

# Kenosha County Democratic Party Bylaws

2014 January	Original
2017 October	Revised
2018 April	Revised - Draft
2018 August	Revised - Draft
2018 September	Revised - Draft
2018 October	Revised
2023 January	Revised
2023 October	Revised

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## Article 1 - Name of Organization

### **Section 1: Name of Organization**

This organization shall be known as the “Kenosha County Democratic Party.”

## Article 2 - Purpose(s) of Organization

### **Section 1: Who We Support**

To support and promote the principles and programs of the local, state, and and national Democratic Party.

### **Section 2: Who We Inform**

To keep the citizens of Kenosha County informed as to the activities and records of those who are appointed or elected to public office in the county, state, or nation.

### **Section 3: Who We Promote**

To promote the candidacy of the Democratic Party’s nominees.

### **Section 4: What We Wish To Achieve**

To do everything possible to help achieve one hundred percent voter registration within the county and thus help to assure all eligible citizens of their rights to vote in all elections.

## Article 3 - Membership

### **Section 1: Who Is A “Member”?**

Any person, 14 years of age or older, who subscribes to the principles and ideals of the Democratic Party shall become a member upon payment of membership dues.

### **Section 2: Dues**

Annual membership dues are spelled out in the Constitution of the Democratic Party of Wisconsin.

## Article 4 - Officers

### **Section 1: Officers**

- A. Chairperson
- B. Vice Chairperson
- C. Secretary
- D. Treasurer
- E. Sergeant at Arms
- F. Executive Board Member at Large (5)

### **Section 2: Period of Office**

The above named office holders shall be elected and installed for a period of two years. The election shall be by secret ballot vote of the membership at the membership meeting in November, unless unopposed. The officeholders shall take office immediately.

### **Section 3: Members of Executive Board**

Also included on the Executive Board will be the chair of each chapter of the College/High School Democrats and the Chair of the 1st Congressional District Young Democrats of

Wisconsin or their appointee who resides in Kenosha County. Each organization chair or representative shall have one vote.

## **Section 4: Other Members of Executive Board**

The Chairperson shall have the authority, with the approval of the membership, to appoint one Democrat from each incorporated village and township in Kenosha County. All of these appointees shall be part of the Executive Board with a voice but no vote.

## **Section 5: End of Term in Office**

All officers shall turn over all books, records, and property of the Democratic Party to their successors at the end of their term of office.

## **Section 6: Endorsements**

No member of the Kenosha County Executive Board shall endorse any candidate on behalf of the Kenosha County Democratic Party in a primary election.

## **Section 7: Removal From Office**

### **Members of Executive Board:**

Any officer may be removed for just cause. Charges for removal shall be submitted to the Secretary in writing and must be signed by at least five members of the Kenosha County Democratic Party Board.

The accused officer and members of the Kenosha County Democratic Party shall be given a copy of the charges by electronic communication at least ten days prior to the next membership meeting. The charges will be read at the membership meeting. A trial committee of seven members of the Kenosha County Democratic Party shall be elected to hear the evidence and defense of the charges. The accused has the right of representation of counsel, at personal expense, if they so wish.

A board member may be suspended by a unanimous vote of the board, minus the accused, for egregious action pending the outcome of the trial.

The trial committee shall make a full report with its recommendation at the following membership meeting. A vote of the membership of the Kenosha County Democratic Party present will be taken to remove the officer from office. A two-thirds vote will be required for removal.

### **Removal of Appointed Members of Executive Board:**

Appointed and/or non-elected members of the Executive Board may be removed by a simple majority vote of elected board members.

## **Section 8: Installation of Officers**

All newly elected officers of the Kenosha County Democratic Party shall subscribe to the following obligation.

**Installing Officer:** Give attention while I read to you the following obligation:

Do you hereby pledge on your honor to perform the duties of your representative office as required by the By-laws to the best of your ability and the complete good faith to support, advance, and carry out all the official policies of the Democratic Party; to deliver all books, papers, and other property of the Party at the end of your term to your successor in office; and at all times conduct yourself as becomes an officer of the Democratic Party. Do thus you promise?

**Each Officer-elect:** I do

**Installing Officer:** Your duties are defined in the By-laws. Should any emergencies arise not provided for in the By-laws you are expected to act according to the dictates of common sense, guided by the earnest desire to advance the best interest of the Democratic Party. We trust you will all faithfully perform your duties so that you may gain not only the esteem of your members, but what is even more important the approval of your conscience. You will now assume your respective stations.

## **Article 5 - Duties of Officers**

### **Section 1: Chairperson**

The Chairperson shall preside over all meetings of this organization, including all Executive Board meetings. The Chair shall countersign all checks for expenditures of funds from this organization. The Chair shall appoint all standing and special committees, as well as serve as Official Parliamentarian not otherwise provided for, with the approval of the membership. The Chair shall be responsible for the development of the budget/management plan to be approved

by the membership no later than the first meeting of the year.

## **Section 2: Vice Chairperson**

The Vice Chairperson shall assist the Chairperson when called upon to do so. In case of resignation or removal of the Chairperson, the Vice Chairperson shall assume the office of Chairperson. Their first act of office shall be to appoint a new Vice Chairperson to fulfill the position for the remainder of the term.

## **Section 3: Secretary**

The Secretary shall keep all the minutes and attendance of the Kenosha County Executive Board and membership meetings. The Secretary shall also carry on all official correspondence of the Kenosha County Democratic Party. If both the Chair and Vice Chair are unable to attend a meeting, the Secretary shall run the meeting.

## **Section 4: Treasurer**

The Treasurer shall keep all records of all finances of the Kenosha County Democratic Party and report the income and expenditures each month to the membership. The Treasurer shall sign all checks for expenditures authorized by the Kenosha County Democratic Party Executive Board or membership. If the Chair, Vice Chair and Secretary are all unable to attend a meeting, the Treasurer shall run the meeting provided a quorum is present.

## **Section 5: Sergeant at Arms**

The Sergeant at Arms shall escort out anyone being deemed unruly at either the Board or membership meetings of the Kenosha County Democratic Party. This person shall also be a member of the board.

## **Section 6: Executive Board Members at Large**

At Large Members of the Executive Board of the Kenosha County Democratic Party shall attend Executive Board meetings and perform duties assigned to them. Each Executive Board member shall be responsible for coordinating a major activity outlined in the Kenosha County Democratic Party's management plan.

## **Section 7: Management Plan**

At the first meeting of the Executive Board of the Kenosha County Democratic Party a management plan must be developed for approval by the membership at the first meeting of the year. The management plan should outline all of the major events for the year, including the Executive Board member who will coordinate the activity, goals of the Kenosha County Democratic Party (this includes membership goals, fundraising, and GOTV), and any other objectives that are appropriate.

## **Article 6 - Nomination and Election of Officers and Delegates**

### **Section 1: Meeting Location**

The meeting all shall be of sufficient size to accommodate expected attendance and be handicapped accessible.

### **Section 2: Eligibility to Vote**

Tables shall be set up at the entrance of the meeting hall for selling new memberships and checking membership cards. Members who sit at the tables shall be named by the Kenosha County Executive Board prior to the election meeting night. A person must be a member for five days to be eligible to vote in a Kenosha County Democratic Party election.

### **Section 3: Who Elects The Officers?**

No one shall be allowed in the hall except paid up members of the party. Exceptions include invited speakers and official guests who shall be seated in a specific location.

## **Section 4: Who Is Elected?**

All nominees must receive the highest number of votes cast.

## **Section 5: Election of the Five Executive Board Members at Large**

Nominations of the five Executive Board Members at Large shall be made at the same time. Balloting for the five positions shall be done on a single ballot. The five individuals with the highest vote totals shall be elected. In case of a tie, a runoff election shall be held the same night.

## **Section 6: Nominations of Officers**

A ten day notice of the nomination of officers, including date, time and place, must be made to the members of the Kenosha County Democratic Party prior to the member meeting at which nominations will take place. To be nominated, a member must either be present at the nomination membership meeting or a written correspondence must be submitted to either the Secretary or the Chairperson to accept the nomination within 7 days following the nomination membership meeting. The nomination of officers for the Kenosha County Democratic Party shall be made at the October meeting, and the election of officers shall take place at the November meeting. A ten day notice of the election including date, time and place must be made to the members of the Kenosha County Democratic Party. After the votes of the election are counted, the newly elected officers shall be sworn in and take office immediately.

## **Section 7: Elections Committee Responsibilities**

Prior to the meeting when elections are held, the election committee shall prepare ballots for the election. At the election, the election committee will distribute, collect, and count the ballots. The committee will also destroy the ballots after the election.

## **Section 8: Election of District and State Convention Delegates**

First consideration should be given to those members in attendance at the meeting or those placed in nomination by a majority vote of the meeting. Second consideration shall be given to members who send in written notice notifying that they would like to run for a delegate

position.

## Article 7 - Committees

### Section 1: Names of Committees

The Kenosha County Democratic Party shall have the following Standing Committees appointed by the Chairperson, subject to the approval of the Board:

- A. Membership
- B. GOTV/Candidate Recruitment and Training
- C. By-laws
- D. Education/Outreach
- E. Fundraising
- F. Public Relations
- G. Elections

### Section 2: Duties of Standing Committees

- A. Membership: This committee will promote and maintain memberships in the Kenosha County Democratic Party. This committee shall outline and carry out a year round membership plan.
- B. GOTV: This committee shall develop specific strategies for implementing a management plan to promote, recruit, and develop Democratic candidates. Included in such plans shall be the financing needed to carry out such activities.
- C. By-laws: This committee will review the By-laws annually and prepare and consider changes needed or requested.
- D. Education/Outreach: This committee will identify the relevant community issues to be addressed for the year.
- E. Fundraising: This committee will hold fundraisers for the Kenosha County Democratic Party.
- F. Public Relations: This Committee will promote the Kenosha County Democratic Party to the general public. All press releases will be approved by the Chairperson of the Kenosha County Democratic Party.
- G. Elections: This committee will hold the biennial elections for the Kenosha County Democratic Party. This committee will hold any elections necessary throughout when a

position is vacated. Members of this committee will not hold any other office within the Kenosha County Democratic Party.

## Article 8 - Meetings

### **Section 1: Regular Membership Meetings**

The regular membership meeting of the Kenosha County Democratic Party shall be held monthly unless changed at the previous membership meeting or by the Executive Board of the Kenosha County Democratic Party. In accordance with the Constitution of the Democratic Party of Wisconsin, no more than three consecutive months shall pass without a meeting. Notification of meeting date, time and place will be provided to Kenosha County Democratic Party members at least 10 days prior to the meeting.

Special meetings of the membership may be called by a two thirds vote of the Kenosha County Democratic Party Executive Board. Notification of meeting date, time and place will be provided to Kenosha County Democratic Party members at least 48 hours prior to a special meeting.

Members in good standing may also petition the board to hold a Special Meeting. Once 25% of members in good standing have signed a petition which includes the purpose of the special meeting, the Chair will call the meeting to order within 15 days of receiving the petition.

### **Section 2: Meetings of Executive Board**

The Kenosha County Executive Board shall meet on the first Thursday of the month, prior to the general membership meeting, unless changed by the Kenosha County Democratic Party Executive Board. The time will be set by the Chair.

## Article 9 - Order of Business/Quorum

### **Section 1: Order of Business**

The following shall be the established order of business for all meetings of the Kenosha County Executive Board and Membership Meeting.

1. Salute to the flag
2. Introduction/Roll Call of Officers
3. Establish Quorum
4. Minutes of the previous Membership Meeting
5. Treasurer's Report
6. Committee Reports
7. Unfinished Business
8. New Business
9. Good and Welfare
10. Speakers
11. Adjournment

## **Section 2: Governance**

Robert's Rules of Order, Revised shall govern the conduct of all meetings of this organization.

## **Section 3: Quorum For A Meeting**

A quorum for a membership meeting shall be a minimum of fifteen members.

## **Section 4: Quorum of Executive Board**

A quorum for a Kenosha County Executive Board meeting shall be one over half the total voting membership of the Kenosha County Executive Board.

## **Section 4: Establishing Quorum**

After roll call, it shall be determined if a quorum is present. If a quorum is not present, and the meeting is not adjourned, any business conducted shall not be considered legally binding.

## **Section 5: Meeting Agenda**

An agenda for the Kenosha County membership meeting shall be done before the start of any membership meeting.

## **Article 10 - Operations of the Party**

### **Section 1: Expenditures of the Democratic Party**

Expenditures of the Democratic Party shall be made when a quorum of the general membership is present with a majority for the vote. When a general meeting is not practical, a quorum of the Executive Board must be present with a majority vote of those present approving the expenditure of funds. The Chairperson can spend up to \$100 without Executive Board approval that is not previously provided for in the budget.

### **Section 2: Party Resources**

The Kenosha County Democratic Party shall provide resources to Democratic candidates who have been members of the Democratic Party of Wisconsin for two full consecutive years and in good standing prior to the election. A written request from the candidate is required.

### **Section 3: Meeting Notification**

All Kenosha County Democratic Party Executive Board members shall be given twenty four hours notice in order for an Executive Board Meeting to be held. All Kenosha County Democratic Party members shall be given seven days notice prior to a general membership meeting. A good faith effort shall be made to contact all the members.

### **Section 4: Executive Board Attendance**

All Kenosha County Democratic Party Executive Board members shall attend at least one meeting in a rolling three month period during their time in office, unless excused by the chair.

### ***Section 5: Transparency***

*The Constitution and Bylaws, Minutes of all Membership Meetings, and Executive Board Member Attendance of the Kenosha County Democratic Party shall be electronically archived and accessible to all Kenosha County Democratic Party members.*

## Article 11 - Amendments

### **Section 1: By-Laws Amendments**

All proposed amendments to the By-laws of the Kenosha County Democratic Party must be referred to the By-laws Committee. The By-laws Committee is required to report their action on the proposed amendment at the next scheduled membership meeting.

### **Section 2: By-Laws Amendment Procedure**

A vote of two-thirds of membership present is needed to amend the By-laws of the Kenosha County Democratic Party. Members of the Kenosha County Democratic Party must be given notice of the proposed changes prior to the membership meeting.

### **Section 3: Reference to State Constitution**

The By-laws of the Kenosha County Democratic Party are subordinate to the Democratic Party of Wisconsin's Constitution and By-laws.