

# **BYLAWS OF THE DEMOCRATIC EXECUTIVE COMMITTEE OF PASCO COUNTY**

## **ARTICLE 1**

### **1. NAME, TERRITORIAL LIMITS, PURPOSE, DIVERSITY AND INCLUSION**

- 1.1. Name: The official name of this organization shall be the Democratic Executive Committee of Pasco County, hereinafter referred to as the "COUNTY COMMITTEE." The organization shall be governed by the laws of the State of Florida; the Charter and Bylaws of the Florida Democratic Party; and these Bylaws, hereinafter referred to as "Bylaws."
- 1.2. Territorial Limits: The COUNTY COMMITTEE shall encompass all voting precincts of Pasco County.
- 1.3. Purpose: The purpose of the COUNTY COMMITTEE shall be to supplement the state and national organizations of the Democratic Party; to promote the election of Democrats to public office; and to secure efficient, able and honest national, state, regional, county, and local government in accordance with the principles of the Democratic Party. Further, the COUNTY COMMITTEE shall endeavor to maintain and foster the high ideals of the Democratic Party.
- 1.4 Diversity and Inclusion: The COUNTY COMMITTEE will make no policy, bylaw, or statement that serves to discriminate, alienate, or otherwise harm members of the community. The COUNTY COMMITTEE will not tolerate or participate in discrimination on the basis of sex, race, color, creed, religion, class, age, ability, medical condition, sexual orientation, gender identity, gender expression, nationality, country of origin, education, or language proficiency. The COUNTY COMMITTEE is committed to grow and learn from the varied perspective of its membership and community members. The COUNTY COMMITTEE is committed to taking any criticism and critique from members and the greater community to improve and grow into a better institution.

## **ARTICLE 2: MEMBERS**

2. MEMBERSHIP: Precinct Committeemen and Committeewomen elected in accordance with Florida Statutes and the Charter Bylaws of the Florida Democratic Party and by the County Committee to fill vacancies occurring in the position of Precinct Committee-person; all persons appointed , including at- large, and special at large,; and automatic members as defined below, constitute the membership of the County Committee.

2.1 Elected Members: Precinct Committeemen and Committeewomen elected in accordance with Florida Statutes and the Charter and Bylaws of the Florida Democratic Party;

2.1.1 As Pasco County has fewer than two hundred (200) precincts, Section 1.1.3, Optional Precinct System, of Florida Democratic Party

Bylaws is deemed to apply to the membership specifications of the COUNTY COMMITTEE. The elected membership shall consist of a man and a woman from each precinct who are registered Democrats, and who reside in, are registered to vote in and are elected from the precinct they are to represent. Should the voter registration of a precinct exceed one thousand (1000) as of January 1 of a year in which qualifying for election to the COUNTY COMMITTEE occurs, an additional one (1) man and one (1) woman are entitled to be elected to represent said precinct. They shall be elected by plurality vote on the First Primary Ballot of each Presidential election year. At any time a precinct totals one (1000) registered voters or when new precincts are created, additional COUNTY COMMITTEE positions shall be created upon immediate notification to the Supervisor of Elections and the State Chair using a confirmed communication method. Such positions shall be filled by the COUNTY COMMITTEE according to its procedures for filling vacancies.

2.1.2. Term of Office: Elected members of the COUNTY COMMITTEE shall take office on the first day of the month following each general election and shall serve for a term of four (4) years.

2.1.3 Relocation: Any person elected to a precinct COUNTY COMMITTEE seat who subsequently moves out of that precinct may be appointed to fill a vacancy in the precinct to which he or she moved. If no vacancy exists in that precinct, a special at-large status shall be created for that member. In either event, said member shall be classified as an elected member eligible to seek, hold, or retain an elected COUNTY COMMITTEE office for the duration of his or her term as a COUNTY COMMITTEE member.

## 2.2 Members Appointed to Fill Vacant Elected Precinct Seats

2.2.1. Precinct vacancies shall be deemed to exist whenever precinct seats have not been filled by the electoral process; as a result of the death, resignation or removal of an elected member; when additional members are authorized due to increased Democratic registration in a precinct; when new precincts are created; or due to any other lawful reason.

2.2.2. Method of Appointment: A prospective member may file an application for membership with the Membership Committee after attending a membership meeting. The Membership Committee shall investigate the applicant and make a recommendation to the Chair before the next membership meeting. Authority to appoint the member shall be vested in the Chair, subject to confirmation by majority vote of the COUNTY COMMITTEE membership present and voting. The prospective member must be present for a vote on their application to be held.

2.2.3. Residency: Those persons appointed to fill precinct vacancies shall be registered Democrats residing within the precinct that they are appointed to represent.

2.3. Appointed At-Large Members:

2.3.1. Membership of the COUNTY COMMITTEE may include an additional ten percent (10%) of the total elected and automatic membership to which it is entitled. Authority to appoint additional members shall be vested in the COUNTY COMMITTEE Chair, subject to confirmation by majority vote of the COUNTY COMMITTEE membership present and voting. Appointed members shall be registered Democrats residing in Pasco County. Selection of appointed members shall be made in order to achieve political, economic, or minority balance within, or increase the general membership of the COUNTY COMMITTEE.

2.3.2. Term of Office, Voting Limitation: The term of office shall be one (1) year commencing with the date of appointment; however, said term shall expire immediately prior to the commencement of the Organizational Meeting of the next committee. Said members may thereafter be re-appointed. Appointed members shall serve at-large and shall enjoy voting and other privileges and responsibilities of membership except holding office.

2.3.3. Attendance, Quorum: Appointed members shall meet attendance requirements; they shall be computed when determining a quorum.

2.4 Special At-Large Members

2.4.1. At any time after the election of officers, the COUNTY COMMITTEE Chair may allow, at the request of a Democratic Party elected official from the county, state, or national Democratic Party level, a special at-large status for that person. Such positions shall not be included in the COUNTY COMMITTEE'S appointed membership quota. If the elected official is an elected member of the COUNTY COMMITTEE, the precinct vacancy created shall be filled in accordance with the COUNTY COMMITTEE Bylaws.

2.4.2. Term of Office, Voting, Limitation: Special At-Large members shall serve for the duration of their term of Democratic Party office and shall enjoy voting and other privileges and responsibilities of membership.

2.4.3. Attendance, Quorum: Special At-Large members shall be exempt from attendance requirements; they shall not be computed when determining a quorum.

2.5 Automatic Members:

2.5.1. Definition: Those specified by Florida Statute; all Democratic officials elected in partisan elections; or appointed by the Governor to fill a vacancy in a partisan elective office within Pasco County; Club Presidents of duly-chartered County Democratic Clubs; and Presidents of duly-chartered Democratic Caucuses residing in Pasco County.

2.5.2. Term of Office, Voting, Limitation: Automatic members shall serve for the duration of their term of office and shall enjoy voting and other responsibilities and privileges of membership; however, they shall not serve as officers of the COUNTY COMMITTEE.

2.5.3. Attendance, Quorum: Automatic members shall be exempt from attendance requirements; they shall not be computed when determining a quorum, nor counted against the ten percent (10%) Appointed At-Large membership limitation.

2.5.4. Option: Automatic members may run for election as a precinct person; or be appointed by the Chair, without confirmation by the COUNTY COMMITTEE, to fill vacant precinct positions, thereby changing their status to that of Elected Member.

## 2.6 Associate Membership

2.6.1 Purpose - Associate Membership is available for Democrats who want to assist the DEC but cannot commit to the statutory attendance requirements for Precinct Committeepersons. Associated membership status is available for those under the age of 18 who pre-register as a Democrat in Pasco County.

2.6.2. Appointment - Interested persons become eligible for Associate Membership after attending a DEC meeting and completing a loyalty oath. Their request should be offered in writing to the Secretary, who will then notify the Membership Chair. The Steering Committee shall consider the applicant and vote its recommendation within thirty (30) calendar days. Authority to appoint the member is subject to confirmation by majority vote of the DEC. Precinct Committee persons in good standing who can no longer meet the statutory attendance requirements may ask to resign as Precinct Committee persons and instead ask to become Associate Members. The same process shall be followed in the case of their requests.

2.6.3. Term of Office - Associate Members do not stand in Precinct Committeeperson elections, and may remain as Associate Members indefinitely. However, if an Associate Member is no longer a registered Democrat in Pasco County, his/her Associate Membership terminates immediately.

2.6.4. Limitations - Associate Members are not eligible to be candidates or vote in DEC officer elections. Associate Members may attend DEC meetings and may

serve on, but not Chair, committees. Associate members may speak to motions on the floor, but shall not offer, second, or vote on DEC or committee motions.

2.6.5. Associate Members (Re)Appointment as Precinct Committeepersons - Associate Members in good standing who commit to the statutory attendance requirements may request to be (re)appointed as Precinct Committeepersons, by offering such request in writing to the Chair and to the Secretary. Such (re)appointment shall occur upon approval by the DEC.

## 2.7 Responsibilities of Membership:

2.7.1. Loyalty Oath: Prior to being seated each member shall execute the loyalty oath prescribed by the Florida Democratic Party.

2.7.2. Attendance: Each COUNTY COMMITTEE member shall, except as otherwise prescribed in these Bylaws, be responsible for attending and signing the official attendance sheet for each COUNTY COMMITTEE meeting.

2.7.3. Absences: A COUNTY COMMITTEE seat shall be deemed vacant by the member's failure to attend, without good and sufficient reason, three (3) consecutive or six (6) regular or special meetings of the COUNTY COMMITTEE in a calendar year. The Membership committee shall send a letter to those persons noting that they are no longer members of the DEC.

2.7.3.1. Excused Absences: Excused absences shall include illness, business, or other reasonable excuse. Absent members shall present a request for an excused absence to the COUNTY COMMITTEE Chair or Secretary within ten (10) days of the missed meeting via telephone, email, fax or letter. Approval of such requests shall be determined by the Steering Committee. A record of the Committee's decision shall be maintained by the Secretary.

2.7.3.2. In-kind Excused Absence: Recognizing that DEC members may be called upon to support Democratic activities in place of attending a scheduled DEC meeting the Steering Committee may consider same as an Excused Absence.

## 2.8 Discipline

2.8.1. General: The COUNTY COMMITTEE shall have general authority to discipline itself and the individual members thereof in such manner as may reasonably be necessary to carry out its lawful purpose.

2.8.2. Removal, Reprimand, or Other Sanctions of Members. The COUNTY COMMITTEE shall proceed under the authority and requirements of Florida Statutes, the Charter and Bylaws of the Florida

Democratic Party, and these Bylaws in removal or disciplining of members.

2.8.2.1. Due to Absence: A member's seat may be deemed vacant due to absence by majority vote of the Steering Committee.

2.8.2.1.1. Appeal: In the event a member is removed from office due to absence, that member may appeal to the COUNTY COMMITTEE at its next regular meeting, following notification of removal; the COUNTY COMMITTEE shall decide the issue by majority vote of those members present and voting.

2.8.2.2. Due to Violation of Oath or Other Cause: Members may be removed for cause including, but not limited to, malfeasance, neglect of duty, incompetency, permanent inability to perform official duties, conviction of a felony involving moral turpitude, and/or any willful act, verbal, written or otherwise, which shall be deemed contrary to the bylaws of the COUNTY COMMITTEE and Democratic Party. Charges against any member or officer may only be submitted within 30 days of the event by a member of the COUNTY COMMITTEE, in writing, using the form obtained from and subsequently returned to the Chair, who, with the majority votes of the Steering Committee, shall name a Grievance Committee, which shall investigate the complaint and charges. The complainant, the accused and all witnesses shall be ineligible to serve on the Grievance Committee. The Grievance Committee shall meet, conduct a hearing, and determine its recommendation no less than thirty (30) calendar days nor more than sixty (60) calendar days from the date of the complaint.

2.8.2.2.1 Hearing: The complainant and the accused shall be invited to attend, testify and submit any pertinent documents to the Grievance Committee. To withdraw a Grievance, the complainant must notify the Chair and all Grievance Committee members. If the withdrawal occurs after an agreed-on date for a scheduled hearing, the complainant shall reimburse THE COUNTY COMMITTEE any expenses incurred. If either party fails to show for a scheduled hearing without a documented emergency excuse approved by the Grievance Committee, the Grievance Committee can use its discretion to consider such an automatic withdrawal if by complainant or an admission of guilt if by the accused member. If the Grievance Committee recommends any sanctions it shall forthwith notify the Secretary, who shall promptly forward,

by certified mail, to the accused member or officer a copy of the Grievance Committee's finding.

2.8.2.2.2. Appeal: The decision of the Grievance Committee shall be final unless appealed to the COUNTY COMMITTEE of the Pasco Democratic Party within 45 days from the date of said decision. The COUNTY COMMITTEE shall decide the issue by majority vote of those members present and voting. The decision of the County Committee shall be final unless appealed to the Judicial Council of the Florida Democratic Party within 45 days from the date of said decision.

2.8.2.2.3. Confidentiality: Any member who willfully discloses, or permits to be disclosed his or her intention to file a charge, the existence of contents or a charge which has been filed with the Grievance Committee, or any document, action or proceeding in connection with an investigation of the Grievance Committee prior to the time the Grievance Committee has made a determination or thereafter, should the Grievance Committee make no recommendation, shall be subject to disciplinary action pursuant to these By-laws.

2.8.3 Prohibition: Any COUNTY COMMITTEE officer removed from office pursuant to Section 2.7.2.2 of these Bylaws shall be prohibited from holding any COUNTY COMMITTEE office for the remainder of his or her COUNTY COMMITTEE term. Any member removed from the COUNTY COMMITTEE pursuant to Section 2.8.2.2 of these Bylaws shall be prohibited from appointment or election to the COUNTY COMMITTEE for the remainder of his or her COUNTY COMMITTEE term.

### ARTICLE 3: OFFICERS

3.1. Definition: The elected officers of the COUNTY COMMITTEE shall consist of a Chair; Vice Chair, who shall be of the opposite sex from the Chair; Secretary; Treasurer, and a State Committeeman and a State Committeewoman.

3.2 Term of Office: The terms of the offices of Chair, Vice-Chair, Treasurer and Secretary for the COUNTY COMMITTEE shall be two (2) years, or until their successors are duly elected. The terms for the offices of State Committeeman and State Committeewoman shall be for four (4) years or until their successors are duly elected. No member of the COUNTY COMMITTEE shall hold more than one (1) elected office at the same time.

3.3. Limitations: Automatic and Appointed At-Large Members are ineligible to hold COUNTY COMMITTEE elected office.

#### ARTICLE 4 : ELECTION OF OFFICERS

4.1. Qualifying Required: Candidates for office shall qualify by providing written notice to the Secretary which notice shall be received no later than ten (10) calendar days prior to an election.

4.1.1. Failure to Qualify: In the event no candidate qualifies for an office, nominations of candidates to fill that office will be accepted from the floor.

4.2 Organizational Meeting: The Chair of the DEC shall call an organization meeting within 30 days after committee members take office. The Chair of the DEC shall assume the office as Chair of the Meeting.

4.2.1. The Chair shall appoint a Credentials Committee to determine the voting status of DEC members, including those running for any of the DEC offices . This committee shall be appointed at least two weeks prior to the Organizational Meeting.

4.2.2: Nominations: Nominations of candidates who have qualified shall be made by motion from the floor by members who have received the candidates' prior approval.

4.3 Voting for officers shall be one (1) vote for each member.

4.3.1. Majority Vote: The officers of the COUNTY COMMITTEE shall be elected by a majority vote in accordance with the Charter and Bylaws of the Florida Democratic Party and the Bylaws of the COUNTY COMMITTEE.

4.4. Vacancies:

4.4.1. Election, Notification: In the event of a vacancy in an elected office of the COUNTY COMMITTEE, the Chair, with the consent of the Steering Committee, may appoint an acting officer(s) until a successor is elected by the COUNTY COMMITTEE. A successor shall be elected by the COUNTY COMMITTEE at a regular or special meeting to be held within forty-five (45) calendar days of the occurrence of the vacancy, with written notice of such vacancy and election being mailed to the members no less than fifteen (15) calendar days prior thereto. Said election shall be conducted pursuant to this Article.

4.4.1.1: Appointed Members, Voting: Appointed members of the COUNTY COMMITTEE shall have voting



privileges in electing a COUNTY COMMITTEE officer when said office becomes vacant during the term.

4.4.2. Gender Requirement Waived: In the event that a vacancy in the office of COUNTY COMMITTEE Chair is filled by a person of the same sex as the Vice Chair, or vice-versa, the requirement that they be of the opposite sex shall be waived for the unexpired term. The same rule shall apply to the vacant offices of Secretary or Treasurer.

4.4.3. Vacant Chair: If the vacancy is in the office of Chair, the Vice Chair, acting as Chair, shall carry out the requirements of this Article. Notice of the vacancy of County Chair shall be sent by certified mail to the State Chair within ten (10) calendar days of said vacancy.

4.4.4 Leave of Absence Required: Any COUNTY COMMITTEE officer seeking the Democratic nomination for public office in a partisan election shall take a leave of absence from his or her COUNTY COMMITTEE office commencing at time of opening a campaign account for said public office and extending for the duration of the campaign. The vacancy created shall be filled for the interim period; or, for the remainder of the officer's regular term of COUNTY COMMITTEE office, should he or she win election to public office; by the COUNTY COMMITTEE. Appointment and/or election to fill said vacancy shall be governed by this Article.

## ARTICLE 5 DUTIES OF OFFICERS

5.1. Chair: The Chair shall be the Chief Executive Officer of the COUNTY COMMITTEE and an ex-officio member of all standing committees and subcommittees. The Chair shall have the implied authority and duties of such title, as well as the express or implied duties and responsibilities granted by these Bylaws and the Charter and Bylaws of the Florida Democratic Party. The Chair will seek approval of a majority of Steering Committee members for issues raised between meetings of the Steering Committee, and which need to be addressed before the next County Committee meeting date. The Chair shall appoint, with the consent of a majority of the Steering Committee:

5.1.1. Committees: Standing committees and subcommittees, their Chairs and Vice Chairs, except the Steering Committee, whose membership is set forth below.

5.1.2. Parliamentarian: One or more Parliamentarians, who shall advise the Chair and other officers and members, upon request.

5.1.3. Sergeant-At-Arms: One or more Sergeants-At-Arms, who shall assist the Chair in maintaining order and as otherwise required.

5.2. Vice Chair: The Vice Chair shall perform the duties of the Chair in his or her absence; or vacancy in the office; and shall perform all other duties assigned by the Chair. The Vice Chair, however, when acting in the absence of the elected Chair, shall not change Standing Committee or Subcommittee assignments, nor make any At-Large appointments or Special At-Large appointments.

5.3. Secretary: The Secretary shall keep accurate, complete and permanent records and minutes of all the proceedings of the COUNTY COMMITTEE and Steering Committee; receive and file all committee and subcommittee reports and proxies; prepare and send copies of all meeting notices to the members prior to any scheduled general meeting; and shall perform such other duties as may be incidental to the office or as directed by the Chair, from time to time. All notices of meetings to be sent to the members shall be approved by the Chair prior to their distribution. The Secretary shall deliver all records of the COUNTY COMMITTEE to his or her successor upon the end of the Secretary's term.

5.4. The Treasurer shall have the responsibility of the collection and payment of all funds of the COUNTY COMMITTEE and shall report, at each regular meeting, the receipts, disbursements and financial status of the COUNTY COMMITTEE. The responsibilities of the Treasurer include, but are not limited to, the signing of checks, in conjunction with the Chair, for all expenditures approved by the membership or the Steering Committee; the maintaining of all cash disbursements, cash receipts and general journals; payment of any salaries, including the withholding of all taxes required by law; and the reconciliation of all bank accounts on a monthly basis. The Treasurer shall prepare, file and pay on a timely basis all federal, state and local taxes that may be due, including but not limited to, any payroll, unemployment, social security or sales taxes. The Treasurer shall have the authority to pay routine monthly bills of the COUNTY COMMITTEE, including but not limited to telephone, electric, and postage, the obligation therefore having been previously approved by the COUNTY COMMITTEE. The Chair shall have the authority to assign any of the Treasurer's record-keeping duties to a bookkeeper, accountant, or other competent individual.

5.5. State Committeeman and State Committeewoman: The general membership shall elect a State Committeeman and a State Committeewoman, who shall represent the COUNTY COMMITTEE at all State Executive Committee meetings. Each State Committeeman and State Committeewoman shall serve a term of four (4) years commencing with the Organizational Meeting.

5.6 Other Duties: All officers shall perform such other duties as may be assigned by the Chair and as provided by Florida Statutes, national and state

Democratic Party rules, or as otherwise provided in these Bylaws.

Countersignatures of Checks: COUNTY COMMITTEE checks shall be signed and countersigned by the Chair and Treasurer; however, in the absence of either the Chair or Treasurer, the Vice Chair shall be authorized to countersign checks for the COUNTY COMMITTEE.

5.7. Countersignatures of Checks: COUNTY COMMITTEE checks shall be signed and countersigned by the Chair and Treasurer; however, in the absence of either the Chair or Treasurer, the Vice Chair shall be authorized to countersign checks for the COUNTY COMMITTEE. ALL CHECKS SHALL REQUIRE TWO SIGNATURES. DEBIT, CREDIT CARD AND ELECTRONIC CHECK TRANSACTIONS MUST BE APPROVED BY ONE SIGNATORY AND THE TREASURER.

5.8. Bond Required: Each COUNTY COMMITTEE officer authorized to sign checks or otherwise withdraw COUNTY COMMITTEE funds shall, within thirty (30) calendar days after taking office, be bonded by blanket or individual bond in the amount of Ten Thousand Dollars (\$10,000) payable to the COUNTY COMMITTEE, the cost of which shall be borne by the COUNTY COMMITTEE. All records of the COUNTY COMMITTEE in the possession of said officer(s) shall be delivered by same to any successor before the bond may be released.

5.8.1. Failure to Comply: Any officer who for any reason fails to be bonded at any time during his or her term of office shall be subject to the provisions of Section 2.7.2.2 of these Bylaws and such other action as may be determined by the COUNTY COMMITTEE and/or Florida Democratic Party.

#### 5.9: OFFICER EXPENSES

5.9.1 Any COUNTY COMMITTEE officer, or member(s) designated by the STEERING COMMITTEE, may be reimbursed by the COUNTY COMMITTEE for reasonable and legitimate Travel, Meals, Lodging and/or other expenses incurred within the State of Florida in the performance of his or her official duties, including, but not limited to, attending official functions of the Florida Democratic Party or Democratic candidates or nominees.

5.9.2 All reimbursement requests shall be submitted to the DEC Treasurer accompanied by supporting documentation. Approval of all requests is within 180 days of incurring the expense. All requests must be subject to a simple majority vote by the DEC Steering Committee.

5.9.3 In any instance where a budgeted amount has been exceeded, approval for reimbursement will be by Steering Committee vote.

5.10 RESIGNATION FROM AN OFFICE: An officer who wishes to resign from office shall notify the Secretary in writing, or by email, or by fax.. The Secretary shall immediately notify the Chair who shall then verify the resignation, and notify the membership as soon as possible.

#### ARTICLE 6: FISCAL MATTERS

6.1. The fiscal year of the COUNTY COMMITTEE shall be from January 1 through December 31.

6.2. Annual Budget: The Chair, with the assistance of the Treasurer, shall prepare and submit to the Steering Committee by November of each year and to the COUNTY COMMITTEE, an annual budget estimate of expenditures and revenues. The budget may be reviewed and amended by the Steering Committee and then presented to the COUNTY COMMITTEE for approval. Said budget estimate shall be prepared and submitted to the COUNTY COMMITTEE no later than the December regular meeting of each year. Committees shall prepare an estimated budget for the following fiscal year and submit it to the Chair and Treasurer by October 1st each year.

6.3. Annual Review: In accordance with the requirements of the Democratic Executive Committee of Florida, the books and records of the COUNTY COMMITTEE shall be audited annually at the close of the fiscal year by a qualified examiner(s) who shall not be a member of the COUNTY COMMITTEE. A copy of said audit shall be submitted to the State Executive Committee and to the Supervisor of Elections of Pasco County prior to April 1 of the ensuing year

#### ARTICLE 7: STEERING COMMITTEE

7.1. Steering Committee: The Steering Committee shall be comprised of the Chair, Vice Chair, Secretary, Treasurer, State Committeeman, State Committeewoman, Chairs of Standing Committees, presidents of duly chartered Democratic Clubs, and presidents of chartered local Democratic caucus chapters who reside in Pasco County. Authority to appoint additional At-Large members shall be vested in the COUNTY COMMITTEE Chair, subject to confirmation by majority vote of the STEERING COMMITTEE membership present and voting. At-Large members shall be members of the COUNTY COMMITTEE. The Steering Committee's duties shall include, but not be limited to the following:

7.1.1. Assist the Chair in governing the day to day operations of the COUNTY COMMITTEE, including the hiring or terminating of staff as included in the annual or amended budget;

7.1.2. Transact the business of and act on behalf of the COUNTY COMMITTEE between its regular and special meetings, with the authority to approve expenditures up to and including the amount of One Thousand Dollars (\$1,000);

7.1.3. Study and recommend proposed changes to the COUNTY COMMITTEE Bylaws; ensure that the COUNTY COMMITTEE Bylaws are in compliance with the Charter and Bylaws of the Florida Democratic Party;

7.1.4. Study and recommend ways and means of raising funds for the purpose of maintaining the COUNTY COMMITTEE organization and promoting the campaign of Democratic candidates; assist the Treasurer in preparing the annual budget;

7.1.5. Investigate each applicant for appointment and confirmation to fill a vacancy of the COUNTY COMMITTEE and report thereon to the Chair within one hundred twenty (120) calendar days, recommending appointment or rejection of the applicant;

7.1.6. Initiate or accept disciplinary or grievance actions or requests in accordance with the provisions of Article 2.7 of these Bylaws;

7.1.7. Verify, record and report the attendance at COUNTY COMMITTEE meetings and the Organizational Meeting; verify all proxies in accordance with these Bylaws; inquire into absences of COUNTY COMMITTEE members and determine when absences shall be excused;

7.1.8. Make recommendations to the COUNTY COMMITTEE as to the amount of financial contribution the COUNTY COMMITTEE may furnish Democratic nominees.

7.1.8.1. It is the purpose and intent of the COUNTY COMMITTEE to provide, when requested, assistance to all Democratic nominees in partisan or non-partisan races, except Judicial races, at the national, state, regional, county and local level.

7.1.8.2. The Steering Committee, upon recommendation of the Campaign Committee, may authorize voter surveys or other reports, without limitation, in furtherance of the COUNTY COMMITTEE's purpose; the cost thereof shall be borne by the COUNTY COMMITTEE and reported thereto by the Treasurer. Due to its sensitive nature, access to said information shall be determined by the Chair.

7.1.9 The Steering Committee shall meet, or meet through

telecommunication, at least one week prior to any regular or special meeting of the COUNTY COMMITTEE to review the agenda as presented by the Chair.

7.1.9.1 Steering Committee quorum count: officers count as one each towards a quorum; committee chairs as one each towards a quorum; presidents of clubs, one vote each towards a quorum; and in the case of co-chairs - no matter if one or both are present - only one vote towards a quorum. Steering Committee vote count: the same applies as above.

Note: the composition of the Steering Committee may change from time to time with the addition of committees.

7.1.9.2 The following procedure shall be used for Motions and Votes by the Steering Committee via email:

1. Any Steering Committee member may email a Motion to the Chair.
2. The Chair shall send the Motion to the Steering Committee requesting a second to the Motion with a specified time frame, as noted in the email body. If no Second is received, the Motion fails.
3. After a Second is received the Chair shall send the Motion and Second to the Steering Committee, with a time frame noted in the body of the email for discussion and voting. A Steering Committee member votes on a Motion by including the Motion in the email where the vote is to be counted by the Chair.
4. At the conclusion of the discussion and voting time period the Chair shall email the results to the Steering Committee.
5. Such vote will be re-affirmed at the next regular Steering Committee meeting.

7.2 Leave of Absence Required: Any member of the Steering Committee, other than COUNTY COMMITTEE Officers, who seeks the Democratic nomination for public office in a partisan election shall take a leave of absence from participation in the Steering Committee commencing at time of opening a campaign account for said public office and extending for the duration of the campaign. To ensure representation on the Steering Committee, the vacancy created shall be filled for the interim period; or, for the remainder of the person's term of office should he or she win election to public office; by the appropriate Chair and COUNTY COMMITTEE or Democratic Clubs and caucus chapters.

## ARTICLE 8: REQUIRED AND OTHER COMMITTEES

8.1 REQUIRED: Committees required under Florida Democratic Party By-laws include: Diversity and Inclusion and Young Democrats.

### 8.2. OTHER

8.2.1 Campaign Committee: The Campaign Committee shall assist and provide guidance to Democratic candidates, provide information of general and specific interest to the membership of the COUNTY COMMITTEE, and perform special projects as directed by the Chair.

8.2.2 Communications Committee: The Communications Committee shall disseminate information and promote relevant efforts and activities to obtain publicity in the best interests of the COUNTY COMMITTEE, its affiliated “Club & Caucus” organizational groups, the Democratic Party and Democratic Party candidates/nominees through traditional media channels (i.e. local newspapers, community newsletters, broadcast outlets, etc.), by maintaining a dedicated Internet based platform serving as the official website of the COUNTY COMMITTEE (i.e. “pascodem.com”) and via social media networks (i.e. Facebook, Twitter, etc.); regularly produce and disseminate information to the general membership and interested parties of the COUNTY COMMITTEE through the appropriate communication platform; receive and respond to feedback and communications from the general membership and interested parties of the COUNTY COMMITTEE; maintain and update database for the purpose of communicating with the general membership and interested parties of the COUNTY COMMITTEE; foster communication and cooperation among “Club & Caucus” organizational groups so as to coordinate unified messaging where appropriate in support of the COUNTY COMMITTEE; and create and schedule promotional advertising through traditional media channels and via social medial networks as needed per budgetary guidelines.

8.2.3 Rules and Bylaws Committee consisting of not less than five (5) persons shall be named by the Chair. The Rules and Bylaws Committee shall suggest and review amendments to the Bylaws of the County Executive Committee, suggest and review motions concerning the operating procedure of the County Executive Committee, review and monitor State and National Democratic Party rules and other procedures to ascertain compliance therewith by the County Executive Committee and, when requested by the Chair of the County Executive Committee, draft and propose special rules and procedures which may be required for the various activities of the County Executive Committee.

8.2.4: Fund-raising

8.2.5: Volunteers

### 8.2.6 Membership

8.3. Additional Committees: The Chair shall be empowered to establish other committees or subcommittees as are deemed necessary, from time to time.

8.4. Term of Appointment: All appointed members of any committee shall serve at the pleasure of the Chair of the COUNTY COMMITTEE, with the consent of a majority of the Steering Committee. Members of duly-chartered County Democratic Clubs and duly-chartered Democratic Caucuses who reside in Pasco County may also be appointed to Committees, but shall not be subject to COUNTY COMMITTEE Attendance requirements, vote outside of the committee, or hold committee office. The term of all Committee members expires immediately prior to the commencement of the Organizational Meeting of the next committee.

### 8.5 Voting by Telecommunication:

The following procedure shall be used for Motions and Votes by Standing and other Committees via email:

1. Any Committee member may email a Motion to the Chair.
2. The Chair shall send the Motion to the Committee requesting a second to the Motion with a specified time frame, as noted in the body of the email. If no Second is received, the Motion fails.
3. After a Second is received the Chair shall send the Motion and Second to the Committee, with a time frame noted in the body of the email for discussion and voting. A Committee member votes on a Motion by including the Motion in the email where the vote is to be counted by the Chair.
4. At the conclusion of the discussion and voting time period the Chair shall email the results to the Committee.
5. Such vote will be re-affirmed at the next regular meeting of the committee.

## ARTICLE 9: RULES

9.1: PARLIAMENTARY AUTHORITY: The most recent edition of Robert's Rules of Order shall govern the conduct of business at meetings of the COUNTY COMMITTEE in all cases where they are applicable and not inconsistent with Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, or the Bylaws of the COUNTY COMMITTEE.

### 9.2: VOTING:

9.2.1 Option of Chair: The Chair or presiding officer may call for a vote on any question by voice vote, by a rising vote, or by a call of the roll.

9.2.2: Request by Members: Upon request of any COUNTY COMMITTEE member a rising vote shall be called; upon the showing of



hands by fifteen (15) or more COUNTY COMMITTEE members a roll call vote shall be taken.

9.2.3 Declaration: The Chair or presiding officer must declare the results of all votes before proceeding with any other order of business, except that routine business may be conducted while written ballots are being tallied.

9.3: PROXIES: Any member of the COUNTY COMMITTEE who, for sufficient reason is unable to attend any meeting of the COUNTY COMMITTEE may designate a Proxy. Such designee shall be a Democrat registered and qualified to vote in Pasco County, and shall not be a member of the COUNTY COMMITTEE. Proxies for Elected COUNTY COMMITTEE Members shall reside in the same precinct as the Elected Member. Proxies for Automatic or Appointed Members shall, when possible, live in the same area of representation as said member. Upon presentation of written Proxy, the holder of such Proxy shall be awarded and be entitled to all the rights and privileges relating to the specific meeting, including the right to vote, as if he or she were a member of the COUNTY COMMITTEE.

9.3.1: Proxies may not account for more than ten percent (10%) in computing a quorum.

9.3.2: Proxies shall not be considered in the fulfillment of attendance requirements.

9.3.3: Said Proxy shall be in or substantially in the form promulgated by the Florida Democratic Party and shall be verified by the Credentials Committee.

9.3.4: No person shall hold more than one proxy.

9.3.5: Democratic clubs, organizations, and caucuses may not use proxies.

9.3.6 Incomplete proxies shall be returned by U.S. Mail to the person requesting the proxy.

9.4: QUORUM: As mandated by the Florida Democratic Party: FDP: ( 1.3.6:) Democratic Executive Committees: Twenty-five percent (25%) of the total membership.

## ARTICLE 10: CLUBS

10.1 DEMOCRATIC CLUBS Purpose, Jurisdiction: Democratic clubs, organizations and caucuses, hereinafter referred to as "club(s)," may be established for the express purpose of assisting and supporting the COUNTY COMMITTEE in carrying out its purpose. Jurisdiction over charters of or proposed chartering of Democratic clubs shall vest entirely with the COUNTY

COMMITTEE; however, the COUNTY COMMITTEE shall not be authorized to establish a maximum number of Democratic clubs within its jurisdiction. Nothing herein contained shall be construed as granting any person(s) the express or implied right to charter or re-charter a Democratic club; nor shall the COUNTY COMMITTEE or any officer, member, or committee thereof be required to recommend, approve, ratify, or grant same.

10.2. Requirements for Chartering: The COUNTY COMMITTEE, upon request, shall provide Democratic clubs or proposed clubs with copies of the standard Bylaws, applications for chartering and re-certification and procedural guidelines for same, and any other forms and information necessary for establishing and operating said club.

10.2.1 Bylaws: Democratic club Bylaws shall be in compliance with the COUNTY COMMITTEE Bylaws, the Charter and Bylaws of the Florida Democratic Party, and Florida Statutes and shall include the following, unless otherwise provided herein: provisions including the anti-discrimination policies of the Florida Democratic Party; prohibiting endorsement in primary elections and prohibiting the endorsement of anyone other than the Democratic nominee in general elections; requiring votes by secret ballot for officers and directors only; for adding amendments to the standard bylaws; prohibiting proxy voting; and that the quorum of any meeting of a Democratic club shall be twenty percent (20%) of the total membership. With the exception of the club's Organizational Meeting, the standard club bylaws shall include a forty-five (45) calendar day membership requirement prior to a member being permitted to vote or participate in any club election for officers or board members.

10.2.2. Membership: Democratic clubs, except for a Young Democrats Club, shall not be chartered with fewer than fifteen (15) members, who shall be Democrats registered in Pasco County.

10.2.3. Procedure: Prior to being chartered, prospective clubs must submit a packet that includes a copy of the completed standard bylaws, application for charter, and a list of directors, officers and members, their addresses and telephone numbers; to the Certification Committee, which shall be comprised of the Chair, State Committeeman, State Committeewoman; and to the COUNTY COMMITTEE.

10.2.3.1. Certification Committee Approval Required: Applications for Charter receiving the recommendation of at least two (2) members of the Certification Committee shall be submitted to the COUNTY COMMITTEE for ratification. Applications failing to obtain the recommendation of two (2) Certification Committee members shall be considered rejected and shall not

proceed further. There shall be no appeal of proposed charter applications rejected by the Certification Committee; neither to the COUNTY COMMITTEE nor to the Florida Democratic Party. A prospective club whose application for charter has been rejected for any reason by the Certification Committee, COUNTY COMMITTEE or Florida Democratic Party shall be prohibited from reapplying for charter for a period of eighteen (18) months from the date of denial. Applications for charter indicating a preponderance of membership from a proposed club, which has been denied a charter, as determined by a majority of the Steering Committee, shall not be accepted until the eighteen (18) month period following denial of the previous charter application has run. Applications for Charter approved by the COUNTY COMMITTEE shall, together with the club packet of information, be sent by the COUNTY COMMITTEE to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. When approved by the Florida Democratic Party, Certificates of Charter sent to the COUNTY COMMITTEE shall be presented to the club.

10.2.3.2. Party Contributions: At the time of chartering, a new club shall pay to the COUNTY COMMITTEE a contribution based on its number of members at that time, consistent with the annual Democratic Party fee schedule.

10.2.3.3. Annual Party Contribution: In January of each year, each Democratic Club chartered under the rules of the COUNTY COMMITTEE shall pay to the COUNTY COMMITTEE an annual contribution based on membership as of December 31 of the previous year at the following rate:

Clubs with 0 to 50 members	\$25.00
Clubs with 51 to 100 members	\$50.00
Clubs with 101 to 300 members	\$75.00
Clubs with 301 to 500 members	\$100.00
Clubs with 501 to 750 members	\$150.00
Clubs with 751 to 1000 members	\$250.00
Clubs with over 1000 members	\$500.00

Eighty percent (80%) of said contribution shall remain with the COUNTY COMMITTEE and twenty percent (20%) shall be remitted to the Florida Democratic Party no later than April 1 of that year.

10.3. Charter Re-certification: In July of every odd numbered year, Democratic clubs shall submit an application for a Certificate of Compliance to determine their compliance with the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, and Bylaws of the COUNTY COMMITTEE together with a

copy of their current Bylaws and list of officers and members to the Certification Committee of the COUNTY COMMITTEE. The Certification Committee shall review the application and Bylaws and shall issue a Certificate of Compliance unless it is determined the club is in violation of the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, or the Bylaws of the COUNTY COMMITTEE. If it is determined a club is in violation, it shall be so notified and shall have sixty (60) calendar days from receipt of notification to correct the violation(s). If the violation(s) is not corrected by the end of said period, the Certification Committee may recommend the revocation of the club's charter to the COUNTY COMMITTEE. In the event such recommendation is made, notice of same shall be mailed to the Club no later than ten (20) calendar days prior to the date the revocation will be voted on by the COUNTY COMMITTEE. Notice of revocation, should that be the decision of the COUNTY COMMITTEE, shall be mailed to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses.

10.3.1. Dissolution, Funds: Upon dissolution of a club for any reason, the club's assets and funds, after all legitimate debts have been satisfied, shall become the property of the COUNTY COMMITTEE.

10.4. Grievances: Unless otherwise provided herein, disputes and grievances involving chartered Democratic clubs, organizations, or caucuses shall be resolved by the Chair, State Committeeman, and State Committeewoman of the COUNTY COMMITTEE. Such resolution may be appealed to the COUNTY COMMITTEE, whose decision shall be final unless appealed to the Judicial Council of the Florida Democratic Party no later than forty-five (45) calendar days from the date of said decision.

10.5. Prohibition: Use of the name, abbreviation or symbol(s) of the Democratic Party is prohibited in any form by any individual or group except as provided by Florida Statutes or through the permission of the Florida Democratic Party or COUNTY COMMITTEE. Organizers of a proposed Democratic Club may, under the written guidelines of the Certification Committee, be permitted to use the name Democrat in advertising for members and other organizational functions; however, in all instances the word "proposed" shall precede the name of the club until duly chartered. Democratic Clubs failing to be chartered or those whose charters have been revoked shall automatically and without further notice forfeit all rights and privileges to and be prohibited from further use of the word(s) Democrat, Democratic, derivative(s), or abbreviation(s) thereof and Democratic Party symbol(s).

10.6. Associate Members. Democratic clubs, organizations and caucuses are permitted to provide for associate member status to provide opportunities for those who might otherwise be unable to participate. Associate members are not full voting members, do not count toward a quorum and cannot hold office.

## ARTICLE 11: BY-LAWS

11.1. Status and Effect: These Bylaws are ordained and established by the COUNTY COMMITTEE as its permanent and continuing Bylaws, wholly superseding and amending all previously adopted Constitutions, Bylaws, Rules, Resolutions and Regulations, and shall continue in force until rescinded or changed.

11.2. Amendments: These Bylaws may be amended by a two-thirds (2/3) vote of the members of the COUNTY COMMITTEE present and voting at any meeting, provided that the recommendation for a change, deletion or addition has been submitted in writing to the Chair of the Bylaws Review Committee or Steering Committee who shall, within sixty (60) calendar days after receipt, present same to the general membership with the Bylaws Review or Steering Committee recommendations.

11.2.1. Notice: Written notice shall be mailed to the membership at least ten (10) calendar days prior to a meeting in which a proposed change will be voted on. Such notice shall set forth the specific change(s) to be voted on.

11.2.2. Notification to State: A copy of these amended Bylaws shall be filed with the Florida Democratic Party within thirty (30) calendar days after approval by the COUNTY COMMITTEE.

11.2.3. Effective Date, Transition: These Bylaws shall become effective immediately upon adoption by the COUNTY COMMITTEE. The act of adopting, amending, or later amending these Bylaws shall not affect the current term of office of any officer or member of the COUNTY COMMITTEE; however, violation of these Bylaws or amendments thereto may subject said officers and/or members to disciplinary action, including but not limited to removal.

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