shall be responsible for those events which raise funds for the general good of the Party and which further the goals of the LCDP. The Fundraising Committee does not duplicate the activities of the Events/Membership Committee.

(8) **Historian.** This committee shall record and preserve the annual events of the LCDP and maintain these as archives. This record may come in any form and is not limited to photographs, video, Power Point presentations, etc., the ultimate goal of this committee is to record a history of the Leelanau County Democratic Party.

(9) **Precinct Delegates Committee.** This committee shall promote the interests of the Democratic Party within each of the precincts/townships. Precinct delegates may: assist voter's registration efforts, identify Democrats within their district; distribute information on issues and candidates to voters; help with GOTV activities (i.e. poll watching, visibility canvassing, absentee ballots etc); inform Party leaders about the issues which concern voters; and other duties as assigned.

(10) **Media Liaison.** This committee shall provide media outlets with such announcements as LCDP meeting time, speakers, topics, and any other announcements (i.e., postcards, ads, etc.) pertinent to the Democratic Party.

5. **Ad Hoc Committees.** Ad Hoc Committees will be created at the discretion of the Chair of the LCDP. They will serve on the LCDP LT until their function is completed as determined by the LCDP Chair.

## ARTICLE IV. POLICY GUIDELINES

The By-laws Committee shall develop a **Leadership Team** Policy Handbook which will help guide the LCDP in operating procedures.

## ARTICLE V. AUTHORITY

**Section A.** Any part of these By-laws which is in conflict with the Michigan Democratic Party Constitution and By-laws shall be declared null and void.

**Section B.** The LCDP shall so construe these By-laws as to conform to the Constitution of the state of Michigan but will reserve complete autonomy in the matter of township and county action in Leelanau County.

**Section C.** The LCDP shall not incur or cause to be incurred any liability or obligation which shall subject to liability any other Democratic County, District, or State Organization.

**Section D.** The LCDP may fix bond for the Treasurer, which in no case shall be less than the amount in the treasury.

## ARTICLE VI. MEETINGS

**Section A.** The LCDP shall hold general membership meetings on a schedule annually determined by the LCDP LT at a place and date to be chosen by the LCDP LT. At least five (5) days' notice shall be given of the date, time and place of the meeting. Notice may be given by mail, e-mail or local media. Meeting postponement or cancellation shall be made at the discretion of the Chair.

**Section B.** Special meetings of the LCDP may be called by a majority of the LCDP LT or the LCDP Chair/**Co-chair**. At least five (5) days' notice shall be given of the date, place, time and purpose of the special meeting.

**Section C.** In accordance with the Rules of the Michigan Democratic Party and these By-laws, all meetings shall be conducted according to Robert's Rules of Order (latest edition).

**Section D.** A majority vote at any general membership meeting shall consist of a majority of LCDP members present. A majority will be considered one more than half (i.e. with 50 members present a majority would be 26 with 41 members present a majority would be 21).

**Section E.** LCDP Leadership Team meetings will be duly constituted whenever the members assembled equal one more than half as described in Article VI so long as one of the members is an officer of the LCDP.

## ARTICLE VII. DUES

**Section A.** The amount of local membership dues will be set annually by the LCDP LT. A membership year is from January 1 to December 31.

**Section B.** Members join the LCDP by paying dues on the date they join and renew their membership every January thereafter.

**Section C.** **The payment of dues may be waived in case of hardship as defined in Article II Section C.**

## ARTICLE VIII. AMENDMENTS TO BY LAWS.

**Section A.** Members may propose amendments to these By-laws at any time. Such proposed amendments shall be made in accord with the rules of the Michigan Democratic Party and Robert's Rules

of Order. They shall then be referred to the Rules and By-laws Committee which shall report its recommendation to the LCDP LT and the general membership of the LCDP in a timely manner.

**Section B.** These By-laws may be amended at any regular LCDP General Membership meeting by a two-thirds vote of the members in attendance at said meeting provided that the proposed amendment shall have been submitted in writing and read at a General Membership meeting immediately previous to the one at which the vote is taken.

## ARTICLE IX. ORDER OF BUSINESS FOR GENERAL MEETINGS

At meetings, the business of the organization may proceed in the following order:

1. Call to Order
2. Approval of and or corrections to the agenda
3. Minutes of the previous meeting
4. Reports of officers
  - a. Chair
  - b. Vice-Chair
  - c. Treasurer (financial report)
  - d. Secretary (correspondence)
5. Reports of Committees
6. Old Business
7. New Business
8. Adjournment

## ARTICLE X. RATIFICATION

Section A. The By-laws of the LCDP may be ratified by a simple majority at a regularly constituted General Membership meeting, after proper notification has been given. The By-laws shall be in full force and effect upon their adoption and shall supersede all previous By-laws of the LCDP with the exception of the Rules of The Michigan Democratic Party.

## ARTICLE XI. DISSOLUTION

Section A. The Leelanau County Democratic Party shall be a nonprofit organization. Upon the dissolution of the LCDP, all of its assets and real and personal property shall revert to the benefit of the Michigan Democratic Party. No part of the income or assets shall inure to any of its members except for the reimbursement of actual expenses.

# Addendum A

## PAGES 5—6 RULES OF THE MICHIGAN DEMOCRATIC PARTY

1. Every even-numbered year, the delegates to the Fall Convention in each County in Michigan having a population of less than 1,500,000 shall convene at the call of the County Chairperson within twenty (20) days following the November election. The call shall be sent to each delegate by mail, FAX or email at least fourteen (14) days before the date of the County Convention. The purpose of the Convention is to elect a number of persons equal to twice the number of candidates for County, State legislative and US House officers for which candidates were nominated at the most recent fall primary election. Those persons, together with the persons most recently nominated by the Party for each of those offices shall constitute the County Committee of the Party. When a new nomination is made for an office, the nominee for which is entitled to serve as a member of the County Committee, the new nominee shall replace the former nominee as a member of the County Committee. If a vacancy occurs in the position of delegate-elected member of the County Committee, the remaining delegate-elected members shall fill the vacancy. Except as otherwise provided in this article, the County Committee may elect officers it considers proper to carry out the purposes of the Committee, and may fill a vacancy in any of its offices.

2. Certification, notice to selectee: Immediately following the election of members of the County Committee, including the filing of vacancies, the Secretary of the County Committee shall certify the names and addresses of persons chosen to the County Clerk and to the Democratic State Central Committee.

3. Selection of Officers, proxy, nominees as Delegates at Large: Within 30 days following the convening of the fall County Convention, the County Committee shall meet. The notice of this meeting shall be sent to each member of the County Committee by mail, FAX or email at least seven (7) days before the date of the meeting. At the meeting the County Committee shall elect a temporary chairperson and temporary secretary. The temporary officers shall serve only during the election of the officers of the County Committee who shall serve for the two (2) years commencing on January 1 next. The officers shall be a Chairperson, a Vice-Chairperson of a different gender to the Chairperson, a Secretary and a Treasurer. Each officer shall have a vote on the County Committee. Candidates for legislative offices consisting of more than one (1) County may be given a written proxy to any other member of the County Committee.

4. Additional Officers: The County Committee shall have the right to elect additional officers that in its judgement are proper to carry out the purposes of the County Committee, and shall have the power to fill a vacancy which may occur in the membership of the County Committee or in any of its additional offices. The County Committee shall have the power to fill vacancies in nominations prescribed by law. The term of a County Committee shall continue for two (2) years or until the selection of its successor.

5. Membership, voting privileges, precinct delegates, holding party offices: A member of the MDP shall be any legal resident of Michigan age 16 or older who has filed a current MDP membership form at State Party headquarters. A financial contribution is not required to be and to remain a member of the MDP. Membership is effective on the date that the membership is postmarked, received in person at State Party headquarter, received online or received by fax machine at the State Party and shall be renewed annually. County, District, Club, Precinct Committee and Caucus Chairs who solicit memberships shall immediately forward membership forms to the MDP. In order to vote at any Convention, Caucus, or meeting of any unit of the MDP at any level, a person must be a member of the MDP for at least thirty (30) days prior to that Convention, Caucus or meeting. A Party member must be a qualified and registered elector in order to vote on nominations for public office. Precinct delegates, Democratic elected officials and Democratic nominees to partisan offices are exempt from the thirty (30) day advance membership requirement. However Precinct Delegates, Democratic elected officials and Democratic nominees to partisan offices must be a member of the MDP in order to vote any Convention, Caucus or meeting of any unit of the MDP in order to vote at any unit of the MDP at any level. Former members of the MDP whose membership has lapsed in the thirty (30) days preceding any Convention, Caucus or meeting of any unit of the MDP may renew their membership on the day of the Convention, Caucus or meeting and shall be permitted to vote on that day.

Holding party office. In order to be elected or appointed to, and to hold any Party office in any unit of the MDP at any level, a person must be a member of the MDP for at least thirty (30) days prior to election or appointment, and maintain membership during the term of office. If MDP membership lapses while a person holds Party office, all rights and privileges of that office are suspended until membership is

renewed, at which time all rights and privileges are immediately restored. Precinct delegates, Democratic elected officials and Democratic nominees to partisan offices are exempt from the thirty (30) day advance membership requirements in order to be elected or appointed to any office in any unite of the MDP at any level. However, Precinct Delegates, Democratic elected officials, and Democratic nominees to partisan offices who hold Party office must maintain membership during the term of Party office. If membership lapses while a Precinct Delegate, Democratic elected official or Democratic nominee to partisan office hold Party office, all rights and privileges of that office are suspended until membership is renewed, at which time all rights and privileges are immediately restored. For this section Party office includes Officers and Committee members of all precinct, county and Congressional District organizations.