

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

TABLE OF CONTENTS

ARTICLE 1 – NAME2

ARTICLE 2 – PURPOSE.....2

ARTICLE 3 – FUNDAMENTAL PRINCIPLES.....2

ARTICLE 4 – MEMBERSHIP3

PRECINCT DELEGATES.....3

MDP AND KCDP MEMBERS4

MDP MEMBERSHIP REQUIRED FOR VOTE AND OFFICE4

ARTICLE 5 – MEETINGS AND CONVENTIONS....5

AGENDAS AND MINUTES5

COUNTY COMMITTEE MEETINGS AND QUORUM.....5

AGENDA FOR COUNTY COMMITTEE MEETINGS.....5

SPECIAL MEETINGS.....5

NOTICE OF MEETINGS.....5

EXECUTIVE COMMITTEE.....5

CONVENTIONS.....6

COUNTY CONVENTIONS HELD PRIOR TO STATE CONVENTIONS6

COUNTY CONVENTION TO ELECT THE COUNTY COMMITTEE6

DELEGATES TO COUNTY CONVENTIONS6

ELECTION OF PERMANENT CONVENTION CHAIR AT COUNTY CONVENTIONS.....6

ARTICLE 6 –COUNTY COMMITTEE AND OFFICERS6

COUNTY COMMITTEE6

AUTHORITY OF COUNTY COMMITTEE6

COMPOSITION OF COUNTY COMMITTEE.....7

ELECTION PROCEDURE 7

TERMS, ATTENDANCE, AND REPLACEMENT OF COUNTY COMMITTEE MEMBERS..... 7

EXPANSION OF COUNTY COMMITTEE..... 7

OFFICERS7

PROCESS FOR ELECTION OF OFFICERS BY THE COUNTY COMMITTEE 7

LIMITATIONS ON PROXY VOTING 7

OFFICER POSITIONS 8

VACANCIES, TERMS, AND REMOVAL FROM OFFICE..... 8

DUTIES OF THE CHAIR 8

DUTIES OF THE VICE-CHAIRS 8

DUTIES OF THE CORRESPONDING SECRETARY 8

DUTIES OF THE RECORDING SECRETARY 9

DUTIES OF THE TREASURER 9

DUTIES OF THE TRUSTEES 10

TREASURER’S BACKUP..... 10

DESIGNATED RECORD KEEPER 10

UNEXPECTED EXPENSES 10

FINANCIAL REVIEW 10

ARTICLE 7 – STANDING COMMITTEES10

LIST OF STANDING COMMITTEES..... 11

GENERAL DUTIES OF STANDING COMMITTEES 11

GENERAL DUTIES OF STANDING COMMITTEE CHAIRS.. 11

CANDIDATE RECRUITMENT AND CAMPAIGNS COMMITTEE 11

COMMUNICATION AND EDUCATION COMMITTEE 11

FINANCE & FUNDRAISING COMMITTEE 11

MEMBERSHIP COMMITTEE 11

RULES AND BYLAWS COMMITTEE..... 12

VOLUNTEER COORDINATION COMMITTEE 12

STUDENT PROGRESSIVES COMMITTEE 12

DIVERSITY, EQUITY AND INCLUSION COMMITTEE 12

RESOLUTIONS COMMITTEE 12

AD HOC COMMITTEES..... 12

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

ARTICLE 8 – CANDIDATES AND ENDORSEMENT12

LIMITATION ON SUPPORT OF CANDIDATES.....12
ENDORSEMENTS.....12
SUPPORT OF CANDIDATES IN PRIMARY OR OTHER
ELECTIONS.....13
ALLOCATIONS COMMITTEE.....13

ARTICLE 9 – AMENDMENT.....13

RULES AND BYLAWS COMMITTEE ROLE13
NOTICE OF PROPOSED AMENDMENTS.....13
ADOPTION.....13

ARTICLE 10 – SEVERABILITY13

ARTICLE 11 – DISSOLUTION14

ARTICLE 1 – NAME

1.1. This organization shall be known as the Kalamazoo County Democratic Party (KCDP). It shall consist of all members of the Michigan Democratic Party (MDP) and all duly elected Democratic precinct delegates residing in Kalamazoo County, and operate through the KCDP Officers, Executive Committee, County Committee, standing committees and ad hoc committees.

ARTICLE 2 – PURPOSE

2.1. The purpose of the KCDP is to work to elect Democrats to public office, and to advance the Democratic platform and values in government and among the general public.

2.2 The KCDP shall be a non-profit organization, and no part of the income and assets of the KCDP shall benefit any of its members except for the reimbursement of actual expenses, reasonable compensation for services if the KCDP approves, or a contribution for electing a member to office if the KCDP approves.

ARTICLE 3 – FUNDAMENTAL PRINCIPLES

3.1 All meetings of all KCDP units shall be open to the public regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability. However, KCDP units may hold meetings limited to MDP members in cases where confidential consideration of party strategy is necessary.

3.2 No tests for membership in, nor any oaths of loyalty to, the Democratic Party in Michigan or the KCDP shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

3.3 The KCDP shall operate to the maximum extent feasible in an open and transparent manner and consistent with procedures designed to promote fairness.

3.4 The time and place for all public meetings of the KCDP on all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons. All meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

3.5 The KCDP, 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, gender identity, physical appearance or disability. The KCDP shall strive to increase participation of traditionally underrepresented citizens.

3.6 The KCDP shall publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of KCDP officers and representatives, and qualifications for the same. Publication of these procedures shall be done in such a fashion that prospective and current members and prospective candidates or applicants will be fully informed of the pertinent procedure in time to participate in selection procedures and to compete for office.

3.7 All rules and bylaws of the KCDP at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available on request in writing to any member of the MDP.

3.8 No rule shall be adopted by the KCDP that would require any person to cast a vote or be recorded as voting contrary to that person's judgment. The Unit Rule (the practice of a unit reporting a unanimous vote when the vote within that unit was not unanimous) shall be prohibited.

3.9 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the KCDP in all cases to which they are applicable and in which they are not inconsistent with the laws of the state of Michigan, the Rules of the Michigan Democratic Party, these Bylaws, and any special rules of order the KCDP may adopt.

3.10 The Chair and First Vice Chair of any unit of the KCDP shall be of different genders.

3.11 Votes shall not be taken by secret ballot at any meeting of the Democratic Party in Michigan at any level.

3.12 Election of a member to any office or position within the KCDP, either at a County Convention or a meeting of the County Committee, shall require a majority of members voting. If no candidate is elected following an initial vote, the candidate receiving the fewest votes is removed, and the vote is repeated, until one candidate receives a majority. The only exception is election of multiple-position offices.

3.13 Proportional voting: Multiple-position offices, such as County Committee members or Trustees, must be elected by one of the methods approved for implementing proportional representation. See the *Rules for Elections and Voting in the Michigan Democratic Party*.

3.14 Official documents of the Michigan Democratic Party, bearing the Party's logo or disclaimer, may not be altered by those who reproduce them for any purpose.

ARTICLE 4 – MEMBERSHIP

4.1 THE KCDP shall be composed of all Kalamazoo County Democratic precinct delegates (4.2 to 4.3), members of the MDP residing in Kalamazoo County (4.4), and members of the County Committee and its officers.

PRECINCT DELEGATES

4.2 Precinct delegates are elected by direct vote of the qualified and registered Democratic electors in the precinct at the August primary in

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

even-numbered years and serve for two years. People become candidates for precinct delegate by filing an Affidavit of Identity with the County Clerk by 4 p.m. on the thirteenth Tuesday before the August primary.

4.3 All precinct delegates will be delegates to all County and/or District Conventions during their term of office. In their precinct, delegates shall register Democrats to vote, identify other Democrats and recruit new MDP members, take information on issues and candidates to voters, help turn out the vote on Election Day and keep Party leaders informed about the issues which concern voters.

MDP AND KCDP MEMBERS

4.4 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 form is postmarked, received in person at MDP Headquarters, received online or received by fax machine at the MDP. County, District, Club, Precinct Committee and Caucus chairs who solicit memberships shall immediately forward membership forms to the MDP to comply with the above rule.

4.5 A member of the KCDP shall be any legal resident of Michigan age 16 or older who has filed a current Kalamazoo County Democratic Party membership form with the KCDP. A financial contribution is not required to be and to remain a member of the KCDP.

MDP MEMBERSHIP REQUIRED FOR VOTE AND OFFICE

4.6 In order to vote at any Convention, Caucus or meeting of the KCDP, 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.

4.7 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 at any Convention, Caucus or meeting of the KCDP.

4.8 In order to be elected or appointed to, and to hold any Party office in the KCDP, 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.

4.9 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 the KCDP. 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 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.

4.10 Party office (4.8, 4.9) includes State Convention Delegate, member of State

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

Convention Committees, State Central Committee delegates and alternates, Officers and Executive and County Committee members, and members of standing and ad hoc committees.

ARTICLE 5 – MEETINGS AND CONVENTIONS

AGENDAS AND MINUTES

5.1 Every convention, County Committee meeting, and Executive Committee meeting, shall have written agendas available at the beginning of the meeting, and minutes of all meetings and conventions shall be available to all Party members upon request.

COUNTY COMMITTEE MEETINGS AND QUORUM

5.2 The regular meetings of the KCDP County Committee shall be on the day of each month at the location and time designated in the meeting notice. A quorum shall exist at a County Committee meeting when at least twenty (20) members of the County Committee are present.

AGENDA FOR COUNTY COMMITTEE MEETINGS

5.3 The customary agenda (subject to revision by the County Committee) for meetings of the County Committee shall be:

- A. Roll call of Officers
- B. Determination of Quorum
- C. Approval of Agenda
- D. Approval of Minutes
- E. Communications
 - 1. Introduction of Elected Officials
 - 2. Elected Official Reports
 - 3. Report of the Chair
 - 4. Report of Treasurer

- 5. Remaining Officer reports
- F. Committee Reports
- G. Unfinished Business
- H. New Business
- I. Candidate/Candidate Committee Reports
- J. Announcements
- K. Adjournment

SPECIAL MEETINGS

5.4 Special meetings of the County Committee may be called by the Chair, or by at least one-third of the members of the County Committee, by means of a signed petition.

NOTICE OF MEETINGS

5.5 Notice of all County Committee meetings shall be given by electronic mail whenever possible and by regular mail to those members without email access or who request to be notified by regular mail. If there is any doubt as to whether a member has email access, the member shall be sent notice by regular mail. All notices shall be sent no less than five (5) days prior to the meeting.

EXECUTIVE COMMITTEE

5.6 The Executive Committee of the KCDP shall consist of the Officers and Standing Committee Chairs. Meetings of the Executive Committee, chaired by the County Chair, shall be held monthly (at least 10 times per year). The purpose shall be to review the operation and activities of the KCDP, coordinate the activities of the various committees, share information, and discuss proposals to be made to the Executive Committee. The authority of this group is limited to that already possessed by the individual Officers and committee Chairs, except as expanded in these Bylaws (6.3, 8.3). Meetings of the Executive Committee shall be open to members of the KCDP/MDP and guests,

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

as granted by the County Chair. Meeting minutes shall be reported to the Executive Committee.

CONVENTIONS

5.7 The County Chair is responsible for giving notice of the three or four County Conventions held in every two-year election cycle as well as any other special convention called by the MDP. Notice of all County Conventions shall be given by electronic mail whenever possible and by regular mail to those members without email access or who request to be notified by regular mail. If there is any doubt as to whether a member has email access, the member shall be sent notice by regular mail. All notices shall be sent no less than fifteen (15) days prior to the Convention.

COUNTY CONVENTIONS HELD PRIOR TO STATE CONVENTIONS

5.8 County Conventions are held prior to the MDP Endorsing Convention (if held), prior to the Fall State Convention, and again in January or February of each odd-numbered year, prior to the Spring State Convention. The State Central Committee sets the specific dates for these County Conventions.

5.9 The purposes of these County Conventions are to elect members and alternates of State Convention Committees and consider resolutions for forwarding to the State Convention Platform and Resolutions Committee.

(The MDP Endorsing Convention endorses statewide candidates. The Fall State Convention adopts the Democratic Party Platform and nominates the Democratic candidates for Lieutenant Governor, Secretary of State, Attorney General, and other offices. The Spring

State Convention elects the State Party Chair and Vice Chairs.)

COUNTY CONVENTION TO ELECT THE COUNTY COMMITTEE

5.10 The County Chair shall call a County Convention within twenty (20) days after the November general election in even-numbered years to elect the non-candidate members of the KCDP Executive Committee (6.1).

DELEGATES TO COUNTY CONVENTIONS

5.11 Delegates to the County Conventions are all MDP members resident in Kalamazoo County who meet the conditions in 4.6 and 4.7.

ELECTION OF PERMANENT CONVENTION CHAIR AT COUNTY CONVENTIONS

5.12 At County Conventions, the County Chair shall preside until the Permanent Convention Chair is elected, and no business shall be conducted until the Permanent Convention Chair is elected.

5.13 No delegate shall give a proxy for representation at County Conventions.

ARTICLE 6 – COUNTY COMMITTEE AND OFFICERS

COUNTY COMMITTEE

AUTHORITY OF COUNTY COMMITTEE

6.1 The County Committee shall govern the KCDP, and shall have authority to take any action to achieve the KCDP's purpose which is not inconsistent with applicable Michigan law, MDP Rules, and these Rules, including the filling of vacancies in nominations as prescribed by

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

law. The term of service of a County Committee shall continue for two years or until the selection of its successor.

COMPOSITION OF COUNTY COMMITTEE

6.2 One-third of the County Committee automatically consists of the most recent nominees for countywide offices, the County Commission, and the most recent-nominees for State House, State Senate and U.S. House whose districts include all or part of the County. The delegates at the County Convention (5.11) shall elect the balance of the County Committee which shall consist of twice the number of automatic members.

ELECTION PROCEDURE

6.3 A Nominating Committee may be appointed by the Executive Committee (of the preceding term) to nominate a slate of candidates for County Committee, subject to approval by two-thirds of delegates voting. Failing approval by two-thirds, or if no slate is nominated, nominations shall be taken from the floor of the Convention. Following close of nominations, each name will be called and the votes tabulated. Delegates may vote for up to as many candidates as are to be elected. Those receiving the most votes up to the number to be elected are elected. Ties are resolved by lot. Names, addresses, phone numbers and emails of all persons so selected shall be provided to the Corresponding Secretary before the close of the Convention by the delegates making the nomination of those persons.

TERMS, ATTENDANCE, AND REPLACEMENT OF COUNTY COMMITTEE MEMBERS

6.4 County Committee members: (a) shall serve for 2 years after selection, or until a successor is selected; (b) may be removed from office, if a non-candidate member, after failing to attend three (3) consecutive County Committee meetings within one calendar year; and (c) may be replaced, if a non-candidate member, after resignation or removal, with a successor selected by the other non-candidate members of the County Committee.

EXPANSION OF COUNTY COMMITTEE

6.5 These rules encourage the expansion of the Committee for the purpose of achieving more participation and representation. A nomination must be made at a meeting of the County Committee and will be voted on at the following meeting. Candidates for membership on the Committee must be present either when they are nominated or when their nomination is voted on.

OFFICERS

PROCESS FOR ELECTION OF OFFICERS BY THE COUNTY COMMITTEE

6.6 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 pursuant to Section 5.5.

LIMITATIONS ON PROXY VOTING

6.7 County Committee members who were nominees for state legislative districts covering more than one county may give a written proxy

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

to other members for selection of officers. There shall be no other proxy voting.

OFFICER POSITIONS

6.8 The Officers of the County Committee shall be the County Chair, First Vice-Chair (who shall be of different genders), Second Vice-Chair, Corresponding Secretary, Recording Secretary, Treasurer, and four Trustees.

VACANCIES, TERMS, AND REMOVAL FROM OFFICE

6.9 In order to be elected as an officer, either at the meeting at the beginning of the new term (6.6), or in filling a subsequent vacancy (6.10), a person must previously have been elected as a member of the County Committee.

6.10 Vacancies in officer positions shall be filled by the County Committee.

6.11 The Officers shall serve 2-year terms, beginning January 1 of the year following their selection.

6.12 Any Officer may be removed by a two-thirds vote of those present and voting at two consecutive County Committee meetings.

DUTIES OF THE CHAIR

6.13 The Chair:

(a) shall preside at all meetings;

(b) may appoint a parliamentarian at any meeting;

(c) shall appoint members to standing and ad hoc committees, with confirmation by a majority of the County Committee;

(d) shall be an ex officio member of all standing and ad hoc committees;

(e) shall supervise KCDP offices and personnel; and

(f) shall be the countersignature on KCDP two signature checks. If the Chair is unavailable, the 1st Vice-Chair shall be the countersignature.

(g) shall perform all other functions required by law or reasonably necessary to fulfill the duties of the chief executive officer of a political party.

DUTIES OF THE VICE-CHAIRS

6.14 The First Vice-Chair:

(a) shall have all powers and duties of the County Chair while the County Chair is not reasonably able to act; and

(b) shall have such other powers and duties which are required by law or may be granted from time to time by the County Committee.

6.15 The Second Vice-Chair:

(a) shall have all powers and duties of the County Chair while the County Chair or the First Vice-Chair is not reasonably able to act; and

(b) shall have such other powers and duties which are required by law or may be granted from time to time by the County Committee.

DUTIES OF THE CORRESPONDING SECRETARY

6.16 The Corresponding Secretary:

(a) shall keep records of all KCDP business including the names, addresses, telephone numbers, and email addresses of all general

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

members, committee members, and precinct delegates;

(b) shall give notice of all conventions and meetings to those entitled to notice;

(c) shall provide all information required by law to be certified to the appropriate government entity;

(d) shall notify all persons selected for membership on all committees; and

(e) shall have such other powers and duties which are required by law or may be granted from time to time by the County Committee.

DUTIES OF THE RECORDING SECRETARY

6.17 The Recording Secretary:

(a) shall prepare minutes of all conventions and meetings;

(b) shall prepare copies of all minutes for distribution and approval at the following meeting;

(c) shall maintain copies of past meeting minutes as required by law or by the County Committee; and

(d) shall have such other powers and duties which are required by law or may be granted from time to time by the County Committee.

DUTIES OF THE TREASURER

6.18 The Treasurer:

(a) shall have custody and control of all KCDP accounts and funds, and will be the initial signer on KCDP two signature checks.

(b) shall authorize a credit card, up to a \$500.00 limit, for use by the Chair for recurring payments and/or office use purchases. The Treasurer, with approval from the Finance Committee Chair, can set up automatic payments and/or ACH payments for recurring bills.

(c) shall keep records of all transactions involving KCDP funds clearly documenting the amount, purpose, and parties to the transaction. Such records will be kept in a secured location in the KCDP office pending Trustee financial review (6.19c).

(d) shall submit a report at each County Committee meeting and at other times when requested by the Chair;

(e) shall pay all outstanding invoices (subject to (h) below) within 30 days after receiving proper documentation;

(f) shall pay requests for reimbursement for expenses incurred on behalf of the KCDP (subject to (h) below) only after receiving original receipts documenting the expenses and after verifying the nature of the expenses. All receipts must be submitted within 60 days to be considered for reimbursement.

(g) may pay KCDP obligations up to \$200 without Executive Committee approval;

(h) shall not pay any unbudgeted KCDP obligations over \$200 without Executive Committee approval;

(i) shall count cash taken in and deposit it into the appropriate KCDP bank account on a regular basis, but no less frequently than monthly;

(j) shall maintain no more than 3 active bank checking accounts, an Administrative Account, a Campaign Account, and an FEC Party Committee Account, should the County

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

Committee authorize the latter.

(k) shall complete a Statement of Organization with the Bureau of Elections, keeping the information up to date at all times.

(l) may serve as the Designated Record Keeper (6.21). If not, the Treasurer shall coordinate with the Designated Record Keeper in filing Campaign Finance Reports.

(m) shall be a member of the Finance and Fundraising Committee;

(n) shall have such other powers and duties which are required by law to fulfill the duties of a Treasurer of a county political party or may be granted from time to time by the County Committee.

DUTIES OF THE TRUSTEES

6.19 The Trustees:

(a) shall be members of the Finance & Fundraising Committee;

(b) shall inventory all KCDP property annually;

(c) shall review the Treasurer's records following the end of the year and report to the County Committee;

(d) may present financial recommendations to the County Committee; and

(e) shall have such other powers and duties which may be granted from time to time by the County Committee.

TREASURER'S BACKUP

6.20 In the absence of the Treasurer, at least one officer from among the following:

First Vice-Chair, Second Vice-Chair, Trustee, or Finance & Fundraising Committee Chair shall be authorized by the County Committee to pay KCDP obligations up to \$200 without County Committee approval, and as additional check signatories for approved expenses, subject to all the conditions and limitations in (6.18).

DESIGNATED RECORD KEEPER

6.21 The Chair will appoint, with the approval of the County Committee, a Designated Record Keeper whose duty shall be to file the Campaign Account Campaign Finance Reports using the MERTS system (Michigan Electronic Reporting & Tracking System) correctly and in a timely matter as prescribed by the Bureau of Elections.

UNEXPECTED EXPENSES

6.22 Regardless of the limitation described in Section 6.18 and Section 6.20 above, between regularly scheduled meetings of the County Committee, immediate payment of unexpected expenses in amounts to not exceed \$1,000 may be authorized by agreement of at least three (3) from among these four (4) officers: Chair, First Vice-Chair, Second Vice-Chair, and Treasurer. These expenditures shall be reported at the next County Committee meeting.

FINANCIAL REVIEW

6.23 In addition to the reviews specified in 6.19(c), the County Committee may, at any time, require a review of the financial records and, at its discretion, may utilize internal or external resources for such purposes. The results of the review shall be communicated at the next meeting of the County Committee after completion of the review.

ARTICLE 7 – STANDING COMMITTEES

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

LIST OF STANDING COMMITTEES

7.1 The Standing Committees of the KCDP shall be:

- 1) Candidate Recruitment and Campaigns,
- 2) Communications and Education,
- 3) Finance & Fundraising,
- 4) Membership,
- 5) Rules and Bylaws,
- 6) Volunteer Coordination,
- 7) Student Progressives,
- 8) Diversity, Equity and Inclusion, and
- 9) Resolutions.

GENERAL DUTIES OF STANDING COMMITTEES

7.2 Each Standing Committee: (a) shall meet at the call of the Committee Chair, KCDP Chair, or as directed by the County Committee; (a) shall recommend policies to the County Committee; (b) shall implement policies established in its area by the County Committee; (c) shall submit an annual report to the County Chair and County Recording Secretary by December 31 of each year; (d) shall have a chairperson and members appointed by the County Chair and confirmed by the County Committee; (e) shall not assist candidates in contested primaries, absent an endorsement by the County Committee (8.3); and (f) shall have a term of two years, ending on Dec. 31 of even years.

GENERAL DUTIES OF STANDING COMMITTEE CHAIRS

7.3 Each Standing Committee Chair: (a) shall keep records of committee business, and turn them over to the County Recording Secretary at the end of the Chair's term; (b) shall appoint committee officers, if appropriate to the area; (c) shall report to each County Committee meeting.

CANDIDATE RECRUITMENT AND CAMPAIGNS COMMITTEE

7.4 The Candidate Recruitment and Campaigns Committee shall recruit and train candidates for public office. This committee shall research past elections, evaluate and recommend campaign strategies, and conduct postelection evaluations.

COMMUNICATION AND EDUCATION COMMITTEE

7.5 The Communication and Education Committee shall research means of communicating our message and activities to the public and our members and implement a program for the same.

FINANCE & FUNDRAISING COMMITTEE

7.6 The Finance & Fundraising Committee shall assist the KCDP Chair in planning and carrying out fundraising activities for the KCDP, recommend policies regarding KCDP finances which assure financial accountability, stability, and legal compliance, and oversee financial planning, including preparing an annual budget for the KCDP.

MEMBERSHIP COMMITTEE

7.7 The Membership Committee shall: (a) organize efforts to obtain new members for the KCDP; (b) maintain membership records and provide them for establishing the credentials of

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

delegates at County Conventions; and (c) notify KCDP members of membership expiration.

RULES AND BYLAWS COMMITTEE

7.8 The Rules and Bylaws Committee shall (a) review and recommend changes to the KCDP Bylaws; and (b) be familiar with and guide the KCDP in its compliance with MDP Rules and with Michigan law relevant to KCDP operating procedures and practices.

VOLUNTEER COORDINATION COMMITTEE

7.9 The Volunteer Coordination Committee shall (a) recruit, train and place volunteers for central (non-precinct based) KCDP activities; (b) maintain and expand a database of volunteers for KCDP activities; and (c) provide volunteer contact lists for other KCDP committees.

STUDENT PROGRESSIVES COMMITTEE

7.10 The Student Progressives Committee shall (a) Help better integrate the KCDP with the various student and youth (<35) led organizations in Kalamazoo; (b) Empower young people to get more involved in the democratic process; and (c) Recruit young candidates to run for state and local office, and for KCDP/MDP leadership positions.

DIVERSITY, EQUITY AND INCLUSION COMMITTEE

7.11 The committee will focus on long-term culture change in our Party including, but not limited to: (1) establishing a Code of Conduct process and procedures, (2) expanding our Diversity, Equity, and Inclusion (DEI) Program to inform and educate Party leaders and Delegates, and (3) implementing our steps on anti-racism and racial justice to ensure full, fair,

and equitable access to our Party for every Democrat.

RESOLUTIONS COMMITTEE

7.12 A proposed resolution must be forwarded to the Resolutions Committee. The Resolutions Committee shall receive and consider resolutions, edit them as necessary and forward them to the next meeting of the County Committee. It may attach a recommendation to the resolution at its discretion. It may also research, write, and propose resolutions on its own initiative.

AD HOC COMMITTEES

7.11 The County Committee or the County Chair shall create other ad hoc committees or task groups as needed, for example, to organize special events, or to develop resolutions at County Conventions. Ad hoc committees shall meet at the call of the committee Chair, KCDP Chair, or as directed by the County Committee.

ARTICLE 8 – CANDIDATES AND ENDORSEMENT

LIMITATION ON SUPPORT OF CANDIDATES

8.1 Only those officeholders and candidates who are members of the Michigan Democratic Party and of the KCDP shall be eligible to receive election assistance of any kind from the KCDP, including endorsement. Judicial officeholders and judicial candidates are exempt from this requirement.

ENDORSEMENTS

8.2 A motion to endorse a ballot proposal may be adopted by a majority of the County

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

Committee members present and voting without prior notice.

8.3 A motion to endorse a candidate must be made at a meeting of the County Committee. A motion to endorse a candidate for any office will not be in order prior to the filing deadline for that office. At the following meeting of the Executive Committee, they may, at their discretion, attach a recommendation to the motion to endorse. The motion shall be forwarded to the County Committee membership along with the notice of the next meeting (5.5), at which the vote will be taken. Three-quarters of the members present and voting are required to endorse a candidate.

SUPPORT OF CANDIDATES IN PRIMARY OR OTHER ELECTIONS

8.4 A candidate for public office who is a member of both the MDP and KCDP has the right to scheduled use of the KCDP office at the Chair's discretion, and to place and distribute yard signs and literature at the office.

8.5 Only candidates who have been endorsed may be considered for allocation of KCDP funds or included in phone banks, robo-calls, slate literature or similar publicity sponsored by KCDP. Access to the VAN database is governed by the MDP.

ALLOCATIONS COMMITTEE

8.6 An ad hoc Allocations Committee will be appointed by the County Committee to allocate funds to candidates and campaigns in each election cycle.

ARTICLE 9 – AMENDMENT

RULES AND BYLAWS COMMITTEE ROLE

9.1 Proposed changes or amendments to these Bylaws shall first be referred to the Rules and Bylaws Committee, which shall report its recommendations at the next regular meeting of the County Committee or special meeting called for that purpose.

NOTICE OF PROPOSED AMENDMENTS

9.2 Proposed amendments to these Bylaws shall be sent by mail or electronic mail to all County Committee members at least ten (10) days prior to the date of the meeting at which a vote will be taken on the proposed change.

ADOPTION

9.3 The amended Bylaws may be adopted by a two-thirds (2/3) vote of a quorum of the County Committee.

9.4 These Bylaws shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions, and policies of a contrary nature with the exception of the Rules of the Michigan Democratic Party.

9.5 Whenever amendments to the Bylaws are adopted, the Corresponding Secretary shall within thirty days submit the amended Bylaws to the Corresponding Secretary of the State Central Committee. The MDP shall maintain a public web page on the MDP website where the current bylaws of each MDP unit are posted.

ARTICLE 10 – SEVERABILITY

10.1 If any Bylaw is inconsistent with applicable Michigan law, that Bylaw shall be superseded by the applicable Michigan law, and the remaining Bylaws shall remain in effect.

KALAMAZOO COUNTY DEMOCRATIC PARTY BYLAWS

ARTICLE 11 – DISSOLUTION

11.1 In the event that the KCDP is dissolved all general funds and any other assets or holdings shall revert to the Michigan Democratic Party.

Adopted August 19,2021

Mariah Phelps, Chair

Wendy Flora, Recording Secretary