

# BYLAWS of the CARROLL COUNTY (IA) DEMOCRATIC CENTRAL COMMITTEE

(amended May 12, 2025)

## ARTICLE I - NAME, AUTHORITY

**Section 1:** This organization shall be known as the Carroll County (IA) Democratic Central Committee.

**Section 2:** These by-laws shall incorporate and adopt the provisions of the Constitution of the Democratic Party of Iowa as are applicable to the county organization. In case of conflict, the state party constitution shall prevail.

## ARTICLE II - PURPOSE

**Section 1:** The purpose of this organization is to serve as the main point of contact for the Carroll County, Iowa residents who wish to advance Democratic ideals.

**Section 2:** The organization's efforts will include:

- A. Electing Democrats
- B. Recruiting qualified Democrats as candidates
- C. Raising funds for Democratic candidates
- D. Promoting Democratic principles in Carroll County, in the State of Iowa and in the United States.

## ARTICLE III - MEMBERSHIP

### **Section 1: Eligible Persons.**

- A. All persons at least 18 years of age as of the date of the next General Election, who are residents of Carroll County, Iowa, as established by voter registration, who support the purposes of the Iowa Democratic Party, and who are registered Democrats, or who register at the time of their request to participate in the process in question as Democrats, shall be eligible to participate as members of the Carroll County Democratic Party. Such persons shall also be permitted to participate, as these by-laws allow, as members of the Carroll County Democratic Party Central Committee.
- B. All young persons who are not eligible to vote in the next General Election, who are residents of Iowa, and who support the purposes of the Democratic Party of Iowa shall be eligible to participate as full party members except for voting and holding elective positions within the party, or as restricted by Iowa law.

### **Section 2: Voting and Non-Voting Designation.**

- A. Only duly elected members of the Central Committee shall have voting privileges.

- B. The Carroll County Democratic Central Committee shall consist of two (2) elected persons from each voting precinct within the county.
- C. Each precinct may elect up to one (1) Additional Committee Member who shall be a voting member of the Central Committee. Additional Committee Members must live within the precinct they will represent.
- D. Elected County Democratic office holders will be non-voting members of the Central Committee.
- E. Elected County Democratic office holders will be voting members of the Central Committee if they are duly elected precinct persons from their precinct.
- F. Recognizing there are citizens of Carroll County who contribute to and desire involvement in the political process, and further recognizing that the Democratic Party of Carroll County desires to give our citizens expanded forum to present their ideas, it is hereby established by these by-laws that each precinct may have Associate Members in addition to voting members of the Central Committee. Any Associate Member shall have reached the age of 14 and will have all the rights and privileges of the precinct committee persons, except the right to vote at Central Committee meetings.

### **Section 3: Members' Terms.**

- A. Each Central committee person shall be elected every two (2) years at their County precinct caucus by majority vote of those present, and shall serve a two-year term on the Carroll County Democratic Central Committee.
- B. After being duly elected every two years at caucuses, Central Committee members shall serve until successors are elected, unless they are removed by a simple majority vote of the Central Committee or resign.

### **Section 4: Duties and Responsibilities.**

- A. It shall be the duty of each elected member to attend all regularly scheduled meetings of the Central Committee, to serve on subcommittees when appointed, and to assist the Central Committee and all subcommittees in carrying out their functions.
- B. It shall be the duty and responsibility of the precinct representative of each precinct to:
  - 1. Serve as a liaison between the Central Committee and the registered Democrats within their precinct.
  - 2. Promote and sustain party interests at the precinct level, carrying out programs adopted by the Carroll County Democratic Central Committee.
  - 3. Support candidates for office who are nominated by the Democratic Party.
  - 4. Help secure, prior to the date of an even-year caucus, a handicapped-accessible and centrally-located public space within the precinct, in which to conduct precinct caucuses.
  - 5. Submit in writing to the Central Committee Chairperson, the name and address of one public place for caucus, as required by the state party. If no public place is reasonably available, the precinct caucus may be held in a private home, or the precinct committee person(s) may request assistance from the Central Committee in securing and financing a public place.

6. Make available a place for get-out-the-vote activities on election day. The Central Committee and Precinct Committee person(s) shall strive to make available a Democratic information center in the higher population areas.

#### **Section 5: Vacancies.**

- A. Member vacancies will be filled from the precinct list of eligible Democrats. It shall be the responsibility of the Central Committee to nominate persons for vacancies at a regular meeting.
- B. Officer vacancies of the Central Committee will be filled upon a majority vote of the members present. Voting shall be by written ballot at an official meeting for which prior notice of the election was properly made in the notice for the meeting, unless the majority present vote to proceed by voice vote. The vacancy must be announced at one regular meeting and shall be filled at the following regular meeting, or as soon after that meeting as possible.
- C. Any person may resign from the Central Committee by notifying the Chair in writing.
- D. Upon leaving office or resigning, committee members and officers shall turn over all books, records and property, in their possession, purchased by the Carroll County Democrats, to the Central Committee.

#### **Section 6: Resignation, Termination and Absences.**

- A. **Termination.** Central Committee Members may be removed by simple majority vote of the Central Committee for any of the following:
  - Non-residency
  - Inattention to duty
  - Incompetence
  - Support of a candidate for public office who is running against a candidate nominated by the Democratic Party
  - Failure to attend meetings without a valid excuse
- B. **Unexcused Absences.** After two unexcused absences, the secretary, upon notice from the Executive Committee, shall provide written notice to that person as a reminder that continued unexcused absences may be cause for removal from the Central Committee. Such person(s) may be removed by a simple majority vote of the membership present at any officially called meeting of the Central Committee.

### **ARTICLE IV - MEETINGS**

**Section 1:** The Carroll County Democratic Central Committee shall meet at least once a month, except in July and December, during even-numbered years, and at least quarterly during odd-numbered years. The Chair shall cause notice of such meetings to be distributed to each committee member and Officer of the Central Committee at least seven (7) days before the date set for each meeting.

**Section 2:** The Central Committee may, by majority vote of those Committee members attending any official Committee meeting, direct the Chair to call additional non-regular meetings at times and places selected by the Central Committee. The Chair shall cause notice of such meetings to be distributed to each committee member and Officer of the Central Committee at least seven (7) days before the date set for each meeting.

**Section 3:** Upon receiving a petition signed by 25% of the members of the Central Committee, the Chair shall call a special meeting which must be held within twelve (12) days of the receipt of such petition. The Chair shall cause notice of such a meeting to be distributed to each committee member and Officers of the Central Committee at least seven (7) days before the date set for such meeting.

**Section 4:** The Central Committee may conduct meetings by remote electronic means, such as a conference by video or telephone. Members participating in a meeting of members by means of remote communication shall be deemed present and may vote at such a meeting. Members shall be provided a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to communicate, and to read or hear the proceedings of the meeting, substantially concurrently with such proceedings.

## **ARTICLE V - COMMUNICATION**

**Section 1: Notification Methods.** The Carroll County Democratic Central Committee shall use electronic communication as the primary means of providing notices of official meetings, special meetings, events, and other orders of business. Electronic communication may include email and text messaging or mobile app notifications.

- A. Official notices of meetings, including agendas and relevant documents, may be provided electronically in advance, as stated in these by-laws, to the Central Committee.
- B. Members who require alternate communication methods due to accessibility concerns must notify the Secretary, in writing, of their preferred method.
- C. Members must regularly check their designated communication channels for updates and information and respond as requested.
- D. Receipt of electronic notifications shall be presumed unless a member provides evidence of non-receipt within a reasonable timeframe.

**Section 2:** It is the responsibility of Central Committee members to provide and maintain accurate and preferred contact information to the Secretary of the Central Committee.

**Section 3:** The responsible member of the Executive Committee is to keep records of all official electronic communications for reference and accountability. The Secretary is responsible for archiving records.

**Section 4:** The Carroll County Central Committee recognizes that communication technology and organizational needs are evolving. Any changes will be communicated promptly through official channels.

## **ARTICLE VI - OFFICERS, EXECUTIVE and NOMINATING COMMITTEES**

### **Section 1: Officers.**

- A. The officers of the Carroll County Central Committee shall be the Chair, First Vice-Chair, Second-Vice Chair, Secretary and Treasurer.

### **Section 2: Executive Committee.**

- A. The Executive Committee shall include the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer and Finance Chair.

### **Section 3: Vacancies.**

- A. In the event of a vacancy in an elected office, the Chair, at the meeting where the vacancy is announced, shall appoint, with approval of the Central Committee, a Nominating Committee composed of not less than three (3) people.
- B. A Nominating Committee will be created in the event of a vacancy of an elected officer.
  1. The purpose of the Nominating Committee will be to recruit and present to the Central Committee interested candidates for election to office.
  2. Nominations may also be accepted from the floor.

### **Section 4: Elections and Nominations.**

- A. The Finance Chair shall be appointed by the Chair of the Central Committee, with approval of the Central Committee. The Finance Chair serves at the pleasure of the Chair of the Central Committee.
- B. All officers shall be elected by a simple majority vote at the biennial (every other year) organizational meeting of the Central Committee in odd-numbered years.
- C. Officer candidates will be nominated either by the Nominating Committee or from the floor. If the Chair is not nominated for another term, the first Vice-Chair will automatically be nominated to become Chair for the next term.
- D. Officers need not be selected from the Carroll County Central Committee membership; however they shall be qualified voting members of the Democratic Party and currently reside in Carroll County. Officers not duly elected to the Central Committee shall not be afforded voting privileges in accordance with Article III Section 2.

**Section 5: Terms.** The term for Officer(s) shall begin at the next meeting after their election and shall continue for two (2) years, or until their successor(s) is elected, unless they resign or are removed by the Carroll County Central Committee for the following reason(s):

- non-residency,
  - Inattention to duty,
  - Incompetence,
  - Support of a candidate for public office who is running against a candidate nominated by the Democratic Party, OR
  - Failure to attend meetings without a valid excuse
- A. Such persons may be removed by a simple majority vote of the membership present at any officially called meeting.

## **Section 6: Officer Duties.**

- A. The Chair shall:
  - 1. Function as the Chief Executive Officer, acting in the ex-officio capacity to all committees, and presiding at all Central Committee meetings.
  - 2. Appoint all committees including standing committees. Committees may be filled with Democrats currently residing in the county, but shall consist of at least one Central Committee member.
- B. The First Vice-Chair shall:
  - 1. Assume the duties of the Chair in that officer's absence.
  - 2. Serve as acting Chair in the event of a vacancy in the office of the Chair until that vacancy is filled in accordance with Article VI Section 4.
  - 3. Other duties as assigned by the Chair.
- C. The Second Vice-Chair shall:
  - 1. Assume the duties of First Vice-Chair in that officer's absence.
  - 2. Be in charge of tracking attendance and excused absences.
  - 3. Determine vacancies in the elective positions on the Central Committee.
  - 4. Other duties as assigned by the Chair.
- D. The Secretary shall:
  - 1. Be in charge of all the files and records of the county party, excepting only such as shall be in charge of the Treasurer or Second Vice-Chair.
  - 2. Prepare any necessary documents and general correspondence, including minutes of all meetings, and preserve such material.
  - 3. Be responsible for sending notices prior to meetings of the Central Committee.
  - 4. Take roll call at each committee meeting.
- E. The Treasurer shall:
  - 1. Have responsibility for the funds of the Central Committee.
  - 2. Present a written report of total receipts and disbursements at each regular meeting.
  - 3. File all proper financial reports with the Iowa Ethics and Campaign Disclosure Board, in accordance with the Iowa Campaign Finance Laws.
  - 4. Be in charge of all financial records and transactions to the County Democratic Party, subject to audit at least once each calendar year.
  - 5. Have final authority on questions in compliance with the Iowa Campaign Finance Laws.
- F. The Finance Chair shall:
  - 1. Stimulate and collect funds for the Central Committee in compliance with the Iowa Campaign Finance Laws.
  - 2. Act at the direction of the Treasurer in all matters relative to the Iowa Campaign Finance Laws.

## **ARTICLE VII - Executive Committee**

- A. The Executive Committee may meet at least once prior to each meeting of the Central Committee, and at other times and places as the Chair, or a majority of its voting members, shall direct. The Executive Committee shall adopt such procedures as may be appropriate to govern its meetings.

- B. Between meetings of the Central Committee, the Executive Committee may approve gross expenditures up to \$250 for unbudgeted items, as necessary and appropriate, to carry out the purposes of the Central Committee.
- C. The total of unbudgeted expenditures authorized by the Executive Committee shall not exceed \$500 annually.
- D. Proposals for unbudgeted expenditures of over \$250 must be approved by a majority vote of the members of the Central Committee present and voting at a duly called meeting.

## **ARTICLE VIII - STANDING COMMITTEES**

**Section 1:** Committees may be filled with Democrats currently residing in the county, but shall consist of at least one Central Committee member.

- A. Finance and Budget Committee is composed of the Chair, Treasurer, Finance Chair and other members appointed by the Chair.
  - 1. The Finance and Budget Committee will:
    - a. Prepare the Central Committee annual budget.
    - b. Assist as requested with the annual audit.
- B. Communication Committee shall be responsible for:
  - 1. Maintaining media sites.
  - 2. Disseminating information throughout the county.
  - 3. Compiling and sharing electronic media resources.
- C. Audit Committee shall:
  - 1. Prepare a recommendation for selecting an external audit annually.
- D. Rules Committee shall:
  - 1. Be responsible for development, interpretation, and enforcement of the by-laws and procedural conduct governing meetings, caucus, and officer elections. The committee shall periodically review rules to ensure effectiveness and propose necessary revisions and present any amendments to the Executive Committee.
- E. Recruitment and Training Committee shall:
  - 1. Be composed of appointees and volunteers to actively recruit and train Central Committee members; coordinating efforts with the Nominating Committee.
- F. Candidate Recruitment Committee shall:
  - 1. Be composed of appointees and volunteers to actively seek out qualified and responsive people to run for office on the Democratic ticket.
  - 2. Coordinate and schedule various activities of the candidate(s) and the Democratic Party.

**Section 2:** Other Standing Committees may be formed as the need arises such as: Convention and Caucus Committee, Voter Identification Committee, Absentee Ballot Committee, Election Day Committee, Affirmative Action Committee, Special Events.

## **ARTICLE IXI - AFFILIATE MEMBERSHIP**

**Section 1:** The Carroll County Central Committee recognizes the value of independent organizations (i.e. women's club and youth caucus) that may choose to apply for Affiliate Membership.

**Section 2: Acceptance.** Individuals who reside outside the geographic boundaries of Carroll County may apply for Affiliate Membership.

A. Affiliate Members shall be granted approval by a majority vote of the members.

### **Section 3: Expectations.**

- A. Affiliate Members and their representatives shall demonstrate a commitment to Democratic values and principles and be registered with the Democratic Party.
- B. Affiliate Members must adhere to membership guidelines.

**Section 4: Involvement.** Affiliate Members may provide input on organizational matters, contribute to discussions and collaborate on initiatives.

**Section 5: Voting Rights:** Affiliate Membership does not confer voting rights in organizational decisions, elections, or governance matters.

**Section 6: Termination.** Affiliate Members who no longer align with the values of the Carroll County Democrats or engage in conduct detrimental to the Carroll County Democrats may be removed by a majority vote of the members.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

The parliamentary authority shall be the current edition of "Robert's Rules of Order, Newly Revised," except as stated within these by-laws.

## **ARTICLE XI - CONVENTIONS AND DELEGATES**

County conventions shall comply with the laws and State of Iowa and the Constitution of the Democratic Party of Iowa.

## **ARTICLE XII - Amendments**

These articles may be amended by a majority vote of those in attendance at any scheduled or special meeting, providing seven (7) days written notice of the proposed change of by-laws is emailed or mailed to all members at their last known address.

These By-Laws are hereby adopted by the Carroll County Democratic Central Committee this **12th day of May, 2025.**

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Deb Julich, Chair

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Karen Nieland, First Vice-Chair

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Sam Norland, Second Vice Chair

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Barb Middendorf, Treasurer

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Peg Buman, Acting Secretary

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Peg Buman, Acting Secretary

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Barbara Middendorf, Treasurer