



New Member Welcome Packet

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Welcome to the KCDP

The Kalamazoo County Democratic Party (KCDP) is made up of hundreds of people seeking to elect Democrats to local, state, and national offices through grassroots organizing in order to bring progressive change to our community.

Together we can WIN by

- Becoming trained in the electoral process
- Running for local office
- Helping candidates engage in the community
- Joining the Michigan Democratic Party and Democratic National Committee
- Attending local meetings, events, and rallies
- Registering voters and organizing in our neighborhoods

Meeting Ground Rules

- One speaker at a time
- Listen without interrupting
- Be open to different points of view
- Try to be brief and concise
- Respect the speaking time limits
- Bring solutions
- Turn off/silence cell phones
- Keep yourself on mute until you are recognized by the Chair (virtual meetings)
- Obtain permission of Chairperson prior to passing out any materials

How to Contact the KCDP

- Call our office at (269) 342-4217
- Visit our office at 3254 S. Westnedge Ave., Kalamazoo, MI 49008
- Reach us online at info@kzoodems.com
- Like us at: [facebook.com/kzoodems](https://www.facebook.com/kzoodems)
- Follow us at: [instagram.com/kzoodems](https://www.instagram.com/kzoodems)
- Visit our website at: kzoodems.com



Leadership Directory

KCDP Officers and Chairs

Officers		Committee Chairs	
Chair	Mariah Phelps	Rules & Bylaws	Mark Miller
1st Vice Chair	Justin Mendoza	Communications & Education	Gary Sigman
2nd Vice Chair	Bill Reeves	Candidates & Campaigns	Bill Reeves
Treasurer	Meg Whitener	Diversity, Equity, Inclusion, & Outreach	Sue Kovats-Bell
Recording Secretary	Wendy Flora	Facilities	Barb Hammon Betsy Rice
Corresponding Secretary	PJ Newland	Finance & Fundraising	Meg Whitener
Trustee	Paul Clements	Membership	Paula Smith
Trustee	Shardae Chambers	Volunteer Coordination	Dawn Matico
Trustee	Zach Baker	Student Progressives	Sam Longlet
Trustee	Cory King	Resolutions	Vacant



Who Runs the KCDP?

The Democratic Party of the United States has been in existence for longer than any other political organization in the world. Our local organization, the Kalamazoo County Democratic Party, is the strongest organized face for progressive action in our County.

The County Committee (CC)

This is the group that governs the KCDP, adopts a budget, decides policy, elects officers, approves committee chairs, endorses candidates, and has ultimate authority over everything the Party does, consistent with the rules of the Michigan Democratic Party.

The CC consists of the most recent Democratic nominees at County level and above as automatic members, plus twice as many members elected every two years at the County Convention. There are 21 automatic members, so we elect 42 more. The CC may vote to expand itself, so we hold an initial meeting to do that, if necessary, immediately after the convention adjourns.

The Executive Committee (EC)

The Executive Committee carries out the work of the Party with the help of 10 elected officers and 8 appointed Committee Chairs. The elected officers are the Chair, First Vice Chair, Second Vice Chair, Recording Secretary, Corresponding Secretary, Treasurer, and four Trustees.

Officers are elected (pursuant to Section 6.6 of the KCDP Bylaws). On a date, and at a place and hour, set by the County Chair for the previous term, falling between the County Convention to select members of the new Executive Committee and January 1 of the next year, the new County Committee shall meet to select the new County Committee Officers. Notice of this meeting shall be sent by the Corresponding Secretary.

Appointed EC Members

Committee Chairs are appointed by the Chair and approved by the County Committee. The KCDP currently has seven standing committees listed in the Bylaws, as well as one ad hoc committee.



- The **Candidate Recruitment and Campaigns Committee** recruits and trains candidates for public office, researches past elections, evaluates and recommends campaign strategies, carries out the campaign plan in conjunction with other campaigns and committees, and conducts postelection evaluations.
- The **Communication and Education Committee** researches means of communicating our message and activities to the public and our members and implements that program, including our digital presence.
- The **Finance and Fundraising Committee** assists the KCDP Chair in planning and carrying out fundraising activities for the KCDP, recommends policies regarding KCDP finances which assure financial accountability, stability, and legal compliance, and oversees financial planning, including preparing an annual budget for the KCDP.
- The **Membership Committee** organizes efforts to increase membership in the KCDP, maintains membership records and provides them for establishing the credentials of delegates at County Conventions; and notifies KCDP members of membership expiration.
- The **Rules and Bylaws Committee** reviews and recommends changes to the KCDP Bylaws and guides the KCDP in its compliance with KCDP and MDP Rules and with Michigan law relevant to KCDP operating procedures and practices.
- The **Volunteer Coordination Committee** recruits, trains and places volunteers for KCDP activities and provides volunteer contact lists for other KCDP committees.
- The **Student Progressives Committee** helps integrate the KCDP with the various student and youth (<35) led organizations in Kalamazoo, empowers young people to get more involved in the democratic process, and recruits young candidates to run for state and local office and for KCDP/MDP leadership positions.
- The **Diversity, Equity, Inclusion, and Committee** oversees the KCDP's anti-racism work and efforts to increase our Party's diversity and inclusion to be more representative of the demographics of our Democratic voting population in the County.

Together, the Officers and the Committee Chairs constitute the Executive Committee, which coordinates the action of the committees and may make proposals to the County Committee. The County Committee remains the final decision-making body of the KCDP.



How to Become a Voting Member

Step 1: Become a KCDP dues-paying member

- *Not required, but strongly encouraged*
- Entitles you to
 - Receive the KCDP Newsletter via email
 - Receive email notices of local, state, and national events
 - Receive invitations to special VIP events with candidates and elected officials
 - Learn about volunteer opportunities at the local, state and national levels
 - Access to National and State campaign yard signs, extensive vintage button selection, and bumper stickers
 - Meet like-minded Democratic activists
- [Click here for the paper sign up form](#)
- [Click here to sign up online](#)

Step 2: Become an MDP member

- *Required to vote and to serve on Executive Committee*
- Entitles you to
 - Party voting rights at all KCDP meetings and County and State Conventions
 - Local and digital training opportunities
 - Monthly newsletters
 - And more (depending on contribution level)
- [Click here for the paper sign up form](#)
- [Click here to sign up online](#) (or [click here](#) if you are unable to make a contribution)
- *Pro tip: MDP does not always keep great membership records, so keep your receipt!*

Step 3: Join the Kalamazoo County Committee

- *Required to serve on Executive Committee*
- You must be nominated to the County Committee by a current member during “New Business” of a Third Thursday meeting
- Approval of nominees will be voted on at the meeting following their nomination
- Nominees must be present at either their nomination meeting or their approval meeting
- All County Committee members are strongly encouraged to contribute \$100 or 10 volunteer hours to the KCDP each year to stay in good standing



Parliamentary Procedure at a Glance*

1. THE RIGHTS OF THE ORGANIZATION SUPERSEDE THE RIGHTS OF INDIVIDUAL MEMBERS. The organization has the right to make its own rules which then must be observed by all members. Should a conflict arise between the rights of a member and the right of the organization to do its business, the rights of the organization prevail.
2. ALL FULL MEMBERS ARE EQUAL AND THEIR RIGHTS ARE EQUAL. Those rights are: to attend meetings; to make motions and speak in debate; to nominate; to vote; to hold office.
3. A QUORUM MUST BE PRESENT TO DO BUSINESS. A quorum is the number of members who must be present to legally transact business. The number is usually stated in the bylaws. In a committee or a small board, the quorum is the majority of its members. The purpose of a quorum is to prevent an unrepresentative group from taking action in the name of the organization.
4. THE MAJORITY RULES. This rule is basic to the democratic process. The minority has the right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision.
5. SILENCE IS CONSENT. Those members who do not vote agree to go along with the decision of the majority by their silence.
6. TWO-THIRDS VOTE RULE. Typically, a two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided.
7. ONE QUESTION AT A TIME AND ONE SPEAKER AT A TIME. No motion is in order which does not directly relate to the question under consideration. In addition, once a member has been recognized, he has been granted "the floor" and another member may not interrupt him.
8. DEBATABLE MOTIONS MUST RECEIVE FULL DEBATE. The presiding officer may not put a debatable motion to vote as long as members wish to debate it. Debate can only be suspended by a two-thirds vote of the members present.



9. ONCE A QUESTION IS DECIDED, IT IS NOT IN ORDER TO BRING UP THE SAME MOTION OR ONE ESSENTIALLY LIKE IT AT THE SAME MEETING - Such motions should be ruled out of order.

10. PERSONAL REMARKS IN DEBATE ARE ALWAYS OUT OF ORDER. The presiding officer must rule all personal remarks out of order. Debate must be directed to motions and not motives; principles and not personalities.

Priority Motions

The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

You Want To:	You Say:	Interrupt?	Second?	Debate?	Amend?	Vote
Close the meeting	I move to adjourn	No	Yes	No	No	Majority
Take a break	I move to recess for...	No	Yes	No	Yes	Majority
Register a complaint	I rise to a question of personal privilege.	Yes	No	No	No	None
Close debate	I move the previous question.	No	Yes	No	No	2/3rds
Limit or extend debate	I move that debate be limited (or extended) to...	No	Yes	No	Yes	2/3rds
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Bring business before assembly (a main motion)	I move that (or to)...	No	Yes	Yes	Yes	Majority

Incidental Motions

No order of precedence. Arise incidentally and are decided immediately.

You Want To:	You Say:	Interrupt?	Second?	Debate?	Amend?	Vote
Enforce rules	Point of order	Yes	No	No	No	None
Appeal a ruling	I appeal the decision of the chair.	Yes	Yes	Varies	No	Majority
Suspend the rules	I move to suspend the rules for the purpose of...	No	Yes	No	No	2/3rds
Split a motion into two or more parts	I move to divide the question.	No	Yes	No	Yes	Majority



Demand a counted vote	Division	Yes	No	No	No	None
Question parliamentary procedure	Parliamentary inquiry	Yes	No	Yes	No	None
Request information	Point of information	Yes	No	Yes	No	None

Motions Classified According to Purpose

Bring before the body	Move an action or resolution for consideration.
Modify a motion	Amend: add and/or delete words in the main motion. An amendment may be amended once.
Suppress debate or hasten action	Previous question (Call the Question). A motion to close debate immediately. Requires 2/3 vote. Limit debate. Move to limit to a specific time or number of speakers. Requires 2/3 vote. Suspend rules for the purpose of ____ Change established agenda or rules. Requires 2/3 vote.
Delay action	Postpone to a definite time. Refer to committee. Refer for study and report to the body at a later time.
Prevent action	Postpone indefinitely. Kills the motion. Object to consideration. Requires 2/3 vote. Withdraw a motion.
Consider more carefully	Extend debate. Divide question. Divides motion into distinct parts, each voted on separately. Demand a counted vote. Used when the results of a voice vote are in doubt.
Change a decision (Bring a Question again before the assembly)	Reconsider. Maker of motion must have voted on the prevailing side. Requires 2/3 vote. Rescind or Amend Something Previously Adopted. Maker of motion must have voted on the prevailing side. Requires 2/3 vote.
Maintain rules and order	Question of privilege. May not be used to continue debate. Point of order. May not be used to continue debate. Appeal from decision of Chair. Question a ruling of the Chair.



Parliamentary inquiry	Question parliamentary procedure on an issue. Request for information.
Close a meeting	Adjourn. Ends all business for this meeting. Recess. Meeting will continue its business at a later time.

*This is a brief presentation of the most commonly used actions in a meeting and is not intended to be definitive. Please refer to Robert's Rules of Order Newly Revised, 11th ed. or

www.robertsrules.com.



Guest Survey

Thank you for joining us for your first meeting of the KCDP!
Please take a moment to complete this survey to let us know
how we're doing. Your input is vital to our success and we
would love to hear from you!

NAME: _____ PHONE #: _____

ADDRESS: _____ CITY: _____

EMAIL: _____ Do you prefer email contact? YES / NO

How did you hear about us? (Check all that apply)

Email Social Media Renewal Letter Friend Website Other: _____

What brought you to the meeting? (Check all that apply)

Curiosity Standing against Donald Trump I want to get more involved! Other:

Are you a member of any of the following?

Michigan Democratic Party Kalamazoo County Democratic Party No, but I want to be!

Let's talk about the meeting!

Did you have a good time? YES / NO

Would you want to come back to another meeting? YES / NO

What's something you liked about the meeting?

What's something you want to change before the next meeting?

Are you interested in volunteering with any of the following:

___ Making Calls/Sending Texts

___ Staff Events (Tables/Parades)

___ Office Work

___ Canvass/Knock Doors

___ Voter Registration

What are some issues that matter to you?

Education Environmental Issues Equality, Equity, & Civil Rights Women's Reproductive Rights Health Care Economic Issues Foreign Relations Military & Veterans Issues Other:

Are you a member of a coalition partner organization such as a union or progressive group?



Resources

Below is some additional information to welcome you to the Democratic Party. If you have questions or need more information, please reach out to us at info@kzoodems.com!

Kalamazoo County Democratic Party

- [Bylaws \(2023, pending\)](#)
- [Bylaws Quiz](#)

Michigan Democratic Party

- [Structure](#)
- [Platform and Values](#)
- [Rules & Bylaws](#)

Other

- [VAN Access Request Form](#)
- [YWCA Stand Against Racism Pledge](#)
- [National Democratic Training Center](#)
- [Parliamentary Procedure FAQs](#)
- [Motion Matching Quiz](#)
 - [Answers](#)
- [Register to Vote](#)