

COFFEE COUNTY TENNESSEE DEMOCRATIC PARTY BYLAWS

As Amended and Adopted on January 8, 2011 at a meeting of
the Executive Committee of the Coffee County Democratic Party.

ARTICLE I. NAME AND OBJECT

- SECTION 1:** The name of this organization shall be the Coffee County Democratic Party.
- SECTION 2:** The object of this organization shall be to promote the ideals and principles of the Democratic Party and to aid in the election of Democrats and Democratic nominees for public office.

ARTICLE II. MEMBERSHIP

- SECTION 1:** Eligibility: All residents of Coffee County, Tennessee who are registered to vote in this county and who believe in the ideals and principles of the Democratic Party are eligible to become members of the Coffee County Democratic Party.
- SECTION 2:** Nondiscrimination: Membership in the Coffee County Democratic Party shall not be denied because of race, color, sex, religion, age, gender, disability or ethnic origin.

ARTICLE III. POWERS AND RESPONSIBILITIES

- SECTION 1:** Governance: The governance and direction of the affairs of the Coffee County Democratic Party shall be vested in the Coffee County Democratic Executive Committee (the "Executive Committee") and in the officers of the Coffee County Democratic Party, as hereinafter set forth in these bylaws, subject to the laws of the State of Tennessee and such rules as may be established by the Tennessee State Democratic Executive Committee.
- SECTION 2:** Party Responsibility: The Coffee County Democratic Party shall have the following responsibilities:
- a) Planning and conducting all county meetings and conventions.
 - b) Keeping and maintaining records of all Democratic Party meetings and business.
 - c) Supporting the duly selected nominees of the Democratic Party.

ARTICLE IV. EXECUTIVE COMMITTEE

- SECTION 1:** Membership: The Executive Committee shall be composed of a man and a woman elected from each of the six (6) regions established by the Coffee County Democratic Party to represent the twenty-one (21) county voting districts, plus those who become members pursuant to Article VIII, Section 8 (Officers).
Executive Committee members must be a registered voter in Coffee County and must attest they are a bona fide Democrat by execution of an affidavit or affirmation to that effect in order to be considered for membership on the Executive Committee.
Positions on the Executive Committee are not available to any person who has qualified for political office as an Independent or represented any political party other than the Democratic Party; has demonstrated disloyalty to the Democratic Party, either in the form of a public announcement of support of another party in a pending election, or by working for or giving financial support to any such candidate running against a duly nominated candidate of the Democratic Party.
If the Coffee County Democratic Party has difficulty in filling Executive Committee positions on a regional basis, then and in that event, all representation should be at-large and should be balanced, if possible. Extra members of the Executive Committee from a particular region may be awarded based on the Democratic vote in the last gubernatorial primary.

SECTION 2: Regions: The six (6) regions in Coffee County which are represented by the Executive Committee are as follows:

- a) Region 1 shall be comprised of Voting Districts 1, 2 and 3
 - District 1 Ada Wright Center, Manchester
 - District 2 St. Paul United Methodist Church, Manchester
 - District 3 Trinity Baptist Church, Manchester
- b) Region 2 shall be comprised of Voting Districts 4, 5 and 6
 - District 4 First Baptist Church, Manchester
 - District 5 Hillsboro Comm. Center, Hillsboro
 - District 6 TN Vocational Center, Manchester
 - District 6-4 TN Voc / City Only, Manchester
- c) Region 3 shall be comprised of Voting Districts 7, 8 and 9
 - District 7 Forest Mill Church of Christ, Manchester
 - District 7-4 Forest Mill / City Only, Manchester
 - District 8 New Union Fire Hall, Manchester
 - District 9-1 Pocahontas, Morrison (Coffee County)
 - District 9-2 Summitville United Methodist Church, Manchester
- d) Region 4 shall be comprised of Voting Districts 10, 11, 12 and 13
 - District 10-1 Goosepond Comm. Ctr., Manchester
 - District 10-2 Noah Comm. Ctr., Manchester
 - District 11 Fredonia Comm. Ctr., Manchester
 - District 12 North Coffee Elementary Sch., Manchester
 - District 13 Blanton's Chapel Comm. Ctr., Manchester
 - District 13-2 Schmiede/TMT, Tullahoma
 - District 13-4 Schmiede / City Only / Tullahoma
- e) Region 5 shall be comprised of Voting Districts 14, 15, 16 and 17
 - District 14 Hickerson Fire Hall, Tullahoma
 - District 15 Grace Baptist Ctr., Tullahoma
 - District 16 Lion's Club, Tullahoma
 - District 17 Hands On Science Ctr., Tullahoma
- f) Region 6 shall be comprised of Voting Districts 18, 19, 20 and 21
 - District 18 First Christian Church, Tullahoma
 - District 19 C D Stamps Center, Tullahoma
 - District 20 Coffee County Senior Center, Tullahoma
 - District 21 Wilson Ave. Church of Christ, Tullahoma

SECTION 3: Manner of Election: The Executive Committee members shall be elected at a biennial convention of the Coffee County Democratic Party, called for the purpose of electing the Executive Committee members. The Convention is held in April of odd-numbered years at a date determined by the State Democratic Party Executive Committee.

SECTION 4: Resignations: The resignation of any member of the Executive Committee shall be made in writing and shall take effect at the time specified therein, or if no time is specified, then it shall take effect upon receipt of such resignation by the Chair.

SECTION 5: Vacancies: A vacancy shall be filled by nomination from the membership. Any vacancies occurring in the Executive Committee may be filled by the affirmative vote of a majority of the Executive Committee members present at any regular meeting, even though less than a quorum of the Executive Committee exists. In the event of a vacancy, whether resulting from a resignation, expulsion or failure of any region to elect its Executive Committee members, the remaining members of the Executive Committee in attendance at any subsequent meeting may fill those Executive Committee positions from members of the Coffee County Democratic Party who reside in that region and who meet the same requirements of a duly elected member as prescribed in Article IV, Section 1.

- SECTION 6:** Attendance: An Executive Committee member who fails to attend four (4) consecutive meetings of the Executive Committee, without an excuse satisfactory, as prescribed in Section 8, Part c), shall have his or her office declared vacant by the Executive Committee Chair. After the Executive Committee members has missed three (3) consecutive meetings, he or she shall be notified at least fourteen (14) days before the next meeting and by certified mail that such action is imminent. If the Executive Committee member still fails to meet the attendance requirement, the position will be declared vacant without additional notice. The vacancy shall be filled in accordance with Article IV, Section 4, Vacancies.
- SECTION 7:** Manner of Acting: The act of a majority of the Executive Committee present shall be the act of the Executive Committee, unless a greater number be required by law or by these bylaws.
- SECTION 8:** Expulsion from Executive Committee:
- a) Notice and Opportunity to be Heard. The Executive Committee may vote to expel a member, but only if written notice is given prior to the meeting in which such action is being voted on. The member in question must be given fourteen (14) days written notice and an opportunity to be heard.
 - b) Reasons for Expulsion. Reasons for expulsion from the Executive Committee may include, but are not limited to the following reasons:
 - i. In the event he/she qualifies for political office as an Independent or representing any political party other than the Democratic Party;
 - ii. Opposes a duly qualified Democratic nominee;
 - iii. Demonstrates disloyalty to the Democratic Party by publicly announcing support of a candidate of another party in a pending election;
 - iv. Works for or gives financial support to any candidate running against a duly nominated candidate of the Democratic Party;
 - v. Has conducted themselves in an obnoxious, belligerent or disrespectful manner at meetings where their behavior has been recorded in the minutes; or
 - vi. Has four (4) unexcused consecutive absences during a term.
An absence is excused if notice is given to the Chair prior to the start of the meeting and the reason for the absence is one of the following:
 - a. Illness
 - b. Family illness or death
 - c. Business or out of town
 - c) Discretionary Expulsion and Opportunity to be Heard. A member may be expelled at the discretion of the Executive Committee if a pattern of non-attendance is established, even such absences are excused. The Executive Committee shall not expel a member unless and until such a member is given the opportunity to be heard and a simple majority of the Executive Committee members present at the meeting concur in a discretionary sanction or expulsion.

ARTICLE V. MEETINGS

- SECTION 1:** General: Notice of all meetings of the Coffee County Democratic Party or of the Executive Committee shall be provided to the membership and to the local news media at least seven (7) days prior to the date of the meeting. All meetings shall be held at convenient times and locations, and shall be open to the general public and media representatives, except where legal counsel otherwise indicated based upon a legal need for a closed meeting.
- SECTION 2:** Regular Meetings: Meetings of the Executive Committee and/or the Membership shall be held no less than four (4) times a year, or when called by the Chair or by one-third (1/3) of the Executive Committee members.

- SECTION 3:** Special Meetings: If more than three (3) months have passed since the last previous meeting, and if the Chairperson has not called a meeting, any simple majority of members may call a meeting by notifying all members at least seven (7) days prior to such a meeting. If fewer than ninety (90) days have passed since the last previous meeting, seven (7) members may call a special meeting provided seven (7) days prior notice is given to the membership. Any notification of a meeting must include a time and location.
- SECTION 4:** Quorum: The Executive Committee members present at any properly announced meeting shall constitute a quorum for the transaction of business.
- SECTION 5:** Member Conduct at Meetings: Members shall be considered out of order should they fail to be recognized by the Chair before speaking, refuse to be seated when asked by the Chair and/or conducts themselves in an obnoxious, belligerent or disrespectful manner. The Chair shall call the member to order and ask that they be seated and not interrupt the proceedings again without being recognized. If the member refuses to come to order, the Chair shall instruct the Secretary to record their behavior and the Chair has the authority to ask the member to leave the meeting. Such behavior may be grounds for expulsion from the Executive Committee.
- SECTION 6:** Convention Meeting: A regular meeting of the Executive Committee shall be held without other notice than these bylaws immediately after, and at the same place as the convention.

ARTICLE VI. CONDUCT OF CONVENTION

- SECTION 1:** Convention: The provisions for the holding of the county convention shall be as follows:
- a) The convention shall be well publicized in the local news media. At least seven (7) days prior notice must be given.
 - b) All members of the Coffee County Democratic Party who are registered voters are invited to attend the convention and are eligible to vote after attesting they are bona fide Democrats by execution of affidavits or affirmations to that effect.
 - c) All members of the Coffee County Democratic Party who are registered voters are eligible to be a candidate for the Executive Committee unless:
 - i. He/she qualifies for political office as an Independent or representing any political party other than the Democratic Party;
 - ii. Has opposed a duly qualified Democratic nominee;
 - iii. Has demonstrated disloyalty to the Democratic Party by publicly announcing support of a candidate of another party in a pending election;
 - iv. Has worked for or has given financial support to any candidate running against a duly nominated candidate of the Democratic Party.
 - d) The Chairperson, prior to voting, shall appoint an adequate number of Sergeants-at-arms to assure that only bona-fide Democrats are present for the voting process. The Secretary or duly appointed representative shall verify the affirmations of all attendees.
 - e) The convention shall be called to order by the Incumbent Chair of the Coffee County Democratic Executive Committee. The Convention shall then be divided into caucuses, divided by region.
 In each caucus, a chair shall be selected and the chair shall then call for nominations for each Executive Committee position. One man and one woman shall be elected from each region. Separate elections shall be held for each Executive Committee position. After the nominations cease, the ballot is closed and the elections shall commence. In the case of a tie, a runoff between those tied shall be held to decide the winner.
 Upon the completion of the election of the two (2) Executive Committee members from each region, the Convention shall reassemble and each region shall report the Executive Committee members who have been elected from that region. The convention shall then adjourn, as its business has been completed.

**ARTICLE VII.
PROXIES, UNIT RULE AND OPEN VOTING**

- SECTION 1:** No Proxies Allowed: No proxy shall be allowed at a meeting of the Executive Committee.
- SECTION 2:** Unit Rule: No voting by the unit rule shall be allowed at any meeting of the Executive Committee.
- SECTION 3:** Open Voting: All votes shall be public and shall not be by secret ballot.

**ARTICLE VIII.
OFFICERS**

- SECTION 1:** Officers: The officers of the Coffee County Democratic Party shall be Chair, Vice-Chair (additional vice-chairs optional), Secretary and Treasurer, all of whom shall be elected by the Coffee County Executive Committee for a two (2) year term, or until their successors are duly elected and qualified.
- SECTION 2:** Election of Officers: The officers shall be elected by a simple majority of the members of the Coffee County Democratic Executive Committee present at the meeting held immediately following the Convention. In the event a majority is not achieved, a runoff election shall be held until a majority prevails with the low vote getter being dropped from the next ballot. A complete list of the Officer and Executive Committee members shall be forwarded to the Chair of the Tennessee Democratic Party within ten (10) days after their election.
- SECTION 3:** Vacancies: Vacancies in any office for any reason may be filled by the Executive Committee for the unexpired portion of the term.
- SECTION 4:** Chair: The Chair shall preside over any Convention, which may be called, and over the meetings of the Executive Committee. He/she shall perform all duties incident to the office of such chairs and such other duties as may be prescribed by the Executive Committee members from time to time.
- SECTION 5:** Vice Chair: In the absence of the chair, or in the event of his/her death or inability or refusal to act, the vice-chair shall perform the duties of the chair, and in so acting, shall have all the powers of, and be subject to all restrictions on, the chair. He/she shall perform all duties incident to the office of vice-chair and such other duties as may be assigned to him/her by the chair or by the Executive Committee. In the absence of the vice-chair, the second vice-chair steps up to perform the duties of the vice-chair.
- SECTION 6:** Secretary: The secretary shall:
- a) keep the minutes of the Executive Committee;
 - b) keep the minutes of any conventions which may be held;
 - c) see that all meeting notices are duly given in accordance with the provisions of these bylaws;
 - d) be custodian of the records of the Executive Committee;
 - e) keep membership records and have general charge of membership books of the Executive Committee;
 - f) maintain copies of all correspondence received and/or sent; and
 - g) in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the chair or by the Executive, or which may be required by law.

- SECTION 7:** Treasurer: The treasurer shall:
- a) have charge and custody of, and be responsible for, all funds and securities of the Party from any source whatsoever, and deposit all such monies in the name of the Coffee County Democratic Executive Committee in such bank or other depositories as shall be selected in accordance with the provisions of these bylaws;
 - b) keep and maintain, open to inspection by any member of the Executive Committee at all reasonable times, adequate or correct accounts of the funds and transactions of the Executive Committee, which shall include all matters required by law;
 - c) disburse the funds of the Executive Committee as he/she may be ordered by the Executive Committee;
 - d) present an itemized written statement of income and expenditures and the current financial condition of the Executive Committee to members at each regularly scheduled meeting or any other meeting as requested by the Chair or the Executive Committee;
 - e) register with the State Election Commission; and file any and all reports required by the State Election Commission (SEC) and Federal Election Commission (FEC);
 - f) in general, perform all of the duties incident to the office of treasurer and such other duties as may be assigned to him/her by the chair or Executive Committee;
 - g) retain all paid bills for a period of seven (7) years; and
 - h) if required by the Executive Committee, give a bond, to be paid for by the Executive Committee, for the faithful discharge of his/her duties, in such sum and with such corporate surety or sureties as the Executive Committee shall determine.
- SECTION 8:** Officers Not Required to be Members: It is not required that the officers be members of the Executive Committee. Any officer who is elected by the Executive Committee who is not an elected member of the Executive Committee shall, upon his/her election as an officer, become a voting member of the Executive Committee.
- SECTION 9:** Neutrality: No officers shall openly support a candidate in a Democratic Primary, so that the officers present neutrality to maintain party unity.
- SECTION 10:** Members Must Support Nominees of the Democratic Party. No person shall be an officer or member of the Executive Committee if he/she shall not support nominees of the Democratic Party. Failure to support the nominees of the Democratic Party shall be cause for removal. Officers may be removed under this Section by the Executive Committee by a simple majority of those present at any regular meeting or any meeting called for that purpose after at least ten (10) days prior notice to all members of the Executive Committee.
- SECTION 11:** Resignations: The resignation of any Officer of the Executive Committee shall be made in writing and shall take effect at the time specified therein, or if no time is specified, then it shall take effect upon receipt of such resignation by the chair or secretary.

ARTICLE IX. COMMITTEES

- SECTION 1:** Committees Appointed by Chair: The Chair may establish committees, to be composed solely of Executive Committee members or partly Executive Committee members and partly others, as it deems appropriate. The committees shall carry out the lawful and proper duties assigned to it by the Chair.
- SECTION 2:** Term of Office: Each member of a committee shall serve at the pleasure of the Chair, but no longer than until the next Convention or until the committee is terminated.
- SECTION 3:** Removal of any Member of a Committee: The Chair shall have the right to remove any member of a committee.