

**LEGISLATIVE DISTRICT 17 DEMOCRATIC COMMITTEE
BYLAWS**

ARTICLE I. NAME

The name of this organization on file with the Arizona Secretary of State is “Legislative District 17 Democratic Committee,” hereafter referred to in these Bylaws as “the Committee.”

ARTICLE II. ESTABLISHMENT AND PURPOSE

The Committee is established in accordance with Arizona Revised Statutes, Chapter 5, Article 2, Section 16-823. The purpose and objectives of the Committee shall be to promote and carry out the aims and objectives of the Democratic Party and to aid in the election of Democratic candidates for public office, particularly in Legislative District 17.

ARTICLE III. PARLIAMENTARY PROCEDURE

The organization, procedures, powers and conduct of the Committee shall be regulated and governed in order of authority and precedence by (1) these Bylaws insofar as said Bylaws are not in conflict with the Bylaws of the Arizona State Democratic Committee, the Bylaws of the Pima County Democratic Committee, or the laws of the State of Arizona, and (2) the latest edition of Robert’s Rules of Order.

ARTICLE IV. MEMBERSHIP

A. Participation and Voting

1. Full participating membership in the Committee shall consist of all elected and appointed Democratic Precinct Committeepersons (hereafter referred to as PCs) residing and registered to vote within Legislative District 17 as defined by the most recent State redistricting.
2. Voting for those persons who will serve on the Pima County Democratic Executive Committee (i.e., the District Chair and the Executive Committee Representatives), for members of the Arizona State Democratic Committee according to the Pima County allotment, and for matters relating solely to Pima County shall be limited to PCs registered in Pima County.
3. Only Pima County PCs may hold the offices of Chair or Executive Committee Representative or State committee member from the Pima County allotment. Only Pima County PCs may nominate to such offices.
4. LD17 PCs registered in a county other than Pima shall be permitted to vote for officers other than those mentioned above and may vote on all matters not specifically relating to Pima County. They may hold offices or make nominations to offices other than Chair or Executive Committee Representative.
5. Only LD17 PCs registered in Pinal County shall nominate a Regional Representative to Pinal County and only Pinal County PCs shall hold the office.
6. Rights of members: All members shall have the right to fully participate in the meetings, discussion and other activities of the Committee including making motions, voting, and holding office consistent with the limitations described above.
7. Associate membership shall be available to other interested Democrats residing in LD17 who may live in precincts where the PC allotment is filled or to other Democrats having an interest in the activities of the Committee. Such persons shall have no voting rights on the Committee.

B. Responsibilities

1. All members shall have the responsibility to support the purposes of the Committee as outlined in these Bylaws.
2. No member of the Committee shall publicly endorse any candidate of an opposing party for any office in a primary, general, or special election. A candidate of an opposing party is defined as a candidate not registered as a Democrat.
3. Dues: The annual dues shall be the amount approved by the Committee and are payable on a voluntary basis before the end of January each year. Dues paid at any time during the calendar year cover that calendar year. Payment of dues is voluntary and non-payment shall not be grounds for any loss of participatory rights.
4. Attendance: All members are encouraged to attend meetings of the Committee whenever possible. All members are to conduct themselves appropriately at meetings of the Committee.

ARTICLE V. OFFICERS

A. Officers

Officers of the Committee shall consist of the following: Chair, First Vice-Chair, Second Vice-Chair, Recording Secretary, Corresponding Secretary, Treasurer, Communications Officer, Regional Representative for Pinal County, and two (2) Representatives to the Pima County Democratic Executive Committee.

B. Duties of Officers

1. Chair: The Legislative District Chair shall (a) **preside** at all meetings of the Executive Board and of the full Committee; (b) **create** subcommittees and appoint members and chairs thereof as necessary; (c) **serve** as an ex-officio member of all such committees; (d) **represent** the Committee at meetings of the Pima County Democratic Executive Committee; (e) **set the agenda** for all meetings with the advice and consent of the Executive Board; (f) **present** budgets and reports as required by the Committee; and (g) **assure** that these Bylaws are reviewed every two (2) years and revised as needed.
2. First Vice-Chair: The first Vice-Chair shall (a) **act** as Chair in the absence or disability of the District Chair until the Chair returns or, if a vacancy in the Chair occurs, until a successor is elected; (b) **chair** a Fundraising Committee and be an ex-officio member of all other committees created by the Legislative District; and (c) **have duties** as assigned by the Chair and approved by the Executive Board.
3. Second Vice-Chair: The Second Vice-Chair shall (a) **act** as Chair in the absence or disability of the First Vice-Chair and/or District Chair; (b) **chair** a Membership Committee and seek to fill positions of Precinct Committeepersons; and (c) **have duties** as assigned by the Chair and approved by the Executive Board.
4. Recording Secretary: The Recording Secretary shall (a) **keep** a written record (“minutes”) of all meetings of the Committee and of all meetings of the Executive Board; and (b) **keep** a record of attendance at all meeting of the Committee and of the Executive Board. Minutes and attendance records shall be available for inspection to any member of the Committee upon reasonable notice.
5. Corresponding Secretary: The Corresponding Secretary shall (a) **cause** a roll of Committee members with current contact information to be kept; (b) with the approval of the LD17

Chair, **communicate** on behalf of LD17 with County and State Democratic Party officials and committees; and (c) **be responsible** for the determination of a quorum at all meetings.

6. Treasurer: The Treasurer shall (a) **have responsibility** for the care and custody of the Committee funds, (b) **deposit** such funds in a timely manner in the name of the Committee into an account in a financial institution as designated by the Executive Board, and (c) **keep** a full and accurate accounting of all receipts, disbursements, and other financial transactions. These accounts shall be open to inspection by any members of the Committee upon reasonable notice. The Treasurer shall also (d) **report** on financial matters at the regular meetings of the Committee and the Executive Board, and at the Biennial Organizational Meeting of the Committee; and (e) **maintain** the account and disburse all funds as designated by the Committee or, when applicable, the Executive Board.

Disbursements: Disbursements over seven hundred and fifty dollars (\$750.00) shall be approved in advance by the Committee, and shall be made by check. Checks shall require the signature of the Treasurer and a co-signer. The co-signer shall be chosen by the Board and shall be either the Chair, First Vice-Chair, Second Vice-Chair, or Secretary.

Disbursements of \$750.00 or less for Committee expenditures may be made with the approval of two of the following: (a) either the Chair or First Vice-Chair and (b) the Treasurer. Checks shall require the signature of the Treasurer. In the event of the Treasurer's unavailability, checks may be signed by the Board member chosen to co-sign checks in amounts larger than \$750.00.

The Treasurer may hold a debit card for the financial institution account and is the authorized debit cardholder. The Treasurer is empowered to make regular expenditures for continuing expenses (such as postage and costs associated with maintaining electronic communication) without specific Committee approval of each disbursement. Such disbursements shall not exceed \$250.00. A paper receipt shall be maintained for all debit card transactions.

The Treasurer and Chair shall have access to any on-line account with any approved financial institution.

Filings with Government Agencies: The Treasurer is responsible for the timely and accurate filings of all legally required financial reports to the appropriate governmental agencies. The Treasurer is also responsible for assuring that all receipts and distributions are in accordance with all federal and state laws pertaining to financial disclosures. To this end, it is recommended that the Treasurer attend training courses provided by the Arizona Secretary of State, the Arizona State Democratic Committee, or other entities furnishing such training.

7. Communications Officer: The Communications Officer shall **be responsible** for performing communications functions, including but not limited to, social media presence, notifying members concerning LD17 and Democratic Party events, local media relations, and mass emails to members and volunteers of LD17.
8. Regional Representative for Pinal County: The Regional Representative shall **represent** the interests of Pinal County in the Executive Board and on the Committee.
9. District Representatives: Representatives shall (a) **attend** all meetings of the Pima County Democratic Executive Committee whenever possible, (b) **report** the actions of the Executive Committee to the Committee and the Executive Board at the next meetings of these groups, and (c) may also **report** (in the absence of the District Chair) to the Pima County Executive Committee on the actions of the LD17 Committee.

C. Election of Officers, Term of Office, Removal of Officer, Resignation and Leave of Absence, Vacancy and Replacement

1. Election: Officers shall be elected at the Biennial Organizational Meeting that shall be held within the time period designated by Arizona law (ARS 16-823).

Only Precinct Committeepersons elected at the primary election immediately preceding the Biennial Meeting may nominate, vote, or be elected to an office at the Biennial Meeting. Officers shall be elected by a secret ballot and, to be elected, must receive an affirmative vote of a majority of Precinct Committeepersons present and voting. In any election, if no candidate receives a majority, a run-off election shall be held. The lowest vote-getter from the previous ballot shall be eliminated from each successive run-off until a winner is elected.

2. Term of Office: The term of office for all officers is two years. The term shall begin immediately following the election at the Biennial Meeting and shall end at the time any one of the following occurs: (a) the officer **resigns** the position; (b) the officer becomes **deceased**; (c) the officer **ceases to hold valid status** as a Legislative District 17 Precinct Committeeperson; (d) the officer is **removed** from office under the provisions of sub paragraph 3. Removal from Office; or (e) the two-year **term of office ends** at the next Biennial Organizational Meeting.
3. Removal from Office: Any officer of the LD17 Committee may be subject to removal from office for any of the following reasons: (a) **public support** of an opposition party candidate in a partisan or nonpartisan election; (b) **malfeasance** in office; (c) **failure** to carry out the duties of the office; (d) **conviction** of a felony.

Any officer may be removed from office upon a two-thirds (2/3) majority vote of the current membership of the LD17 Executive Board. The vacancy shall be filled according to Article V.C.5 Vacancy and Replacement.

4. Resignation and Leave of Absence: An Officer who resigns shall create a vacancy which shall be filled according to the procedures of Article V.C.5 Vacancy and Replacement below. An Officer who misses two (2) consecutive LD17 Executive Board meetings shall be deemed to have resigned unless excused by a majority vote of the LD17 Executive Board at the meeting missed or at the next meeting. No leave of absence shall be allowed except by majority vote of the LD17 Executive Board, and in no case may such leave of absence exceed two (2) months duration.
5. Vacancy and Replacement: A vacancy in office exists when any of the five circumstances in Article V.C.2 above occurs. The First and Second Vice-Chairs shall temporarily fill vacancies in the offices of Chair and First Vice-Chair, as provided for in Article V.B. A vacancy in office must be filled by a special election at a regularly scheduled meeting of the Committee within **sixty (60) days** following the occurrence of the vacancy. All Precinct Committeepersons in LD17 (elected and appointed) may participate in this election with the exceptions described in Article IV.A. Notice of the election to fill a vacancy will be sent to all members of the Committee at least **twenty-one (21) days** prior to the election. The election shall follow the same Procedures as in Article V.C.1, with the exception that appointed Precinct Committeepersons are eligible to vote. The term of office of a person elected to fill a vacancy shall be the unexpired term of the officer replaced.

ARTICLE VI. MEETINGS

A. Regular Meetings of the Committee

Regular meetings shall be held monthly at a time and place determined by the Committee. The Executive Board shall have the authority to postpone or cancel any regularly scheduled meeting except that there shall be at least 10 meetings annually and no more than two (2) consecutive months shall elapse without a regular meeting.

B. Executive Board Meetings

Regular meetings shall be held monthly at a time and place determined by the Executive Board.

C. Special Meetings of the Committee

Special meetings may be called by the Chair, or by a majority of the Executive Board, or at least 25 per cent (25%) of the full voting membership of the Committee.

D. Notice of Meetings

1. Regular meetings of the Committee: Written or electronic notice of any meeting shall be sent at least **ten (10) days** in advance of the scheduled meeting date.

The notice of regular meetings shall include an agenda of items to be discussed. However, the Committee may permit other business not on the written agenda to be dealt with, within the limits of these Bylaws.

2. Regular meetings of the Executive Board: Written or electronic notice of meetings shall be sent at least **seven (7) days** in advance of the scheduled meeting date.
3. Special meetings of the Committee: Written or electronic notice of special meetings shall be sent at least **ten (10) days** in advance of the scheduled meeting date.

Notice of special meetings must include the matters to be discussed and only those matters shall be dealt with at the meeting.

E. Quorum

1. No official business shall be conducted at any meeting until the presence of a quorum has been determined.
2. A quorum for meetings of the full Committee shall be fifteen percent (15%) of the voting membership.
3. A quorum for meetings of the Executive Board shall be a majority of the Board.

ARTICLE VII. EXECUTIVE BOARD

A. Membership

Membership of the Executive Board shall consist of the Officers of the Committee enumerated in Article V.A

B. Duties

1. The Chair or a majority of the Executive Board may call a meeting, and a majority of members shall constitute a quorum.
2. The Executive Board shall advise the Chair on the setting of an agenda for future meetings.
3. The Executive Board shall make recommendations and advise the Committee about matters to be voted upon at regular meetings of the Committee.
4. In emergency situations, the Executive Board may take action between regular meetings of the full Committee, which would normally require action by the full Committee.
5. The full Committee may ratify or rescind any action of the Executive Board at the next regular meeting of the Committee.
6. The Executive Board shall produce an annual budget for approval by the Committee. No major purchase or expenditure not already approved in the adopted budget shall be made without the prior express approval of the Executive Board. For the purpose of this provision, major purchase or expenditure is defined as an expense of over \$250.00.

ARTICLE VIII. SUBCOMMITTEES

The Chair of the Committee, in cooperation with the Second Vice-Chair, may create subcommittees as necessary, appoint the chairs and members to such subcommittees as necessary, and be an ex-officio member of all committees, as shall the First Vice-Chair. Committees shall make recommendations to the full Committee which shall approve such recommendations before any expenditure of funds or public expression on behalf of the full Committee may occur.

ARTICLE IX. STATE COMMITTEE PERSONS

A. Election

At the Biennial Organizational Meeting of the LD17 Democratic Committee, the Precinct Committeepersons elected at the previous primary election will choose the LD17 State Committee Persons. The Committee shall elect the number of State Committee Persons allotted by the laws of the State of Arizona and the Bylaws of the Arizona State Democratic Committee. Election of State Committee Persons shall be conducted in the same manner, at the same time, and for the same term as for the election of Committee Officers.

The Chair shall ask for nominees to the State Committee, and if the number nominated is greater than the LD17 allotment, an election shall proceed by secret ballot. All Precinct Committeepersons may vote for a number of nominees no greater than the LD17 State Committee allotment. The highest vote getters comprising a number no greater than the LD17 State Committee allotment shall be deemed elected. In the event of a tie vote resulting in a greater number than the LD17 allotment, there shall be a run-off election.

The selection of LD17 State Committee Persons shall be ratified at the Biennial Reorganization Meeting of the Pima County Democratic Committee (ARS Section 16-825).

B. Number

The number of State Committee slots available to LD17 shall be determined by the Arizona State Democratic Party, and shall be based on 1/3 the number of LD17, Pima County elected PCs (subject to the accounting for the overall Pima County allotment).

C. Duties

State Committee Persons shall represent the Committee by attending meetings and activities of the Arizona State Democratic Committee in person or by proxy and by voting in the interests of LD17 and Pima County. Additional duties are specified in Article II, Section 4 of the Arizona State Democratic Committee Bylaws.

D. Vacancies

A vacancy in the membership of the LD17 State Committee shall occur upon resignation, death, removal from office, moving out of the district, or otherwise ceasing to be a member of the Committee. In the event of a vacancy, the vacancy shall be filled by the Arizona State Democratic Chair with the advice and consent of the Pima County Chair and the LD17 Chair.

E. Removal from Office

A member of the LD17 State Committee may be removed from office in accordance with the provisions of Article II, Section 4 of the Arizona State Democratic Committee Bylaws.

ARTICLE X. ENDORSEMENTS

A. Contested Primary Elections

Neither the full Committee nor the Executive Board shall endorse any candidate in a contested primary election. Individual District Officers shall remain publicly neutral in contests between Democrats in any contested primary election. This provision may mean waiting until the filing deadline for an election before any endorsement by the Committee may be made.

This provision does not restrict individual Precinct Committeepersons in any way from working for any of their favored Democratic candidates as this is one of their functions.

B. Opposition Party Endorsement

Neither the Committee, nor the Executive Board shall endorse in any fashion a candidate of an opposing political party in any primary, general, special, partisan or non-partisan election. An opposing political party candidate is defined as any candidate who is not registered as a Democrat.

ARTICLE XI. PROXY VOTING

Members of the Committee meeting pursuant to these bylaws may vote by proxy when prevented from attending in person for religious reasons, illness, schedule conflicts, or absences from the legislative district. Such proxies shall be allowed only at the Biennial

Organizational Meeting of the Committee. Proxies must be carried only by a qualified elector of LD17. No person may carry more than three (3) proxies.

ARTICLE XII. ADOPTION AND AMENDMENT

A. Adoption

A majority of voting members present and voting at a meeting of the full Committee shall be required for adoption of these Bylaws. The Bylaws shall go into effect immediately upon adoption, and shall continue in force for present and future membership of the Committee subject to amendment.

B. Amendment

These Bylaws may be amended by a vote of not less than two-thirds (2/3) of the voting members of the Committee present and voting at any regular or special meeting of the Committee. The full text of any proposed amendment and notice of discussion shall be mailed to all members of the Committee at least **ten (10) days** in advance of the meeting at which the proposed amendment is to be discussed. Voting on the amendment shall take place at the next meeting following the meeting at which the discussion occurs.

ADOPTED:

_____ by the Legislative District 17 Democratic Committee
(Date)

_____ LD17 Chair
(Signed)

ATTEST:

_____ LD17 Corresponding Secretary
(Signed)