

LINN COUNTY DEMOCRATIC CENTRAL COMMITTEE – BY-LAWS  
(Adopted March 28, 1973 – with Amendments on 03/23/77, 07/28/82, 03/24/99 and  
05/28/03)

ARTICLE I – NOMINATIONS AND ELECTIONS

1. All vacancies in the Central Committee membership, including officers, shall be filled by election by the voting membership of the Central Committee
2. A majority vote of those present and voting shall be required to any office vacancy. In the event of more than one nomination, the election shall be by written ballot.
3. The chairperson shall appoint three (3) tellers known not to be candidates for the given positions. The tellers shall accept and count the votes of all eligible to vote. The tellers shall provide the chairperson and the Central Committee with a written tally sheet setting forth the number of voters present, the total number of votes cast, the number of votes required to elect, and the name of the person elected. Each candidate for the office may have an observer at the teller's count of the votes.
4. No officer shall be entitled to vote unless said officer is also a committeeperson.
5. In elections involving three or more candidates:
  - a) If each candidate receives more than ten percent (10%) of the votes cast, the candidate receiving the lowest number of votes shall be eliminated, and balloting continued with those remaining;
  - b) On any ballot any candidate receiving less than ten percent (10%) of the votes cast on that ballot shall be eliminated from further balloting;
  - c) And balloting shall continue in this manner until one candidate receives a majority of the votes cast on a ballot and is declared elected.
6. When a vacancy occurs in any Central Committee position, the vacancy shall be announced at the first available meeting of the Central Committee. The announcement of the vacancy shall be sent out before the next regular meeting. At the next regular meeting the nomination committee, if any, shall report its nominations and the floor shall be opened for nominations. When nominations have ceased, the balloting shall take place in accordance with these By-Laws. The election to fill a vacancy may be completed at the meeting at which the vacancy was first announced upon approval of two-thirds of the members present and voting at a regularly scheduled meeting.

ARTICLE II – DUTIES AND REMOVAL OF OFFICERS AND  
COMMITTEEPERSONS

1. Any elected officer listed in Article V of the Constitution shall lose their elected position and associated powers upon failure to attend three consecutive regular meetings of the Central Committee; except that the Central Committee by a simple majority vote may take affirmative action at

the first regular meeting following the third absence to forgive the previous three consecutive absences and continue the officer in office. If such affirmative action is not taken, the office shall be declared vacant and the election to fill the vacancy shall follow according to other provisions in the By-Laws.

2. A committeeperson absent for three consecutive regular meetings, shall be contacted by the Secretary, and unless they have good reasons for non-attendance, which will be reviewed by the Executive Committee, said absence shall be conclusive evidence of inattention to duty as set forth by Section 43-99 of the Code of Iowa and said party shall have thereby resigned.
3. Any committeeperson or officer actively opposing election of candidates nominated by the Democratic Party, or actively supporting the election of a candidate in opposition of a nominee of the Democratic Party, or for any other good and sufficient cause, may be terminated by written notice from the Executive Board upon signed petition from ten (10) voting members of the Linn County Democratic Central Committee. Appeal of such decision shall be presented in writing to the Executive Board within 30 days of receiving termination notice. Upon receipt of Appeal Notice, the Executive Board shall place the appeal on the agenda for consideration at the next Linn County Democratic Central Committee meeting. Two-thirds vote of the Central Committee shall be necessary to uphold an appeal.
4. A precinct committeeperson who resides outside their precinct at a new permanent residence for more than 30 days shall thereby have resigned their position.

### ARTICLE III -- OFFICERS

Upon election, all officers shall be required to take the following oath:

I, \_\_\_\_\_, pledge on my honor to perform the duties of my office as prescribed by the Constitution and By-Laws of this organization. I will deliver to my successor all official books, papers and other property of this organization that may be in my possession at the close of my term. All this I solemnly promise.

1. The Chairperson shall preside at meetings of the Central Committee, have general charge and control over the affairs and business of the Central Committee in accordance with these By-Laws, and shall appoint and be ex-officio of all committees.
2. The Vice-Chairperson shall perform and discharge the duties of the Chairperson in the absence of the Chairperson, shall perform duties associated with the Iowa Caucus, and shall perform such other duties as may be assigned by the Executive Board.
3. The Second Vice-Chairperson shall be in charge of the Get-Out-The-Vote Program, and shall perform and discharge the duties of the Chairperson in the absence of the Chairperson and Vice-Chairperson, and shall perform such other duties as may be assigned by the Executive Board.

4. The Secretary shall have custody of all written and electronic documents of the organization, except when other persons are authorized by the Executive Board. The Secretary shall keep minutes of all meetings (including Executive Board), and make them available at or before the next Central Committee meeting for approval. The Secretary shall send notice to membership of all meetings, regular or special, at least seven days prior to the day of said meeting. Such notice shall be either written, electronic or some combination of the two. The Secretary shall maintain all attendance records. The Secretary shall maintain communication with the State Central Committee.
5. The Treasurer shall keep accounts of all monies of the organization received and disbursed, shall deposit all monies in the name of and to the credit of the organization in such banks and depositories as the Executive Board shall designate, shall make deposit of monies received during one week before the end of the last business day of the week. The Treasurer shall make payments of regular or standing bills such as rent and utilities. All other payments shall require approval of the Executive Committee and/or the Central Committee. The Treasurer shall be responsible for filing all Financial Disclosures per Federal and State Disclosure laws.
6. The Financial Secretary shall receive all monies and keep a ledger of same and give receipts therefore; all money shall be turned over to the Treasurer and receipt received for same. The Financial Secretary shall chair the Financial Committee of the Central Committee.

#### ARTICLE IV – STANDING COMMITTEES

The following standing committees shall be appointed by the Chairperson and have the indicated duties:

##### Audit Committee

Audit the books of the Financial Secretary and of the Treasurer not more than 90 days and not less than 30 days prior to the reporting deadlines mandated by applicable state laws or regulations and give a written report to the Executive Board, who will prepare recommendations along with the audit report to be presented at the next Central Committee meeting for approval. Each Audit Committee shall have no fewer than one carry-over member.

##### Finance Committee

Shall develop ways and means of raising funds, including the maintenance of sustaining funds. This committee will be expected to prepare an annual calendar of fundraising events.

##### Election Committee

Work for the election of party candidates through canvass, voter registration and get-out-the-vote activities.

##### Candidate Committee

Maintain candidate recruitment to insure that the party has at least one well-qualified candidate for each elective public office. Keep records of possible issues and documentation on opposition party activities for use by Democratic Party candidates, and oversee the development of suggested platform planks.

#### Education & Training Committee

Education and training of committee persons as to their duties and responsibilities. Develop education and training programs for all Democrats.

#### Technology Committee

Maintain electronic hardware, software and data in support of this organization. Maintain a data base of volunteers to be called upon to assist in the work of the party.

#### Hospitality Committee

Provide refreshments for meetings of the organization or other special events as announced by the Executive Board.

### ARTICLE V – GENERAL RULES AND REGULATIONS

1. Special meetings shall be called by the Chairperson upon written petition of at least ten (10) members of the organization setting forth the matters to be considered at said meeting. The Executive Board may also call a special meeting. The Secretary shall send written and/or electronic notice to all members of the Central Committee informing them of said special meeting at least seven days in advance and include in the notice the agenda of the special meeting. At the special meeting it shall be out of order to consider items not listed on the agenda.
2. A special meeting of the Executive Board shall be called by the Chairperson upon written petition of at least three (3) voting Executive Board members setting forth the matters to be considered at said meeting. The Chairperson may also call a special meeting of the Executive Board. The Chairperson shall provide written, electronic or oral notice to all voting and ex-officio members at least five days in advance, including the agenda of the special meeting. It shall be considered out of order to consider items not listed on the agenda.
3. In the event that the Linn County Democratic Central Committee decides that it is in the best interest of the Democratic Party to endorse a candidate prior to a primary election, said endorsement shall be by written ballot and shall require a two-thirds majority of those members present and voting. Members of the Central Committee may, as individuals, support qualified Democratic candidates of their choice, regardless of endorsement.
4. Regular meetings of the Central Committee shall be held on the fourth Wednesday of each month at a time and place designated by the Executive Board.
5. All procedural matters not covered in the Constitution and By-Laws shall be handled in accordance with the provisions of Robert's Rules of Order Revised. The reference work Parliamentary Procedures at a Glance, New

Edition by O. Garfield Jones as published by Hawthorn Books, Inc., shall be an acceptable reference work to the provisions of Robert's Rules of Order Revised, but the latter shall be the ultimate authority in the event of differences between the two.

6. Twenty-five (25) voting members shall constitute a quorum.
7. These By-Laws may be amended by a majority vote of those in attendance at any meeting provided seven days written and/or electronic notice of the proposed change of By-Laws was mailed to all members at their last known addresses.
8. All public announcements and publicity releases pertaining to the Central Committee shall be the responsibility of the Chairperson who may delegate that responsibility to any member of the Central Committee.
9. Associate Committeepersons shall be elected by majority vote of the Central Committee and their term of office shall be concurrent with that of committee persons. Vacancies in the positions of Associate Committeepersons shall be filled in the same way as vacancies in the positions of Committeepersons.
10. Specific provisions of these By-Laws may be waived at any duly announced meeting to permit an action contrary to some provision of the By-Laws provided a motion to waive the specific provision receives a two-thirds vote of those members present and voting.
11. Actions taken by the Central Committee or the Executive Board if taken in violation of these By-Laws shall be regarded as null and void unless ratified by the Central Committee at a subsequent meeting by a two-thirds vote of those members present and voting.

## ARTICLE VI

The following suggested agenda may be used for all meetings of the Executive Board and the Central Committee:

### AGENDA

1. Call to order
2. Pledge of Allegiance
3. Reading of minutes for approval
4. Secretary's report.
  - a. Roll call and vacancies
  - b. Nominations and elections for vacancies on the Central Committee
5. Vice-Chairperson's report
6. Second Vice-Chairperson's report
7. Treasurer's report for approval
8. Finance Secretary's report
9. State Central Committee report
10. Second Congressional District report
11. Election Committee report
12. Candidate Committee report

13. Education and Training Committee report
14. Technology Committee report
15. Hospitality Committee report
16. Old Business
17. New Business
18. Drawing
19. Adjournment