



COFFEE COUNTY TENNESSEE DEMOCRATIC PARTY BYLAWS

(As amended and adopted April 1, 2017 at the
2017 Biennial Reorganization Convention of the Coffee County Tennessee Democratic Party).

ARTICLE I. NAME AND OBJECT

- SECTION 1:** The name of this organization shall be the Coffee County Tennessee 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 an Executive Committee position remains open after the regional caucuses have concluded their business at the Coffee County Democratic Biennial Reorganization Convention, the newly elected Executive Committee members in attendance at any subsequent meeting may fill the open Executive Committee position with an "At Large" member of the Coffee County Democratic Party who meets the requirements of a duly elected member of the Executive Committee, as previously noted. At-Large positions should be balanced, if possible.

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 1-1	Ada Wright Center, Manchester
District 2-1	St. Paul United Methodist Church, Manchester
District 3-1	Trinity Baptist Church, Manchester

b) Region 2 shall be comprised of Voting Districts 4, 5 and 6

District 4-1	First Baptist Church, Manchester
District 5-1	Hillsboro Community Center, Hillsboro
District 6-1	TN Vocational Center, Manchester

c) Region 3 shall be comprised of Voting Districts 7, 8 and 9

District 7-1	Forest Mill Church of Christ, Manchester
District 8-1	New Union Fire Hall, Manchester
District 9-1	Pocahontas, Morrison (Coffee County)
District 9-2	Summitville United Methodist Church (Coffee County)

d) Region 4 shall be comprised of Voting Districts 10, 11, 12 and 13-1

District 10-1	Mt. Ararat Baptist Church at HooDoo, Beechgrove
District 11-1	Fredonia Community Center, Manchester
District 12-1	North Coffee Elementary School, Manchester
District 13-1	Blanton's Chapel Community Center, Manchester

e) Region 5 shall be comprised of Voting Districts 13-2 & 13-4, 14, 15, 16 and 17

District 13-2 & 13-4	Grace Baptist Church, Tullahoma
District 14-1	Hickerson Fire Hall, Tullahoma
District 15-1 & 15-4	Grace Baptist Church, Tullahoma
District 16-1	Lion's Club, Tullahoma
District 17-1	National Guard Armory, Tullahoma

f) Region 6 shall be comprised of Voting Districts 18, 19, 20 and 21

District 18-1 & 18-4	First Christian Church, Tullahoma
District 19-1 & 19-3	C D Stamps Center, Tullahoma
District 20-1	Coffee County Senior Center, Tullahoma
District 21-1	Wilson Avenue Church of Christ, Tullahoma

SECTION 3: Manner of Election: The Executive Committee members shall be elected at a Coffee County Democratic Party Convention, called for the purpose of electing the 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 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 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 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), to the majority of the members of the Executive Committee in attendance may be removed from the position and the position shall be declared vacant by the Executive Committee Chair. After the Executive Committee member 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 5, 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:** Sanctions or Expulsion:
- 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 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. If he/she has four (4) 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 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 Sanctions or Expulsions. A member may be expelled at 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 of 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 sanctions or expel a member, unless and until such a member is given the opportunity to be heard and three-fourth (3/4) of the membership present and voting concurs 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. Written proxies are not permitted.
- 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 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 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. Has demonstrated disloyalty to the Democratic Party by publicly announcing support of a candidate of another party in a pending election.
 - ii. 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**

- 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 who 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 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 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 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 Coffee County Democratic Party to the Executive Committee on a monthly basis; and make available to any member of the Coffee County Democratic Party upon request.
 - 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 a may be assigned to him/her by the chair or Executive Committee;
 - g) retain all paid bills for a period of five (5) 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 persons nominated for officer positions 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. This provision shall not be construed by implication nor otherwise to limit or to prevent any individual member acting in an individual or private capacity from supporting any candidate in a primary of the Democratic Party. In doing so, each member of the Executive Committee must refrain from affixing his/her official party title to any correspondence and/or literature on behalf of any candidate for any office during the Democratic Party Primary election.

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.

**ARTICLE X.
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
- d) Roll Call
- e) Reading and approval of the Minutes of previous meeting
- f) Treasurer's Report
- g) Reports from 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 scheduled Executive Committee meeting in order to be placed on the meeting agenda. All proposed resolutions shall state the purpose of the resolution. Proposed resolutions which are not presented to the Chair at least seven (7) days prior to a scheduled meeting will require the consent of a two-thirds (2/3) majority vote of those present at the meeting to have the resolution placed on the meeting agenda..

**ARTICLE XII.
CONTRACTS AND EXPENDITURES**

- SECTION 1:** Contracts; Expenditures: All Executive Committees are urged to operate under an approved budget. Except in the case of an emergency for items not designed 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, except those expenditures for less than One Hundred Dollars (\$100.00), which may be authorized by the Chair of the Executive Committee.
- SECTION 2:** Purpose of Funds: Monies collected for the Coffee County Democratic Party through donations and/or fundraisers shall be used to promote and enhancing the mission of the Coffee County Democratic Party as a whole.
- SECTION 3:** Operating Capital: The Executive Committee and the Treasurer shall ensure that a minimum operating capital of at least Five Hundred Dollars (\$500.00) is kept on hand at all times.
- SECTION 4:** Donations to Individual Campaigns: Donations to individual campaigns are not permitted from the general account. A separate Political Action Committee (PAC) would need to be established in order to collect and distribute funds to an individual campaign. Should a PAC account be established at any time, the necessary paperwork, reporting and oversight required by Federal and State law must be observed.
- SECTION 5:** Audits: Auditors may be designated by the Executive Committee, who shall audit and examine the books of account of the Coffee 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's Rules of Order 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 majority vote of the total membership of the Executive Committee in attendance at any meeting of the Executive Committee called for the purpose of amending these bylaws, or at any regularly scheduled meeting of the Executive Committee for which a rules change has been placed in advance as an item on the agenda of the meeting.

**ARTICLE XV.
RULES**

The Coffee County TN Democratic Party is a constituent party of the Tennessee Democratic Party. The Coffee 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 Coffee County Democratic Executive Committee. If there are any conflicts between the county bylaws and the bylaws of the Tennessee Democratic Party, the bylaws of the Tennessee Democratic Party shall prevail.

**ARTICLE XVI.
CERTIFICATION OF APPROVED BYLAWS**

I, Jimmie Bradford, the duly elected Chair of the Coffee County Democratic Party, hereby certify that these amended bylaws of the Coffee County Democratic Party were duly voted on and adopted on the 1st day of April, 2017.

Along with my signature below, I have affixed my initials at the top of each page of these bylaws as verification of the approved content of that page by the Executive Committee.



Jimmie Bradford
Chair
Coffee County Democratic Party