

Williamson County Democratic Party Bylaws

*in
Vote Builder*

ARTICLE I.

NAME AND OBJECT

Section 1: Name

The name of this organization shall be The Williamson County Democratic Party.

Section 2: Objective

The objective of this organization shall be to promote the ideals and principles of the Democratic Party, to aid in the election of Democratic nominees for public office, to encourage constituent participation in matters of public policy and to facilitate communication between constituents and elected officials.

ARTICLE II.

MEMBERSHIP

Section 1: Eligibility.

All residents of Williamson County, TN, who are registered to vote in this county, are eligible to become members of the Williamson County Democratic Party.

Section 2: Non-Discrimination

Membership in the Williamson County Democratic Party shall not be denied based on race, gender, orientation, religion, age, ethnicity or level of ability.

ARTICLE III.

POWERS AND RESPONSIBILITIES

Section 1: Governance

The governance and direction of the affairs of the Williamson County Democratic Party shall be vested in the Williamson County Democratic Executive Committee and its officers, 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 Williamson County Democratic Party shall have the following responsibilities:

- a. Planning and conducting all 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 men and women from throughout the county with an emphasis on balance representation of the population. The stated goal shall be one man and one woman from each county precinct.

In the event a particular precinct has an exceptional Democratic vote from the most recent gubernatorial primary, it may be entitled to additional members.

If the Executive Committee fills its stated goal of one man and one woman from each precinct, the additional members will serve at-large. At-large representation shall also be balanced between the genders.

If the Executive Committee does not fill its stated goal of one man and one woman from each precinct, residents of other precincts may be elected or appointed to serve a precinct not represented by a resident. These members will serve at-large, and may be elected with a stated charge to serve a specific precinct.

As per ARTICLE VIII, Section 8, Officers shall become ex-officio members of the Executive Committee.

Active affiliate organizations of the Williamson County Democratic Party may appoint one representative of their organization to serve as members of the Executive Committee. This may be in addition to members of the affiliate organizations who also serve on the Executive Committee. These members may be assigned as precinct, at-large, or ex-officio depending on the circumstance or as needed.

Democratic elected officials representing Williamson County shall be ex-officio, voting members of the Executive Committee.

Section 2: Manner of Election

The Executive Committee members shall be elected at a county convention called for the purpose of reorganizing the County Party. The convention shall be held every two years during the date window stipulated by the Tennessee Democratic Party.

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 or Secretary.

Section 4: 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 the majority of the Executive Committee members present at a regularly scheduled 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 district to elect its Executive Committee members, the remaining members of the committee in attendance at any subsequent meeting may fill those Executive Committee positions from the members of the Williamson County Democratic Party, who meet the same requirements of the duly elected member.

Section 5: Attendance

An Executive Committee member who fails to attend 70% of the regularly scheduled meetings of the Executive Committee, without an excuse satisfactory to the majority of the members in attendance, may be removed from the position, and the position shall be declared vacant. Until such time, a replacement may be identified.

Section 6: Manner of Acting

The act of the majority of the Executive Committee members in attendance shall act on behalf of the Executive Committee, unless a greater number is required by law or by these bylaws.

Section 7: Sanctions or Expulsion

- a. 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 at the meeting prior to the meeting at which such an issue is taken up. The member in question must be given written notice, and an opportunity to be heard.
- b. Automatic Expulsion- A member of the Executive Committee shall automatically forfeit his/her membership in said Committee (and the position shall be declared vacant) for the following reasons:
 - i. In the event he/she qualifies for political office representing any political party other than the Democratic Party.
 - ii. If he/she has three (3) consecutive unexcused absences during a term. An absence may be excused if notice is given to the Chair or the Secretary prior to the start of the meeting and the reason for the absence is deemed to be beyond the control of the member.
- c. Discretionary Sanctions or Expulsions- A member may be expelled at the discretion of the Executive Committee if a pattern of nonattendance is established, even if such absences are excused. Sanctions may be imposed against a member, or he/she may be expelled at the discretion of the Executive Committee, for demonstrating disloyalty to the Democratic Party, either in the form of a public announcement or by working for or giving financial support to a candidate of another party running against a duly nominated candidate of the Democratic Party. An Independent candidate for office shall not be considered a candidate of another party. The Executive Committee shall not impose discretionary sanctions, or expel a member, unless and until such a member is given an opportunity to be heard and three-fourths (3/4) of the membership present and voting concur in any discretionary sanctions or expulsion.

ARTICLE V.

MEETINGS

Section 1: General

The Executive Committee shall be composed of a man and a woman from each county precinct, plus those who become members pursuant to Article VIII, Section 8 (Officers).

All meetings of the Williamson County Democratic Party or of the Executive Committee shall be well publicized electronically, or by other means, to the membership and to the print & broadcast industry. All meetings shall be held at

convenient times and locations, and shall be open to the general public and media representatives (except where legal council indicates a legal need for a closed meeting).

Section 2: Regular Meetings

Regular meetings of the Executive Committee shall be held monthly on the last Thursday, or when called by the Chair or by one-third (1/3) of the Executive Committee members. An exception is where this date may be a holiday. In which case, the meeting shall be held on the third Thursday

The meeting announcement shall also include an agenda.

Section 3: Special Meetings

If more than sixty (60) days have passed since the last special meeting, and if the Chair has not called a meeting, one-third (1/3) of the membership may call a special meeting by notifying all members at least seven (7) days prior to such a meeting.

If fewer than sixty (60) days have passed since the last special meeting, one-third (1/3) of the membership may call a special meeting provided seven (7) days prior notice is given by mail to the membership. Any notification of a special meeting must include time and location.

Section 4: Quorum

As recommended by the State Party bylaws, forty percent (40%) of the members of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Executive Committee, unless a different number is required by these bylaws (i.e. VIII. 8). If less than a quorum is present at a meeting of the Executive Committee, a majority of the members 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 county convention in IV. 2.

ARTICLE VI.

CONDUCT OF CONVENTION

Section 1: Convention

The provisions for the county conventions shall be as follows:

- a. The convention shall be well publicized electronically, and by other means, to the membership and the print & broadcast industry. At least (14) days prior notice shall be given.
- b. All members of the Williamson County Democratic Party who are registered voters and who attest that they are bona fide Democrats by execution of affidavits or affirmations to that effect are eligible to vote at the county convention and to be candidates for the Executive Committee.
- c. Separate elections shall be held for each Executive Committee position.
- d. The incumbent Chair of the Williamson County Democratic Executive Committee shall call the convention to order. Prior to voting, the Chair shall appoint a Sergeant-at-Arms, Credentials Committee and Rules Committee to assure that only bona-fide resident Democrats are present for the voting process. The Sergeant-at-Arms, or duly appointed representative shall verify the affirmations of all attendees.
- e. The convention shall then divide into sub-conventions, each with their own caucus or sub-convention to be held for each precinct. Separate elections shall be held for each Executive Committee position. One man and one woman shall be elected from each district. A plurality shall prevail for each election. [In the case of a tie, a runoff between those tied shall be held to decide the winner.] After the nominations cease, the ballot is closed and the elections shall commence. Upon the completion of the election of the two (2) Executive Committee members, the convention shall reassemble and each precinct shall report the Executive Committee members who have been elected from that district.
- f. Immediately following completion of the Executive Committee selection, the new Executive Committee shall commence to nominate and select Williamson County Democratic Party officers as described in article VIII, Section 21.
- g. Immediately following completion of the Executive Committee selection of officers, the Executive Committee shall review and adopt the County Party Bylaws.
- h. Immediately following adoption of the Bylaws the Executive Committee shall review the Party's agenda for the coming year inviting recommendations and suggestions from Executive Committee members and the floor.
- i. The County reorganization shall then adjourn as its business has been completed.

ARTICLE VII.

PROXIES

Section 1: No Proxies Allowed

No proxy vote shall be allowed at any 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 secret ballot.

ARTICLE VIII.

OFFICERS

Section 1: Officers

The officers of the Williamson County Democratic Party shall be Chair, Vice-Chair, Recording Secretary and Treasurer, all of whom shall be elected by the Williamson County Democratic 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 Williamson County Democratic Executive Committee present at the meeting held immediately following the selection of the Executive Committee as stipulated in Article VI. f.

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 all officers and Executive Committee members shall be forwarded to the Chair of the Tennessee Democratic Party within ten (10) days after the election.

Section 3: Vacancies

The Executive Committee for the remainder of the term may fill vacancies in any office.

Section 4: Chair

The Chair shall preside over any convention called and over the meetings of the Executive Committee and regular meetings of the Williamson County Democratic

Party. 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.

Additional duties:

1. The Williamson County Democratic Party Chair will be in charge of coordinating all committees and all chairpersons acting on behalf of the organization.
2. The Chair will be responsible to set an agenda for the Williamson County Democratic Party which covers the entire two year period of office including all activities, events, fundraisers, picnics, campaigns, special events, meetings, election activity, registration drives, etc, and coordination of committee events at Williamson County Democratic Party headquarters and in the County.
3. The Chair will be responsible to communicate and liaison between the Williamson County Democratic Party Executive Committee and the State Democratic Party. The Chair will be responsible to communicate and liaison between the Williamson County Democratic Party and all Democratic Elected representatives.
4. The Chair will be responsible to compose regular correspondence with the Democratic Community of Williamson County via Website announcements and or email news group messaging and/or Williamson County Democratic Party mailing list as well as posting of correspondence when appropriate.
5. The Chair will have final scheduling authority for all standing committee events and all dates and activity engaged on behalf of the organization will be cleared through the Chair with the counsel and majority approval of the Executive Committee.
6. The Chair will have clearance authority over all Williamson County Democratic Party public statements with counsel and advisement of the Media/Public Information director.
7. The Chair will be responsible to seek out those who may fill open officer positions, and see to it that we have a well-represented community in The Williamson County Democratic Party Executive Committee.
8. The Chair will be responsible to seek out those in Williamson County who may wish to run for Public Office and will assist those in any and all possible ways to obtain assistance and support from the Democratic Community.

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 the 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.

The Vice-Chair shall be responsible for overseeing the work of all committees. Prior to each meeting of the Executive Committee, the Vice-Chair shall receive reports from each Committee Chair. In the event any committee representative is absent from a meeting, the Vice-Chair shall deliver a summary of their committee's work.

Section 6: Recording Secretary

1. The duties of the Recording Secretary include, but are not limited to the following:
2. The Recording Secretary shall keep the minutes of the Executive Committee and regular meetings
3. In general, he/she must perform all duties incident to the office of Recording 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.
4. He/she must collect a brief written report from Committee Chairs detailing activity of the committee, which will be archived for possible use at future dates.
 - a. The Recording Secretary will be responsible to attend all Executive Committee meetings and take minutes. Minutes will be entered into a Word Processor program and printed in duplicate for distribution at the following Executive Committee meeting where they will be read aloud and submitted to the floor for approval. A copy of the approved and/or amended minutes will be filed in archives and an additional copy will be posted on the main bulletin board of the Williamson County Democratic Party Headquarters at a 1 month lagging interval. Recording Secretary will also receive and file in archives, a copy of the monthly Treasurer's report.

Section 7: Treasurer

The Treasurer shall:

1. 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 Williamson County Democratic Executive Committee in such bank or other depositories as shall be selected in accordance with the provisions of the bylaws.
2. He/She must keep and maintain, open to inspection by any member of the Executive Committee at all reasonable times, adequate or correct accounts of all the funds and transactions of

- the Executive Committee which shall include all matters required by law.
3. He/she must disperse the funds of the Executive Committee as he/she may be ordered by the Executive Committee
 4. He/she must render to the Chair and Secretaries, or to the Executive Committee, an account of all his/her transactions as treasurer, and a financial statement showing the condition of the Executive Committee.
 5. In general, he/she must perform all of the duties incident to the office of Treasurer and other such duties as, from time to time, may be assigned to him/her by the Chair of Executive Committee.
 6. If required by the Executive committee, he/she must 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 Executive Committee shall determine.
 7. Treasurer will be responsible for all financial transactions concerning the Williamson County Democratic Party. Will maintain a checking account and receive and pay all bills.
 8. Will be responsible to check the group's PO Box and receive all donations to The Williamson County Democratic Party including regular online transactions to the organization's Pay Pal account. He/she will reimburse committee chairs and or officers for expenses incurred on behalf of the Williamson County Democratic Party upon presentation of valid original vendor's receipt for such expenses. Treasurer will provide the Database Manager with completed "donor information sheet" for all donations received by The Williamson County Democratic Party except for recurring subscription donations of which advisement need be delivered to the Database Manager only when subscription is first initiated.
 9. Treasurer will prepare a monthly end report showing income, sources of income and expenses by category. The report will be entered into an accounting or spreadsheet program and printed up in duplicate for Executive Committee. Report will be read aloud at the monthly Executive Committee meeting. A copy will be posted at headquarters on the main bulletin board, and an additional copy will be delivered to the Recording Secretary for the archives; and will work with other Officers and Committee Chairs in the preparation of an initial annual budget to be approved by the Executive Committee.
 10. Treasurer will prepare a new annual budget summary and present at the following January Executive Meeting for the upcoming fiscal year.

Section 8: Requirement of Officers to be Members

It is required that the officers be members of the Executive Committee. Any officer who is elected by the Executive Committee, and who is not a legal member of the Executive Committee, shall become a voting member of the Executive Committee, upon his/her election as an officer.

Section 9: Support of Nominations to The Democratic Party

No person shall be an officer or member of the Executive Committee if he/she will 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 special meeting called for that purpose after at least ten (10) days prior notice to all members of the Executive Committee.

Section 10: 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 deemed appropriate.

Section 2: Terms 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 a Standing Committee

Any member of any standing 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 with their removal.

ARTICLE X.

ANCILLARY POSTIONS

Section 1: Media/Public Information Director

Duties of the Media/Public Information Director should include the following:

1. To communicate on behalf of the Williamson County Democratic Party with all print, broadcast, cable TV, and other forms of media or public exposition.
2. To receive inquiries and requests for statements from media outlets and to deliver them to appropriate officers with advice of such to the Williamson County Democratic Party Chair.
3. To coordinate, advise, and compose all press releases on behalf of the Williamson County Democratic Party, and to properly submit such announcements to appropriate media outlets and/or other forums of public exposition, and to execute these duties in a timely manner in consideration of standard lead time and deadline requirements of such media outlets. Typical submissions should include: Informing media outlets of regular events, special events, and guest speaker/lecture events at Williamson County Democratic Party headquarters, or at other locations in Williamson County including appearances by Democratic Candidates and/or Elected Democratic Representatives.
4. Media Director will advise, consult, and approve Williamson County Democratic Party Website content, pending the approval of Chair with counsel and majority approval of Executive Committee. The Media Director must gain authorization from Williamson County Democratic Party Chair on all press releases and public announcements before submission to media outlets. They must maintain a reasonably well-updated contact list of all media and Public Information outlets pertinent to the Williamson County Democratic Party.

Section 2: Database Manager

Duties of the Database Manager include:

1. To collect, oversee, update and manipulate all membership data including Officer Data, Executive Membership Data and all collected county voter data such as mailing lists, sign up sheet collection, volunteer lists, donor data, regular members, etc.
2. To make regular backup copies of all such data.
3. He/she must use password protection and exercise careful discretion in allowing access to the Williamson County Democratic Party Database. Such access should be limited to those volunteers who are adept at operating our software and have pledged a promise to input or update only and never to allow outside access or sharing of any of our data with anyone for any reason.
4. With authorization of the Chair, he/she can provide data to Committee Chairs and/or Officers. No Williamson County Democratic Party data may be shared with anyone under any circumstances without prior authorization from the

Chair with the exception of regular updates to the Williamson County Democratic Party email news list with the Website Design & Maintenance person, or whoever may be in charge of the Williamson County Democratic Party email News Group.

Section 3: Website Designer/ Maintenance Manager

1. Website Designer:

- a. Website Designer must design and maintain The Williamson County Democratic Party website including regular updating of event pages.
- b. He/she will receive and edit for layout & graphic enhancement all Williamson County Democratic Party website content from Chair or Media/ Public Information Director.
- c. No content or links may post to the aforementioned website without approval from both Chair and Media/Public Information Director.
- d. He/she pledges never to share or to publish for public viewing the Williamson County Democratic Party email news list neither to the other addressees on the news list, nor to anyone else for any reason.

2. Maintenance Manager:

- a. His/her job is to maintain and oversee the proper functioning of the Williamson County Democratic Party email news list in consultation and with the Data Base Manager.
- b. He/she pledges never to share or to publish for public viewing the Williamson County Democratic Party email news list neither to the other addressees on the news list, nor to anyone else for any reason.

Section 4: Office Manager

Duties of the Office Manager include, but are not limited to the following:

1. To maintain a list of persons who are in possession of keys to the office.
2. To check Williamson County Democratic Party phone messages at least 3 times a week and to transfer to a message pad those messages and deliver to appropriate office mailboxes.
3. To collect mail from Party mail box and deliver to appropriate office mailboxes.
4. To take trashcans to the curb according to Franklin City pickup schedule and return cans to rear of building.
5. To maintain inventory of office supplies and also housekeeping supplies such as paper plates, tableware, light bulbs, bathroom and cleaning supplies, etc.
6. To coordinate the volunteers cleaning headquarters after events and to oversee that the headquarters is being kept reasonably clean and neat. Also to oversee that lights, heat, AC, etc are not being wasted.

ARTICLE XI.

CONDUCT OF BUSINESS AT MEETINGS

The regular order of business at meetings should be as follows:

- i. Call to order
- ii. Pledge of Allegiance
- iii. Roll Call
- iv. Approval of minutes of previous meeting
- v. Treasurer's report
- vi. Report of Committee
- vii. Resolutions
- viii. Old Business
- ix. New business
- x. Elections
- xi. Announcements
- xii. Adjournment

ARTICLE XII.

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 of consent of a two-thirds (2/3) majority of those present.

ARTICLE XIII.

CONTRACTS AND EXPENDITURES

Section 1: Contracts; Expenditures; Bill Retention

1. The Executive Committee will operate under an approved budget. The officers will have authority to spend funds within the parameters of this budget.
2. All expenditures are to be made through the Treasurer.
3. All paid bills shall include the identity of the individual authorizing payment.
4. Except in case of 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 (\$500.00), obligating the Executive Committee may be authorized by the Chair and treasurer of the Executive Committee.
5. The Treasurer shall present a monthly itemized statement of income and expenses
6. The Treasurer shall retain all paid bills for a period of five (5) years.

Section 2: Audits

Auditors may be designated by the Executive Committee to audit and examine the books of account for the Williamson County Democratic Party. The report will be prepared in consultation with the Treasurer and presented to Executive Committee.

ARTICLE XIV.

PARLIAMENTARY PROCEDURE

The current edition of Robert's Rules of Order, Newly Revised, shall govern meetings of the Executive Committee in all cases to where applicable and they do not violate the bylaws or any special rules of order which may be adopted.

ARTICLE XV.

AMMENDMENTS

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 laws.

ARTICLE XVI.

RULES

The Williamson County Democratic Party is a constituent party of the Tennessee Democratic Party. The Williamson 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 Williamson County Democratic Executive Committee. State Party rules take precedence over the Bylaws of the Williamson County Democratic Party.

