

Bylaws of the Lancaster County Democratic Party

Adopted at Lancaster County Democratic Party Convention 2022

TABLE OF CONTENTS

PREAMBLE

ARTICLE 1. THE CONVENTION

<u>Section A.</u>	DEFINITION
<u>Section B.</u>	AUTHORITY
<u>Section C.</u>	ORGANIZATION
<u>Section D.</u>	QUORUM
<u>Section E.</u>	CONVENTION BUSINESS
<u>Section F.</u>	COUNTY CONVENTION OFFICERS
<u>Section G.</u>	CONVENTION COMMITTEES
<u>Section H.</u>	ADJOURNMENT

ARTICLE 2. CENTRAL COMMITTEE

<u>Section A.</u>	DEFINITION
<u>Section B.</u>	AUTHORITY
<u>Section C.</u>	DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS OF THE CENTRAL COMMITTEE
<u>Section D.</u>	QUORUM
<u>Section E.</u>	SPECIAL MEETINGS
<u>Section F.</u>	ELECTION AND TERMS OF OFFICE
<u>Section G.</u>	REMOVALS

ARTICLE 3. EXECUTIVE COMMITTEE

<u>Section A.</u>	DEFINITION OF THE EXECUTIVE COMMITTEE
<u>Section B.</u>	OFFICERS
<u>Section C.</u>	TERMS OF OFFICE
<u>Section D.</u>	DUTIES AND RESPONSIBILITIES
<u>Section E.</u>	VACANCIES, REMOVALS, AND REPLACEMENTS

ARTICLE 4. SUB-COMMITTEES

<u>Section A.</u>	SPECIAL COMMITTEES
	1. <u>AUDIT COMMITTEE</u>
	2. <u>REVIEW COMMITTEE</u>
<u>Section B.</u>	STANDING SUB-COMMITTEES
<u>Section C.</u>	TECHNOLOGY AND DIGITAL INTEGRATION COMMITTEE
<u>Section D.</u>	MEMBERSHIP AND OUTREACH COMMITTEE
<u>Section E.</u>	FUNDRAISING COMMITTEE
<u>Section F.</u>	ISSUES COMMITTEE
<u>Section G.</u>	CAMPAIGN SERVICES COMMITTEE
<u>Section H.</u>	AD HOC COMMITTEES

ARTICLE 5. SUPPORT OF CANDIDATES

<u>Section A.</u>	PURPOSE
<u>Section B.</u>	PARTY RESOURCES
<u>Section C.</u>	ENDORSEMENT
<u>Section D.</u>	WITHHOLDING ENDORSEMENT AND/OR RESOURCES
<u>Section E.</u>	PARTY OFFICIALS

ARTICLE 6. OFFICIAL ACTS

ARTICLE 7. PARLIAMENTARY AUTHORITY

ARTICLE 8. AMENDMENTS

ARTICLE 9. DISSOLUTION

PREAMBLE

The Lancaster County Democratic Party, hereafter referred to as the “County Party,” recognizes the basic worth of all people and does not discriminate on the basis of age, race, color, national origin, religion, sexual orientation, gender identity, disabilities, ethnic background or cultural heritage. The purpose of the County Party is to serve the public interest by providing the ongoing structure to ensure the election of Democrats to both partisan and nonpartisan offices; to retain and recruit Democrats and encourage potential candidates for public office; and to provide our membership with a forum on matters of political interest. The County Party also provides education and training. The intention of the County Party is to approach its tasks with integrity and honor and to involve as many people as possible in the process. The goal of the County Party is to build a Party whose strength is in its solidarity.

ARTICLE 1: THE CONVENTION

Section A. Definition

1. The Lancaster County Democratic Party Convention, hereinafter referred to as “County Convention,” as constituted and empowered by state law and the bylaws and rules of the Nebraska Democratic Party and Democratic National Committee is the body that directs and controls the County Party organization.

Section B. Authority

1. The County Convention’s authority shall be supreme in relationship to the power of the County Party officers, hereinafter provided for.
2. After the adjournment of the County Convention, the direction and control of the County Party organization shall be vested in the Central Committee.
3. In the absence of a convened quorum of the Central Committee, the Executive Committee shall have direction and control as defined in Article III.

Section C. Organization

1. The organization and temporary rules of the County Convention and the appointment of

- all Convention Committee chairs shall be determined by the County Chair with the approval of the Central Committee.
2. Delegates shall register in accordance with the method adopted by the Central Committee conforming to the requirements by the Nebraska Democratic Party and the Democratic National Committee.

Section D. Quorum

1. Forty Percent (40%) of the registered delegates shall constitute a quorum to convene the County Convention.
2. The quorum, once established, shall stand for the remainder of the Convention.

Section E. Convention Business

1. The County Convention shall:
 - a. Enact rules of the convention.
 - b. Elect County Convention Officers, as provided in Article I.
 - c. Elect County Party Officers, as provided in Article III.
 - d. Elect Members of the Central Committee
 1. Eligible persons who are willing to serve on the Central Committee shall sign a form stating their intent to serve along with their contact information.
 2. The form shall include the duties and responsibilities of membership.
 3. The nominees shall be presented for approval by the convention.
 4. A majority vote of the conventions shall be required to be elected to the Central Committee.
 - e. Elect delegates and alternates to the Nebraska Democratic State Convention from each Legislative district.
 - f. Consider and act upon any proposed bylaw amendments.
 - g. Consider and act upon a proposed platform.
 - h. Consider such other business as may come before it.

Section F. County Convention Officers

1. The County Chair or their designee shall temporarily preside over the County Convention until the election of the following County Convention officers:
 - a. Convention Chair, who shall preside over the County Convention;
 - b. Convention Secretary, who shall take minutes and records all official acts of the convention;
 - c. Sergeant at Arms, who shall maintain order during the convention and assist in other duties as assigned by the Convention Chair.

Section G. Convention Committees

1. Prior to the convening of each County Convention, the Chair of each Convention Committee shall be appointed by the County Chair with the approval of the Central Committee.
2. The five standing committees of each County Convention shall be:
 - a. **The Planning Committee**

1. The Planning Committee shall assist the County Chair with logistical arrangements in preparation for County Convention. It will also review and recommend the rules and order of business to be adopted by the County Convention and shall file such recommendations with the Convention Secretary.

b. The Credentials Committee

1. The Credentials Committee shall prepare and file the names and addresses of all delegates duly elected to the County Convention. Determine the qualification of any registered delegates to be seated by the County Convention in accordance with the Nebraska Democratic Party requirements.

c. The Nominations/Elections Committee

1. The Nominations/Elections Committee shall oversee all aspects of the election including nomination, and the counting of votes. Persons interested in declaring as a candidate for any County Party Officer shall contact the Chair of the Nominations/Elections Committee by the deadline of fourteen days in advance of the Convention. However, nomination of candidates may be received from the floor at the appropriate time. The Executive Committee Officers shall each be elected by a majority vote of those present and voting at the County Convention. The order of election shall be Chair, Vice Chair, Second Vice Chair, Secretary, and Treasurer.

d. The Bylaws Committee

1. The Bylaws Committee shall review and recommend changes to the Bylaws to be adopted by the County Convention and file such recommendations with the Convention Secretary.

e. The Platform and Resolutions Committee

1. The Platform and Resolutions Committee shall prepare and recommend a platform and resolutions to be adopted by the County Convention. File such recommendations with the Convention Secretary.

Section H. Adjournment

1. The County Convention may be adjourned only by a majority vote of those present and voting.

ARTICLE 2: CENTRAL COMMITTEE

Section A. Definition

1. The Central Committee shall be composed of the elected County Party officers, Central Committee members elected at convention or otherwise elected under these Bylaws (collectively referred to herein as “Central Committee members”).
2. All Democratic elected officials who represent part or all of Lancaster County, and all Democratic candidates who are running for a district that encompasses all or part of

Lancaster County shall be ex officio non-voting members of the Central Committee. Nothing in this subsection prevents an elected official or candidate from being a full voting member.

Section B. Authority

1. When the County Convention is not in session, the Central Committee shall:
 - a. Meet at least monthly, excluding the month of December.
 - b. Have the direction and control of the County Party Organization.
 - c. Determine, set, and formulate the politics of the County Party as set forth in the County Party Bylaws and Standing Rules.
 - d. Deal with issues that require action by the County Party organization
 - e. Have the power to overrule an action of the County Chair or the Executive Committee by a majority vote.
 - f. Have the power to amend, by a 2/3rds vote, the Bylaws on matters governing the operation of the Central Committee itself found in Articles II through V.
 - g. Have the power to establish rules, procedures and policies to govern itself effectively and to carry out the duties of the County Party organization.

Section C. Duties and Responsibilities of Individual Members of the Central Committee

1. It is the duty and responsibility of a Central Committee Member to conduct activity consistent with the purpose of the County Party organization. Requirements to serve as a member on the Central Committee are as follows:
 - a. Be a Registered Democrat Residing in Lancaster County;
 - b. Abide by the Rules and Bylaws governing the Lancaster County Democratic Party;
2. Voting members of the Central Committee of the Lancaster County Democrats shall participate in a minimum of 2 of the following:
 - a. Participate actively in County Party functions as a member of a subcommittee as defined in Article V;
 - b. Take an active role in helping elect Democrats to office in Lancaster County by running for office, helping on campaigns, and/or recruiting others to do the same.
 - c. Be a monetary donor to the Lancaster County Democratic Party.
 - d. Members shall not personally endorse any candidate who is not a registered Democrat running against a candidate who is a registered Democrat.
 - e. Attend all regularly scheduled Central Committee meetings or be excused in advance by the Chair in accordance with Article II, Section G.

Section D. Quorum

1. Forty Percent (40%) of the members of the Central Committee shall constitute a quorum.
2. Once reached, a quorum shall be in effect until adjournment. When a quorum shall not be present, the Central Committee members may continue to meet as an advisory committee to the Executive Committee.

Section E. Special Meetings

1. Special meetings of the Central Committee may be called by the County Chair, or by a petition of 25 percent of the members of the Central Committee.
2. Members of the Central Committee must be notified no less than five days prior to such a meeting and be provided with an agenda.

Section F. Election and Terms of Office

1. When the convention is not in session the Central Committee may:
 - a. May nominate and elect additional members of the Central Committee.
 1. A motion may be made at the beginning of the meeting to seat those persons who have attended at least two consecutive meetings of the Central Committee and are attending their third consecutive meeting. The attendance requirements may be waived by a two-thirds vote of the central committee.
 2. Such candidates must also meet the requirements of serving on the Central Committee.

Section G. Removals

1. A member of the Central Committee who fails in those duties, as defined in Article II, Section C, may be removed by a two-thirds (2/3) vote of the members voting with a quorum present.
2. Notice of impending dismissal must be given to the person in question no less than fourteen (14) calendar days prior to the vote.
3. Central Committee members who have two consecutive unexcused absences are deemed automatically removed from the Central Committee.
4. Any member who was removed automatically may, upon their return to the Central Committee, be granted the opportunity to appeal to the Central Committee and explain their absences.
5. Upon a majority vote they may be reinstated to the Central Committee effective at the following meeting.
6. Prior to adjourning each regularly scheduled Central Committee, the Secretary shall:
 - a. identify those inactive Central Committee members whose removal from the Central
 - b. Committee for non-compliance with these Bylaws will be voted upon at the subsequent Central Committee meeting and;
 - c. Report in the minutes any members automatically removed because of two consecutive unexcused absences.

ARTICLE 3: EXECUTIVE COMMITTEE

Section A. Definition of the Executive Committee

1. The Executive Committee shall:
 - a. Be composed of the officers of the County Party. Committee chairs shall be non-voting members.
 - b. Act on behalf of the Central Committee on those matters requiring action but where convening a Central Committee meeting would be impractical.
 1. Such actions of the Executive Committee shall be presented for ratification by the Central Committee at the next Central Committee meeting.

Section B. Officers

1. The officers of the County Party shall be:

- a. Chair
- b. Vice Chair
- c. Second Vice Chair
- d. Secretary
- e. Treasurer

Section C: Terms of Office

1. The terms of the officers of the County Party shall:

- a. Begin with adjournment of the County Convention
- b. Extend to the convention of the next biennial County Convention unless resignation, removal or death shall come first.

Section D. Duties and Responsibilities

1. County Party Officers must attend or be excused in advance at all regularly scheduled Central Committee meetings and Executive Committee meetings.
2. The Executive Committee shall create an annual budget to be presented and approved by the Central Committee.
3. The Executive Committee shall arrange for implicit bias training and harassment training that shall be on the agenda for the January Central Committee meeting in odd numbered years.

4. County Chair

- a. The County Chair, in addition to any powers and responsibilities that may be elsewhere specified, shall:
 1. Establish such sub-committees as appropriate.
 2. Appoint the chairs of the sub-committees with the approval of the Central Committee.
 3. The chair may not appoint anyone to chair a subcommittee who is also a county party officer, or appoint anyone who is a family member of the chair. Family member means anyone who is the spouse, child, parent, sibling, grandchild, or grandparent, by blood, marriage, or adoption. unless approved by a 2/3 vote of the Central Committee.
 4. Supervise the organizing and conducting of the County Convention and meetings of the Central Committee, including appointment of temporary presiding officials of the County Convention.
 5. Preside at meetings of the Central and Executive Committees
 6. Direct day-to-day activities and messaging of the County Party organization; however, the Chair shall take no action contrary to any specific directive of the County Convention or Central Committee.
 7. Represent the County Party under authority and direction of the Central Committee.
 8. Set the time and place of the Central Committee and Executive Committee meetings each month.
 9. Assign duties to Executive Committee Officers as needed

5. Vice Chair

- a. The Vice Chair must:
 1. Be of a different gender than the Chair;
 2. Serve as representatives of the Executive Committee at Standing Committee meetings as assigned by the Chair.
 3. Fulfill other duties as assigned by the Chair.
- b. The 2nd Vice Chair:
 1. May be any gender
 2. Serve as representative of the Executive Committee at Standing Committee meetings as assigned by the Chair.
 3. Must fulfill other duties as assigned by the Chair.

6. Secretary

- a. The Secretary shall:
 1. Keep the minutes of the Executive and Central Committee meetings including, but not limited to, requirements in Article II Section G.
 2. Maintain a list of the current Central Committee members and their attendance.
 3. Handle correspondence with elected officials.
 4. Make provisions for retaining records for reference and historical purposes in a way that is accessible to current and future members of the County Party.
 5. Fulfill other duties as assigned by the Chair.

7. Treasurer

- a. The Treasurer shall:
 1. Keep and disperse the funds of the County Party, as directed by the Central Committee.
 2. Assumes the fiduciary responsibility of prudent handling of County party funds
 3. Ensure that these monies are not commingled with other accounts.

Section E. Vacancies, Removals and Replacements

1. In the event that the position of County Chair is vacant the next highest officer position that is not vacant shall serve as acting chair until the position of County Chair is filled.
2. In the event that an office of the County Party shall fall vacant, notice shall be given to the Central Committee at the next regularly scheduled meeting.
 - a. At the meeting the month after the vacancy is announced, the Central Committee shall then accept nominations and elect a replacement to serve the remainder of the term of office.
 - b. A majority vote is necessary to be elected as an officer of the County Party.

2. If any officer of the County Party fails to attend to the duties of office as defined in Section D, notice of impending dismissal will be given in writing to the person in question no less than fourteen (14) calendar days prior to the vote.
 - a. That person's position may then be declared vacant by a two-thirds (2/3) vote of the Central Committee members present and voting.
3. If any county party officer becomes a candidate under state law for elected office in the State of Nebraska and they are running against another Democrat in good standing with the Central Committee, they shall take a leave of absence from their duties related to the county party office, until such a time that they no longer have a Democratic opponent.

ARTICLE 4: SUB-COMMITTEES

Committee chairs shall serve as non-voting members of the Executive Committee and shall attend all Executive Committee meetings.

Section A. Special Committees

1. Audit Committee

- a. The Audit Committee shall consist of three members appointed by the Chair, and approved by the Central Committee, to examine the books no less than biennially and whenever there is a transfer of records.
- b. The committee shall report its findings at the regularly scheduled Central Committee meeting in October in even numbered years, and at the first Central Committee meeting subsequent to completion of an audit following a transfer of records.

2. Review Committee

- a. The review committee is the primary investigative body of the Lancaster County Democratic Party. It shall be convened to investigate and recommend action with respect to candidates for office, party officers, and Central Committee members in accordance with Review Committee procedures.
- b. The Review Committee shall be established biennially by the Central Committee. This committee shall be composed of the County Party Chair, the Vice Chair, and five additional members, at least one of whom is a minority as defined by the DNC, and at least one who is not a member of the Central Committee.
- c. The Review Committee shall be gender diverse. If a member of the Review Committee is under review, they shall not participate on the Review Committee.
- d. The purpose of the Review Committee is twofold:
 1. To review those rare circumstances where the County Party may be required to disavow a candidate running as a Democrat in a primary election, in a non-partisan race in the general election, or if there are criminal charges against a candidate in a partisan general election.

2. To provide a mechanism to discipline County Party Officers and Central Committee members whose actions undermine the election of Democrats or other actions that undermine the County Party, including but not limited to; members who publicly endorse candidates who are not registered Democrats and who are running against a candidate who is a registered Democrat.
- e. The Review Committee shall have the authority to:
1. Recommend disavowal of candidates;
 2. recommend censure or removal of County Officers and Central Committee members
- f. Any Central Committee member may request that the Review Committee be convened;
- g. Upon the request, a majority vote of the Central Committee or the Executive Committee shall convene the Review Committee to review the person.
- h. Upon the request, a majority vote of the Central Committee or the Executive Committee shall convene the Review Committee to review the person.
- i. Discussion by the Central Committee or Executive Committee of such a request must be conducted in executive session with non-members excluded.
- j. The request to convene the Review Committee and the discussion and activities of the Review Committee shall be confidential unless a Recommendation for disavowal, censure, or removal is made by the Review Committee.
- k. All recommendations made by the Review Committee shall be presented at a Central Committee meeting. Approval of any recommendations for disavowal, censure, or removal shall require a two-thirds (2/3) vote of all members present and voting.

Section B. Standing Sub-Committees

1. The Chair of each Standing Committee shall be appointed by the County Chair.
2. All members of the Central Committee should serve on at least one standing committee.
3. Each Standing Committee shall issue a report of its activities at each Central Committee meeting.

Section C. Technology and Digital Integration Committee

1. The Technology and Digital Integration Committee shall maintain and evaluate the technological needs of the County Party and provide advice on ongoing technological infrastructure including, but not limited to, the website, the newsletter, any voter relationship management system, and intranet the County Party utilizes. The committee shall maintain the county party's operation of its electronic presence, voter file management, and provide related technical training as necessary.

Section D. Membership and Outreach Committee

1. The Membership and Outreach Committee shall:

- a. Be responsible for maintaining and developing membership for the County Party organization.
- b. Host at least one social event per quarter and coordinate party outreach at community events.
- c. Distribute a packet of information for all members of the Central Committee.
- d. The Committee shall be responsible for establishing recommended guidelines to encourage participation by groups underrepresented in Democratic politics and work to make available tools and resources to assist in accomplishing the County Party's diversity and outreach efforts.

Section E. Fundraising Committee

1. The Fundraising Committee shall:

- a. Be responsible for generating revenue for the County Party organization.
- b. Host at least one fundraiser per quarter, including the annual Patriots' Dinner.
- c. Be in charge of recruiting sustaining donors to the Party.

Section F. Issues Committee

1. The Issues Committee shall:

- a. Be responsible for reviewing, researching, and vetting specific political positions and making recommendations to the Central Committee.
- b. Hold fora on relevant political issues in Lancaster County.

Section G. Campaign Services Committee

1. The Candidate and Elected Officials Committee shall:

- a. Recruit candidates for office in Lancaster County
- b. Conduct events and coordinate services and resources for candidates, elected officials, potential candidates for public office, and ballot question campaigns in Lancaster County.
- c. Review, research, and vetting specific ballot question campaigns and making recommendations to the Central Committee.

Section H. Ad Hoc Committees

1. Additional committees may be established for a specific purpose and a defined period of time by appointment of the County Chair, County Convention, or Central Committee.

ARTICLE 5: SUPPORT OF CANDIDATES

Section A. Purpose

1. The primary purpose of the County Party is to elect Democrats to partisan and non-partisan offices in Lancaster County. The County Party will provide support in appropriate forms to Democrats running for office.

Section B. Party Resources

1. Party resources are those materials, physical or intellectual, that are produced by the Lancaster County Democratic Party or on its behalf or at its request and which are funded by the Lancaster County Democratic Party.

Section C. Endorsement

1. Endorsement Defined:
 - a. Endorsement by the County Party means the public recommendation of a Democrat running for electoral office.
 - b. Endorsement does not mean the equitable use of party resources.
2. Endorsement Given:
 - a. All Democrats running for office should expect the endorsement of the Lancaster County Democratic Party unless the Central Committee votes to withhold the endorsement of a candidate.
 - b. The county party will only endorse a democratic elected official running for reelection unless the central committee decides to remain neutral by a $\frac{2}{3}$ vote.

Section D. Withholding Endorsement and/or Resources.

1. Under certain circumstances party endorsement and/or resources may be withheld from a candidate who is a registered Democrat. These circumstances may include, but shall not be limited to:
 - a. A candidate whose opponent is an incumbent Democrat
 - b. A candidate who has not been an active Democrat
 - c. A candidate whose campaign organization is dominated by and supported by other political parties or
 - d. A candidate who has failed to report ~~his or her~~ their financial status to the Federal Election Commission or the Nebraska Accountability and Disclosure Commission.
2. Party endorsement and/or resources may only be withheld upon a $\frac{2}{3}$ vote by the Central Committee.

Section E. Party Officials

1. In order to prevent the actual or appearance of unfair advantage County Party Officers shall maintain strict neutrality in an election contest with more than one Democrat.
2. This section does not apply in the case of an incumbent running for reelection, or in the case that the Central Committee has voted to withhold the endorsement of a candidate.

ARTICLE 6: OFFICIAL ACTS

Section A.

1. Business transacted at the County Convention in accordance with the official rules then in force shall be the official acts of the Lancaster County Democratic Party.

2. Beyond the acts of the County Convention, only the Central Committee of the County Party shall have the authority to determine official acts and positions of the County Party.
3. At no time shall any other individual or body, no matter how constituted, be authorized to represent, or to hold itself to represent the Lancaster County Democratic Party.

ARTICLE 7: PARLIAMENTARY AUTHORITY

Section A.

1. All questions of parliamentary procedure shall be determined in accordance with the most recent edition of Robert's Rules of Order, Newly Revised, except as may be provided by these Bylaws, or by resolution of the Central Committee or County Convention.

ARTICLE 8: AMENDMENTS

Section A.

1. These Bylaws may be amended by a two-thirds (2/3) vote of the delegates present and voting at the County Convention, with a quorum established, or by the Central Committee on matters pertaining to its own governance, as provided by these Bylaws. Proposed amendments shall follow the election of Convention officers and officials, and the adoption of Convention rules. Once approved, the adoption of amendments shall be effective immediately.

ARTICLE 9: DISSOLUTION

Section A.

1. The County Party may be dissolved according to the laws of the State of Nebraska. In the event of dissolution, an audit shall take place, after which all remaining money, items and equipment shall pass to the Nebraska Democratic Party.

