

2013

**BYLAWS OF THE  
CARROLL COUNTY DEMOCRATIC PARTY**

**ARTICLE 1  
NAME AND OBJECTIVE**

- Section 1. Name. The name of this organization shall be the Carroll County Democratic Party.
- Section 2. Object. 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. The Executive Committee of the Carroll County Democratic Party shall choose the nominees of the Democratic Party for all local partisan elections.

**ARTICLE 2  
MEMBERSHIP**

- Section 1. Eligibility. All residents of Carroll 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 Carroll County Democratic Party.
- Section 2. Nondiscrimination. Membership in the Carroll County Democratic Party shall not be denied because of race, color, sex, religion, age, and disability or ethnic origin.
- Section 3. Dues. Voluntary annual dues shall be \$10.00 per member and are payable to the Treasurer.

**ARTICLE 3  
POWERS AND RESPONSIBILITIES**

- Section 1. Governance. The governance and direction of the affairs of the Carroll County Democratic Party shall be vested in the Carroll County Democratic Executive Committee (the "Executive Committee") and in officers of the Carroll 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 Carroll County Democratic Party shall have the following responsibilities:
- (a) Elect nominees for the party at Caucus
  - (b) Planning and conducting all county meetings and convention.
  - (c) Keeping and maintaining records of all Democratic Party meetings and business.
  - (d) Supporting the duly selected nominees of the Democratic Party.

**ARTICLE 4  
EXECUTIVE COMMITTEE**

- Section 1. Membership. The Executive Committee shall be composed of men and women members of the Carroll County Democratic Party (set out in Article 2) elected at large from within the county. Members shall be elected with an equal number of men and women when possible. Terms shall be two (2) years.
- Section 2. Members Must Support Nominees of the Democratic Party. No person shall be a member or an officer 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 members of the Executive Committee.

- Section 3. Manner of Election. The Executive Committee members shall be elected at a county convention called for the purpose of electing Executive Committee members at a date determined by the State Democratic Executive Committee.
- Section 4. Resignations. The resignation of any member of the Executive Committee shall be made in writing or made verbally to the Secretary or Chair and accepted by a majority vote of the Executive Committee members present at a regular meeting. The resignation 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 5. Vacancies. Vacancies may only be filled in odd numbered years. 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. During odd numbered years, any vacancy, whether resulting from a resignation, expulsion or failure to elect may be filled by the remaining members of the Executive Committee in attendance at any subsequent meeting for the unexpired terms of those Executive Committee positions. Vacancies are to be filled from members of the Carroll County Democratic Party who meet the same requirements of a duly elected member as prescribed in Section 1..
- Section 6. Attendance. An Executive Committee member who fails to attend two (2) consecutive meetings of the Executive Committee, without an excuse satisfactory to the majority of the members of the Executive Committee in attendance as prescribed in Section 7(b)(ii) may be removed from the position and the position shall be declared vacant.
- Section 7. 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 8. 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 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.
  - (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 as an Independent or representing any political party other than the Democratic Party or opposes a duly qualified Democratic nominee
    - (ii) If he/she has two (2) unexcused absences during a term. An absence is excused if notice is given to the Chair or the Secretary prior to the start of the meeting or within 7 days if such absence could not be anticipated prior to the meeting time, and the reason for the absence is one of the following: (1) illness; (2) family illness or death; (3) business; or (4) out of the county.
  - (c) Discretionary Sanctions or Expulsions. A member may be expelled in the discretion of the Executive Committee if a pattern of non-attendance is established, even if such absences are excused. Sanctions may be imposed against a member, or he/she may be expelled in the discretion of the Executive Committee, for demonstrating disloyalty to the Democratic Party, either in the form of a public announcement of support for a candidate 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. The Executive Committee shall not impose discretionary sanction 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 a discretionary sanctions or expulsion.

## **ARTICLE 5 MEETINGS**

- Section 1. General. All meetings of the Carroll County Democratic Party or of the Executive Committee shall be well publicized in countywide media at least fourteen (14) 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.
- Section 2. Regular Meetings. Regular meetings of the Executive Committee shall be held at least annually, or 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 meeting, and if the Chairperson has not called a meeting, any one-third (1/3) of the members may call a 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 previous meeting, one-third (1/3) of the members may call a special meeting provided seven (7) days prior notice is given by mail to the membership. Any notification of a meeting must include time and location.
- Section 4. Quorum. Five percent (5%) 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 county convention (Article 3, Section 2).
- Section 6. Conduct. The regular order of business at Executive Committee meetings shall be as follows: (a) Call to Order; (b) invocation; (c) roll call; (d) approval of the minutes of previous meeting; (e) Treasurer's Report; (f) reports of sub-committees; (g) resolutions; (h) announcements, (i) unfinished business; (j) new business; (k) elections; (l) adjournment.

## **ARTICLE 6 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 fourteen (14) days' prior notice must be given. It is anticipated by these by-laws that such convention shall be held every 2 years in odd numbered years and at a date determined by the State Executive Committee.
  - (b) All members of the Carroll 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.
  - (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) The convention shall be called to order by the incumbent Chair of the Carroll County Democratic Executive Committee. Persons seeking to become members of the Executive Committee shall so indicate. If fewer than 251 persons seek membership to the Executive

Committee, then each candidate's name shall be presented to the membership and voted on separately. If more than 251 persons seek membership to the Executive Committee, then there shall be a call for nominations for each Executive Committee position beginning with one male and one female for each voting precinct (22 precincts at the time of adoption of these by-laws) and the remaining positions filled at large, electing an equal number of men and women when possible. After the nominations cease for each position, the ballot is closed and the elections shall commence. When more than one person is nominated for a position, a plurality shall prevail for each election.

## **ARTICLE 7 VOTING**

- Section 1.     No Proxies Allowed. No proxy 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. Votes shall be public except in the discretion of the Chair and then by secret ballot.
- Section 4.     Specific procedures for nominating caucus shall be as follows:
1. In the event that the first vote for any office does not yield a winner with 50% plus 1 vote, then the field of potential candidates shall be narrowed to three. If after the second vote a candidate does not receive 50% plus 1 vote, the field shall be narrowed to two candidates, and the committee shall vote until a winner is selected.
  2. The ballots for the different offices will be placed in envelopes that will be handed out to each member when they are signed in. Ballots will be color coded and clearly marked with the office the ballot is for. Any ballot submitted that is the wrong color will not be counted.
  3. Each member shall sign in when entering the building. Membership shall be confirmed from the membership list. The sign in sheet shall contain an affirmation that the member is a bona fide Democrat and that they are eligible to vote at the convention.
  4. Committee members shall be seated by district. Only committee members shall be allowed to sit in the area designated for committee members. The seating for each district is to be clearly marked.
  5. The Chairman is to appoint individuals to count ballots. Each candidate or their representative may observe the counting of ballots.

## **ARTICLE 8 OFFICERS**

- Section 1.     Officers. The officers of the Carroll County Democratic Party shall be chair, vice-chair, secretary, and treasurer, all of whom shall be elected by the Carroll County Executive Committee for a two (2) year term beginning in odd years, 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 Carroll 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 all officers 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 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 until a successor chair is selected, 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 secretary 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 Carroll County Democratic Executive Committee in such bank or other depositories as shall be selected in accordance with the provisions of these by laws; (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) in general perform all of the duties incident to the office of treasurer and such other duties as, from time to time, may be assigned to him/her by the chair or Executive Committee; and (f) 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. 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 9 SUB-COMMITTEES

- Section 1. Sub-Committees Appointed by Chair. The chair may establish sub-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 sub-committee shall serve at the pleasure of the chair or entity creating the committee, but no longer than until the next convention or until the sub-committee is terminated.

**ARTICLE 10  
CONTRACTS AND EXPENDITURES**

Section 1. Contracts; Expenditures; Bill Retention. 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 One Thousand Dollars (\$1,000.00), obligating the Executive Committee may be authorized by the chair of the Executive Committee. The treasurer shall present an itemized statement of income and expenditures to Executive Committee members at all regular and/or called meetings. All paid bills shall be retained by the treasurer for a period of three (3) years.

Section 2. Audits. Auditors may be designated by the Executive Committee, who shall audit and examine the books of account of the Carroll 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 13  
PARLIAMENTARY PROCEDURES**

The current edition of Roberts 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 14  
AMENDMENTS**

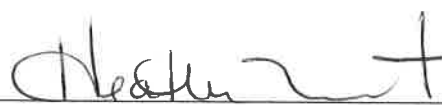
These bylaws may be amended or substituted by a two-thirds (2/3) vote of the membership of the Executive Committee present at any meeting of the Executive Committee called for the purpose of amending these bylaws.

**ARTICLE 15  
RULES**

The Carroll County Democratic Party is a constituent part of the Tennessee Democratic Party. The Carroll 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 Carroll County Democratic Executive Committee. If there be any conflict between these bylaws and the bylaws of the Tennessee Democratic Party, the bylaws of the Tennessee Democratic Party prevail.

Adopted: April 13, 2013

  
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Chair

  
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Secretary