

# LINCOLN COUNTY DEMOCRATIC COMMITTEE BY-LAWS

## ARTICLE 1: NAME

The name of this organization shall be the LINCOLN COUNTY DEMOCRATIC COMMITTEE.

## ARTICLE 2: PURPOSE

The purpose of this organization shall be to promote the ideals, principles and philosophy we share as Democrats. The nomination and election of candidates who advocate these ideals and principles are of utmost importance if our government is to continue to function effectively, democratically and as a government of and for all the people.

The Committee will serve as a coordinating agency for all Democratic party activities within the county. This should include assistance to the various town committees, developing and recruiting candidates, development of fundraising projects, financial and administrative assistance to candidates, registration and enrollment drives and voter turnout campaigns, outreach and publicity to develop relationships with people of all parties, and greater public understanding of how Democratic policies and values best serve the people's needs. In addition, the Committee will serve as liaison to facilitate communication and collaboration with the Democratic National Committee and Democratic State Committee as well as with the local town Democratic committees.

## ARTICLE 3: MEMBERSHIP

### MINIMUM QUALIFICATION:

A person must be registered to vote within Lincoln County and enrolled in the Democratic party to become and to remain a member of the Committee.

### BECOMING A MEMBER:

A person can become a member one of three ways:

A. MEMBERSHIP BY BIENNIAL CAUCUS ELECTION: Each town committee of the Democratic Party in Lincoln County shall, at its Biennial Caucus, elect the established number of persons, one of whom must be the Municipal Committee Chair, to represent the municipality on the County Committee. The members will be elected to serve for the biennial Caucus. Once elected they may remain members as long as they continue to satisfy Minimum Qualification and wish to remain active.

1. Within ten (10) days of the Caucus, the Secretary of the Caucus shall notify the County Committee Recording Secretary of the names, addresses, phone numbers and email addresses of elected members.

2. The County Committee shall establish the number of committee members from each municipality to be elected at the caucus, one of whom is the Municipal Committee Chair. The number shall be one for each 100 Democrat voters enrolled in the municipality or part thereof, or 3, whichever is greater. It shall notify each municipal committee of their number of county committee members in writing at least thirty (30) days before the Biennial Caucus.
3. Vacancies will be filled by election within thirty (30) days by majority vote of the municipal committee in whose jurisdiction the vacancy occurred.

B. MEMBERSHIP BY COMMITTEE VOTE: In addition, any person meeting the above Minimum Qualification who has not been registered with another political party for at least the previous 3 months may become a member of the Committee through the following process:

1. Make their wish to join the Committee known at a meeting of the full Committee and will be given a chance to introduce themselves and explain why they would like to join.
2. The Committee will vote on whether to grant membership.
3. If so voted, and upon verification by the Recording Secretary that the person meets the Minimum Qualification and has not been registered in another political party for at least the previous 3 months, they will have full membership and voting rights at the next Committee meeting. The Recording Secretary shall use a current voter file or the Voter Activation Network (VAN) database of the Maine Democratic Party for these verifications. Membership in this manner does not expire with the end of a biennium so long as a member continues to satisfy Minimum Qualification.

C. EX-OFFICIO MEMBERSHIP: Democratic State Committee members and alternates are ex-officio voting members of the County Committee.

#### MEMBER EXPECTATIONS:

County Committee member expectations are as follows, and will be provided to new members upon joining:

1. To remain active participants in the Committee, through attending meetings, being active on a subcommittee, or otherwise demonstrating commitment to the work of the Committee.

2. To participate in the governance and direction of the affairs and activities of the Democratic Party in Lincoln County;
3. To work closely with their municipal committee in order to promote a grassroots Democratic organization;
4. To serve as a liaison between the municipal committees and the County Committee for the exchange of information concerning activities and requirements of each;
5. To aid and cooperate with the campaigns of Democratic candidates;
6. To assist in fundraising efforts for County Committee activities and Democratic campaigns; and
7. To join at least one sub-committee of their choice or at the request of the chair, or otherwise remain active in the work of the Committee.

#### ARTICLE 4: OFFICERS

The officers of this organization shall consist of a Chair and Vice-Chair who shall be members of the Committee, and a Recording Secretary and a Treasurer who must be members of the Committee. The treasurer must be bonded, and the Committee shall bear the reasonable costs of doing so. To the greatest extent possible, both genders shall be equally represented in the choice of officers.

#### ARTICLE 5: ELECTION OF OFFICERS

The County Committee shall meet in January of the year following the Biennial State Democratic Convention at such time and place as fixed by the Chair of the preceding biennium. At this meeting, the Officers shall be elected by a majority written vote of the members present and voting.

When three or more people are nominated for an office, the method of voting shall be Ranked Choice Voting (see Appendix A) by paper ballot.

The Officers of the preceding biennium shall continue to serve until their successors are elected. At the time of this election, the Committee shall also elect the Chair's Designee to the Democratic State Committee.

#### ARTICLE 6: VOTING

Committee members must be physically present to vote at any meeting.

#### ARTICLE 7: QUORUM

Fifteen members shall constitute a quorum for the transaction of business, except a motion to adjourn may be adopted by a majority of the members present and voting.

#### ARTICLE 8: DEBTS

Debts may not be contracted by any officer or member of the Committee unless previously authorized by vote of the Committee. All bills shall be itemized and shall specifically identify the goods or services provided in accordance with Maine Ethics Commission reporting requirements. The Treasurer may not pay any funds until approved by the Chair.

Debts of an emergency nature, not to exceed \$200.00, may be contracted by the Chair with the approval of the Executive Committee. The County Committee shall be notified of the expenditure at the next meeting.

#### ARTICLE 9: DUTIES OF OFFICERS

The officers of the County Committee shall have the following duties:

A. CHAIR: The Chair shall be the general executive officer of the organization, and shall preside at all meetings of the Committee. In addition, the Chair:

1. Shall be an ex-officio member of all sub-committees;
2. May appoint members to the various sub-committees or rescind such appointments and shall ensure that the Secretary has record of current appointments;
3. Shall participate in Caucus of County Chairs (CCC) meetings and Democratic State Committee (DSC) meetings and when unable to do so, shall make a best effort to arrange for the Vice Chair or other designee to attend CCC meetings and Chair's Alternate to attend DSC meetings in the Chair's stead.
4. Shall verify LC DSC members' ability to attend and assure proper representation at DSC meetings by notification of alternates when needed; and
5. When necessary to make payments in the absence of the Treasurer, shall sign checks.

B. VICE-CHAIR: The Vice-chair shall be vested with all the powers and shall perform-all the duties of the chair in the chair's absence, disability, resignation or removal, and may perform such other duties as the Chair may delegate.

C. RECORDING SECRETARY: The Recording Secretary shall be the recording officer and shall keep an accurate record of all meetings and the attendance thereat. These records shall be available for examination by any member upon request. In addition the Recording Secretary shall:

1. Maintain a current list of all officers and members of the County Committee, subcommittees, and officers of each municipal committee;
2. Shall bring to all meetings, a list of all county members and officers and keep the same up to date and available for examination by any member upon request;
3. Maintain records provided by the chair or secretary of any subcommittee, or otherwise regularly document the activities of each subcommittee;
4. Have the record book at all meetings;
5. Present for approval the record of the previous meeting as the first order of business; and
6. Shall ensure that all County Committee records are provided into the custody of the Recording Secretary or acting Recording Secretary who succeeds them.

D. TREASURER: The Treasurer shall keep a full and accurate record of all money received and disbursed and shall record the source from which the money was received and the purpose for which it was disbursed.

1. All money received shall be deposited within seven (7) days in an account in a recognized bank within Lincoln County. The name of the bank shall be recorded with the County Chair. The account shall be kept in the name of the Lincoln County Democratic Committee;
2. The Treasurer shall purchase, at the expense of the County Committee, a numbered duplicate receipt book and a numbered checkbook and shall acknowledge the receipt of money with a signed receipt and retain a duplicate. Spoiled receipts shall be retained and marked void. All duplicate receipts, checks and paid bills shall be retained by the treasurer for a period of at least two (2) years. They shall be available for examination at any time upon request of the Chair or a majority of members of the Executive Committee;
3. The Treasurer shall purchase at the expense of its County Committee a bound ledger in which shall be recorded money received and the source and money disbursed and the purpose;

4. At each regular meeting of the County Committee, the Treasurer shall summarize the financial activity since the previous meeting and shall have the ledger available for examination upon request. The Treasurer shall also make a report on financial activity and the current balance at any time upon request of the Chair or a majority of the members of the Executive Committee;
5. The Treasurer shall sign all checks and orders for the payment of money but only when they have been properly authorized;
6. Annually the Committee shall have its financial books and records undergo a financial review and shall have a report presented to the Committee on the results of that financial review;
7. Shall report Committee receipts and expenditures to the Maine Ethics Commission as required and in a timely manner to ensure compliance with all Ethics Commission requirements and maintain required supporting records; and
8. Shall ensure that all County Committee financial books and records are provided into the custody of the Treasurer or acting Treasurer who succeeds them.

E. CHAIR'S DESIGNEE: The Chair's Designee to the State Committee shall act in the absence of the Chair at State Committee meetings. The Designee must be a member of the County Committee.

#### ARTICLE 10: EXECUTIVE COMMITTEE

There shall be an executive committee consisting of the following members: The Chair, Vice-Chair, Recording Secretary, Treasurer, State Committeemen and State Committeewomen and alternates, the most recent past Chair, and each Sub-Committee Chair. The Chair may appoint, subject to approval of the County Committee, other Executive Committee members who bring perspectives, skills, or experience valuable to its success.

The Executive Committee shall advise and assist the Chair in the performance of duties. They may make recommendations directly to the County Committee, but have no power to bind the County Committee to final action.

The Executive Committee shall have the authority to act for the full LCD Committee when the Committee is not in session. Majority decisions made by it must be ratified by the full Committee at its next regular meeting.

A majority of the members of the Executive Committee constitutes a quorum.

## ARTICLE 11: SUB-COMMITTEES

The Chair shall appoint members to the following subcommittees:

A. Local Organizing: The Local Organizing Committee seeks to establish where necessary, and provide support and coordination to Democratic municipal committees within Lincoln County. Activities include:

- Arranging shared training opportunities for municipal committees.
- Sharing best practices between municipal committees.
- Encouraging and supporting municipal committee efforts to identify, develop, recruit and assist local progressive candidates for municipal, county, and state or higher offices.
- Helping organize public service projects.

Chairs of Democratic municipal committees within Lincoln County are ex-officio voting members of the Local Organizing Committee.

B. Outreach: The Outreach Committee works to improve local public understanding of progressive policies and issues while building relationships and broadening understanding with people across the political spectrum. Activities include:

- Organizing public events sponsored by LCDC, possibly in conjunction with other partners, for the purpose of increasing broad public understanding of current relevant issues and how people of our communities are impacted by them.
- Providing training for conversations at doors to change hearts and minds on important issues.
- Coordinating voter registration efforts.
- Arranging Democratic participation and/or an issue oriented Democratic presence in parades and other area events.
- Organizing special events such as award presentations to highlight LCDC volunteers and others.

C. Communications: The Communications Committee implements internal and external communications. Responsibilities include:

- Providing information resources on issues and policies for LCDC members and other Democrats in Lincoln County through the web and facebook sites.

- Providing talking points on issues or calls to action for letter writers and callers to representatives.
- Taking photographs of LCDC events, volunteers, and Democratic candidates for publicity purposes.
- Drawing positive media attention to LCDC activities, Democratic representatives and LCDC positions on issues through media advisories, media availability, press releases, letters or columns, conversations with editorial boards, our website and social media.
- Providing materials for conversations at doors to change hearts and minds on important issues.

D. Campaign: The Campaign Committee plans and executes LCDC involvement in campaigns in support of candidates. Responsibilities include:

- Making strategic and tactical plans for political campaigns.
- Coordinating with the Local Organizing Committee to find, develop, and work with candidates.
- Providing a campaign office.
- Arranging staffing to manage the campaign office with an expectation of good communication and coordination with local volunteers and state Field Organizers.
- Establishing and managing positive and effective agreements with the Maine Democratic Party (MDP), Senate Democratic Campaign Committee (SDCC), House Democratic Campaign Committee (HDCC) and coordinated campaign organizations regarding: financial assistance, scope of work, facilities use, field staff support and supervision, and cooperative working relationships.

E. Finance: The Finance Committee produces a two-year budget, oversees spending and sets fundraising goals.

F. Fundraising: The Fundraising Committee manages the annual Frances Perkins Club fundraising drive and organizes special events to raise funds for the organization.

In addition, the Chair may establish and appoint members to such other ad-hoc sub-committees deemed advisable, and shall define the purpose of each such sub-committee.

#### ARTICLE 12: RESIGNATIONS & REMOVALS

Resignations of any member or officer shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, upon its receipt by the Chair or Recording Secretary.



An officer may be removed from office, an Executive Committee member removed from that committee, or an Elected DSC Member or Alternate DSC Member removed, by a two-thirds (2/3) vote of those members present and voting at a County Committee meeting specifically noticed for such purpose. All Committee members must be notified of such a meeting in writing at least fifteen (15) days before the date of the meeting, and the call for the meeting must state this as one of the purposes of the meeting.

Any County Committee member representing a municipality may be removed by his or her Municipal Committee, and any other County Committee member may be removed by the County Committee. Removal shall require a two-thirds (2/3) vote of members present and voting at a meeting specifically noticed for such purpose. All committee members must be notified of such a meeting in writing at least fifteen (15) days before the date of the meeting, and the call for the meeting must state this as one of the purposes of the meeting.

#### ARTICLE 13: MEETINGS

In addition to regular meetings of the County Committee, Special Meetings may be called at any time by the Chair. Special Meetings may also be called upon the written request of at least five members, naming the time and place of the requested meeting and the business to be transacted. Signed copies of the request shall be sent to all members of the Executive Committee at least seven (7) days prior to the date of the requested meeting. If within one (1) week of receipt of the signed request the Chair has not officially called the requested meeting, then notices announcing the call for a meeting may be sent out by the Secretary or any of the five members signing the request. Such notices shall constitute an official call for a committee meeting and business transacted at such a meeting shall have the same effect as business transacted at any other meeting of the committee.

#### ARTICLE 14: AMENDMENTS

These by-laws may be amended only by a two-thirds (2/3) vote of those members present at a meeting for which at least one week advance notice with the exact wording of the proposed amendment has been distributed to all members.

#### ARTICLE 15: PARLIAMENTARY AUTHORITY

In all matters not covered by these by-laws, the Parliamentary Authority shall be the most recent edition of ROBERT'S RULES OF ORDER.

#### APPENDIX A: DEFINITIONS

**Ranked Choice Voting:** Otherwise known as instant-runoff voting. On their ballot, each voter ranks as many candidates for an office as they wish according to their first choice, second choice, etcetera. Each ballot is counted toward its highest ranking candidate not yet eliminated.

The first round of counting in which a candidate receives a majority of votes, that candidate is the winner. When a round does not yield a majority winner, the candidate with the fewest votes in that round is eliminated, and the process repeats with a new count until there is a winner. An exhausted ballot (a ballot on which all ranked candidates have been eliminated) is equivalent to a blank ballot, or no vote, and shall not be counted toward total vote count for determining what constitutes a majority.

**Ex-officio:** By virtue of or because of an office.

AS AMENDED AND APPROVED AT A DULY CALLED MEETING OF THE LINCOLN COUNTY  
DEMOCRATIC COMMITTEE: 3/22/2017

/s/ Christopher K. Johnson  
Chair

/s/ Marilyn B. Buhyoff  
Recording Secretary