

POLK COUNTY BYLAWS
ARTICLE I.
NAME AND OBJECT

SECTION 1: The name of this organization shall be the Polk 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 Polk 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 Polk County Democratic Party.

SECTION 2: Nondiscrimination. Membership in the Polk 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 Polk County Democratic Party shall be vested in the Polk County Democratic Executive Committee (the "Executive Committee") an in officers of the Polk 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 Responsibilities. The Polk County Democratic Party shall have the following responsibilities:

- a) Planning and conducting all county meetings and convention.
- 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 and PRECINCT CHAIRPERSONS

SECTION 1: Membership. The Executive Committee shall be composed of the chair, vice-chair, treasurer and secretary of the county party along with a precinct chair elected from each county precinct and one member of the opposite gender from the precinct chair from each precinct. If a county has difficulty filling precinct chair positions or should there become a vacancy, the county party chair shall appoint one to serve until the next opportunity for the county party to convene and permanently fill the position. Representation of the precinct chairs

should be balanced if possible, extra members to the Executive Committee from a particular precinct may be awarded based on the Democratic vote in the last gubernatorial primary. At any time the same person holds multiple positions as stated above, they shall retain control of one vote only of the executive committee. The terms of the executive committee expires at the time of the next county re-organization meeting or until the county party replaces the member or the member is relieved of duty by a majority of the executive committee. Removal from the executive committee may be done only for violation of state and federal laws or for great acts against the democratic party itself such as in the event he/she qualifies for political office as an Independent or representing any political party other than the Democratic Party and opposes a duly qualified Democratic nominee. In this instance, a majority of the executive committee is considered a majority of the full committee, not just the members present at the meeting.

SECTION 2: Manner of Election. The Executive Committee members shall be elected at a County Convention or re-organization meeting called for the purpose of electing Executive Committee members at a date determined by the State Democratic Executive Committee.

SECTION 3: 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, Vice-Chair or Secretary.

SECTION 4: Manner of Acting. The act of a majority of the Executive Committee members present shall be the act of the Executive Committee, unless a greater number be required by law or by these bylaws.

SECTION 5: Sanctions or Expulsion Notice and Opportunity to be heard. The Executive Committee may vote to impose sanctions on, or expel a member, but only if written notice is given that the issue will be taken up at the meeting prior to the meeting on which such action is voted. The member in question must be given written notice, and an opportunity to be heard.

SECTION 6: Precinct Chairperson – Duties. The precinct chairs shall nominate to the County Chair names to fill positions at the election polls for democratic judge(s), clerk(s) and returning officer(s) as allowed by law. If there is a vacancy in the position or the precinct judge fails to turn in a name for such positions, the county chair shall fill the position, either in person or by designee thereof.

ARTICLE V. MEETINGS

SECTION 1: General. All meetings of the Polk County Democratic Party or of the Executive Committee shall be well publicized in countywide media at least Ten (10) 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. Regular meetings of the Executive Committee shall be held when called by the Chair or by one-third (1/3) of the Executive Committee members.

SECTION 3: Special Meetings. If more than sixty (60) days have passed since the last previous regular meeting, and if the Chairperson has not called a meeting, any 75 members may call a meeting by notifying all members at least ten (10) days prior to such a meeting. If fewer than sixty (60) days have passed since the last previous meeting, 100 members may call a special meeting provided ten (10) days prior notice is given of a meeting including time and location, except as set out in section 5 below, all meetings of the Polk County Democratic Party in which changes to the composition or changes to the bylaws are made shall be published in a news paper of general circulation in the county ten days prior to such meeting unless the special called meeting date and time is announced at a meeting that has been previously advertised in which case there must be a notice of five (5) days.

SECTION 4: Quorum. Except where indicated in these bylaws, fifty percent (50%) of the members of the Executive Committee shall constitute a quorum for the transaction of business at a meeting of the Executive Committee. If less than a quorum is present at a meeting of the Executive Committee, a majority of the members present may adjourn the meeting.

SECTION 5: Convention Meeting. A regular meeting of the Executive Committee shall be held without other notice than this bylaw 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/re-organization meeting shall be as follows:

- (a) The convention shall be well publicized in the local news media. At least ten (10) days prior notice must be given.
- (b) All members of the Polk County Democratic Party who are registered voters, and who attest they are bona fide Democrats by execution of affidavits or affirmations to that effect, are eligible to vote at the convention and to be candidates for the Executive Committee and vote.
- (c) 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.
- (d) Separate elections shall be held for each Executive Committee position.
- (e) The convention shall be called to order by the incumbent Chair of the County Democratic Executive Committee.
- (f) Upon Being called to order, the bylaws of the party shall be voted on with copies available for inspection.
- (g) the agenda shall be as follows:
 - 1.) Appointment of Sergeant-At-Arms
 - 2.) Invocation
 - 3.) Pledge of Allegiance
 - 4.) Adoption of Bylaws

- 5.) Election of county chair
- 6.) Election of vice-chair
- 7.) Election of secretary
- 8.) Election of treasurer
- 9.) Nominations of county election commission officers for state election commission confirmation.
- 10.) Appointment of precinct chairs and executive members
- 11.) Appointment of Committees

ARTICLE VII. PROXIES

SECTION 1: No Proxies Allowed. No proxy shall be allowed at any meeting of the Executive Committee or any regular meeting of the Polk County Democratic party

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 Polk County Democratic Party shall be chair, vice-chair secretary, and treasurer, all of who shall be elected by the Polk County Democratic Party. 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 present members of the Polk County Democratic Party.

SECTION 3: Vacancies. Except as provided by Article IV section 1, . Vacancies in any office for any reason may be filled by the Polk County Democratic Party 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 chair 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 notices are duly given in accordance with the provisions of law and 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; and
- (f) 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 Committee, 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 Polk 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) Render to the chair and secretary, or to the Executive Committee, whenever it may require or request it, an account of all his/her transactions as treasurer, and a financial statement in form satisfactory to it, showing the condition of 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)
- (1) 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; and
- (g) 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.

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 vote.

SECTION 12: 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, vice-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.

SECTION 2: Term of Office. Each member of a committee shall serve at the pleasure of the person or entity creating the committee, but no longer than until the next convention or until the committee is terminated.

SECTION 3: Removal of any Member of the Committee. Any member of any committee may be removed by the person or persons authorized to appoint such member whenever, in their judgment, the best interest of the Party shall be served by that removal.

BUSINESS AT MEETINGS

The regular order of business at Executive Committee meetings shall be as follows:

- a. Call to Order
- b. Invocation (optional)
- c. Pledge of Allegiance
4. Roll call
- c. Reading and approval of the minutes of previous meeting
- f. Treasurer's report
- g. Reports of committees
- h. Resolutions
- i. Unfinished business
- j. New business
- k. Elections (if necessary)
- l. Announcements
- m. Adjournment

ARTICLE XI. RESOLUTIONS

All proposed resolutions must be submitted to the chair at least one (1) week prior to a meeting. Emergency resolutions may be brought before the body by consent of a two-thirds (2/3) majority of those present.

**ARTICLE XII.
CONTRACTS AND EXPENDITURES**

SECTION 1: Contracts; Expenditures; Bill Retention. All Executive Committees are urged to operate under an approved budget. Except in the case of an emergency for items not designated in the budget, no expenditures or bills shall be made or contracts entered into which purport to obligate the Executive Committee unless such expenditures or contracts are authorized by a majority vote of those present at a duly called meeting at which a quorum is present, except those expenditures for less than Five Hundred Dollars (\$500), obligating the Executive Committee may be authorized by the chair of the Executive Committee. The treasurer shall keep a quarterly itemized statement of income and expenditures for immediate review of the executive committee. All paid bills shall be retained by the treasurer for a period of four (4) years.

SECTION 2: Audits. Auditors may be designated by the Executive Committee, who shall audit and examine the books of account of the Polk County Democratic Party and shall certify to the Executive Committee the annual balances of the books which shall be prepared at the close of the fiscal year by, or under the direction of the treasurer.

**ARTICLE XIII.
PARLIAMENTARY PROCEDURES**

The current edition of Robert Rules of Order, Newly Revised, shall govern meetings of the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order which may be adopted.

**ARTICLE XIV.
AMENDMENTS**

These bylaws may be amended or substituted by a two-thirds (2/3) vote of the total membership of the Executive Committee at any meeting of the Executive Committee called for the purpose of amending these bylaws. Bylaws shall be adopted or re-adopted at the county re-organization meeting when a new chair is named or re-appointed by simple majority vote of the Polk County Democratic Party.

**ARTICLE XV.
RULES**

The Polk County Democratic Party is a constituent party of the Tennessee Democratic Party. The Polk County Democratic Executive Committee is an organization created by the State Democratic Executive Committee, with the State Democratic Executive Committee having full authority in all matters over the Polk County Democratic Executive Committee. Any conflict between the county bylaws and the bylaws of the Tennessee Democratic Party, the bylaws of the Tennessee Democratic Party bylaws prevail.

