

Kendall County Democratic Central Committee Bylaws 2011

Article 1. NAME AND PURPOSE

Section 1.1. Name

The name of this committee is the Kendall County Democratic Central Committee hereinafter referred to as the KCDCC. The KCDCC may, in all its public pronouncements, refer to itself as the Kendall County Democrats.

Section 1.2. Purpose - The purposes of the KCDCC are as follows:

- 1.2.1. To support and promote the growth and development of the Democratic Party and its principles.
- 1.2.2. To actively seek and support Democratic candidates for public office, including candidates for nonpartisan offices.
- 1.2.3. To inform voters of relevant issues and candidates' positions on those issues.
- 1.2.4. To perform such elections functions as required by law.
- 1.2.5. To raise funds for the above purposes.

Section 1.3. Purpose and ratification of bylaws

- 1.3.1. These bylaws shall, to the extent not inconsistent with statutory law, govern the organization, operation, and function of the KCDCC.
- 1.3.2. These bylaws may be adopted or amended by a 3/5 majority of votes cast. Since several voting methods are described in this document, a 3/5 majority of both voice vote and weighted vote are necessary to adopt or amend these bylaws.

Section 1.4. Re-authorization of bylaws

- 1.4.1. Each Article in these bylaws shall be reviewed and re-authorized every two years and must be voted on no earlier than January 1st and later than April 30th of odd numbered years. Each Article shall be re-authorized individually and shall be by weighted vote of Precinct Committeemen. A simple majority of votes cast shall be sufficient to re-authorize an article provided it has not been changed. A 3/5 majority of votes cast shall be required to adopt articles that have been changed from their previous form. If not re-authorized, these bylaws shall expire on May 1, 2013.

Kendall County Democratic Central Committee Bylaws 2011

Article 2. MEMBERSHIP

Section 2.1. Elected Members

Elected members shall be known as Elected Precinct Committeemen. Elected Committeemen shall be representatives of the precincts within Kendall County corresponding to the boundaries as administered by the Kendall County Clerk's Office or the Aurora Election Commission. Committeemen shall be elected by the voters residing in their respective precincts, and the election process and length of each Committeeman's term shall be in accordance with the laws of the State of Illinois as defined in 10 ILCS sub. 5/7-8, paragraph B (statute). Committeemen shall be entitled to a weighted vote (as described in Article 3) for all matters and in all standing committees and sub-committees except the Executive Committee. Such weighted votes shall only apply when a weighted vote is called for. (see Art. 7.3). Elected Committeemen must reside in the precinct they are elected to represent at the time of election. A change in residency after election shall not disqualify a Committeeman from serving the remainder of his/her term.

Section 2.2. Appointed Members

When a precinct is not represented by an elected Precinct Committeeman, the Chairman may appoint a representative to act on behalf of the voters in said precinct. Such members shall be known as Appointed Precinct Committeemen. Appointed Committeemen shall be equivalent to their elected counterparts in all matters including the ability to cast a weighted vote of the precinct they represent. Such weighted votes shall apply only when a weighted vote is called for. (see Art. 7.3). To be eligible for appointment, candidates must:

- 2.2.1. Be a Democrat (Having chosen a Democratic ballot in the last primary election for which results are available)
- 2.2.2. Reside in Kendall County Illinois at the time of their appointment. A change in residency after appointment shall not disqualify a Committeeman from serving the remainder of his/her term.
- 2.2.3. Not currently be a Committeeman

Section 2.3. Associates

Associates may participate in meetings and serve on any standing committees or sub-committees. Associates do not serve as representatives for the voters of a precinct and therefore are not entitled to a weighted vote. Associates will however, be entitled to cast one vote. Associates shall meet one of two criteria:

- 2.3.1. Be a Democrat who resides in Kendall County or
- 2.3.2. Be a candidate or candidate's representative for a district that includes Kendall County or a portion thereof.

Kendall County Democratic Central Committee Bylaws 2011

Article 3. ELECTION OF OFFICERS

Section 3.1. Officers will be elected at the County Convention to be held in accordance with Illinois Revised Statutes 10 ILS 5/7-8 on the 29th day after the primary at which precinct committeemen are elected. Elections at the convention shall be by weighted vote defined as follows: Each elected precinct committeeman shall have one vote for each ballot voted in his/her precinct by the primary electors of the Democratic Party at the election in which he was elected. A majority of the total weighted vote cast at the meeting is necessary to elect an officer.

Article 4. Committeemen and Associates may nominate candidates for the Executive Committee. Committeemen and Associates may be elected to the Executive Committee, except that the Chairman must be an Elected Committeeman.

Section 4.1. Description of Duties

4.1.1. Chair

- 4.1.1.1. Shall be an Elected Committeeman
- 4.1.1.2. Shall have the authority to appoint Committeemen to represent those precincts without representation.
- 4.1.1.3. Shall be the chief executive officer and official representative of the organization.
- 4.1.1.4. Shall Chair the Executive Committee
- 4.1.1.5. Shall have such powers and duties vested in the office by law and shall be responsible for directing all activities of the organization.
- 4.1.1.6. Shall preside at all meetings of the KCDCC (or appoint replacement for absences); convene special committee meetings when necessary.
- 4.1.1.7. Shall appoint standing committees and any other committees that are deemed necessary.
- 4.1.1.8. Have the authority to approve all necessary bills and expenses for payment. All disbursements made without the approval of the full committee shall be reported by the Treasurer during the next regularly scheduled meeting.
- 4.1.1.9. Shall appoint one member of the Executive Committee to serve as the Sergeant at Arms (Duties described in Article 4.1.4.)
- 4.1.1.10. Shall co-sign all disbursements along with the Treasurer
- 4.1.1.11. Shall be allowed \$50.00 per month for incidental expenditures without board or committee approval.

4.1.2. Secretary

- 4.1.2.1. Shall be responsible for recording all proceedings and keeping minutes of all scheduled meetings of the Organization or Executive Committee, and make copies of those minutes available to all Executive Committee members who request them, as well as other interested persons upon the direction of the Executive Committee.
- 4.1.2.2. Shall be responsible for maintaining the membership list, and notifying all active members of meetings and all special events when required.
- 4.1.2.3. Shall coordinate all correspondence of the organization.
- 4.1.2.4. Be the official custodian of all records of the KCDCC.
- 4.1.2.5. Perform other duties as directed by the Chairman or the KCDCC

Kendall County Democratic Central Committee Bylaws 2011

4.1.3. Treasurer

- 4.1.3.1. Shall have custody of all funds of the Organization and keep a full accounting of all receipts and disbursements.
- 4.1.3.2. Shall be responsible for the completion and filing of campaign disclosure and other reports as required by the Illinois Revised Statutes
- 4.1.3.3. Shall disburse funds only with receipt or voucher indicating the purpose and approved by the organization or a quorum of Executive Committee members (as defined in Article 7.5.1).
- 4.1.3.4. Shall submit regular reports to the full committee. Such reports shall include a full accounting of all receipts and disbursements not previously reported to the full committee.
- 4.1.3.5. Perform other duties as directed by the Chairman or the KCDCC

4.1.4. Sergeant at Arms

- 4.1.4.1. Shall not be an officers position in its own right, but the function of the Sergeant at Arms will be performed by an officer of the KCDCC.
- 4.1.4.2. Shall be chosen from among the members of the Executive Committee and appointed by the Chairman as described in Article 4.1.1.9
- 4.1.4.3. Shall call the meeting to order.
- 4.1.4.4. Shall keep order and maintain decorum of each meeting and upon the request of the Chair, restrain or remove any person from the meeting in progress.

Section 4.2. Section 2 - Prohibition on Dual membership

- 4.2.1. Except for the Sergeant at Arms position, no individual shall occupy more than one position at a time on the Executive Committee. This prohibition shall not apply to temporary appointments (as described in Article 6.1.2). An Executive Committee member may however, resign from one position in order to assume the duties of another.
- 4.2.2. Under no circumstances shall any individual represent more than one precinct at a time nor shall any committee member be entitled to more votes than that of the precinct he was originally elected or appointed to represent. This prohibition includes resigning from one precinct to be appointed to another with a greater number of weighted votes.

Kendall County Democratic Central Committee Bylaws 2011

Article 5. STANDING COMMITTEES AND SUBCOMMITTEES

Section 5.1. Standing Committees

5.1.1. Executive Committee

- 5.1.1.1. Shall consist of all Officers and Directors described in Article 3
- 5.1.1.2. Shall function as the Board of Directors of the KCDCC and may be referred to as such.
- 5.1.1.3. Shall coordinate activities between different standing committees and sub-committees
- 5.1.1.4. Shall schedule and oversee all internal KCDCC elections.
- 5.1.1.5. Meetings of the Executive Committee shall be subject to different voting rules and different definition of a quorum than other committees as described in Article 7.5.1

5.1.2. Committee on Voter Participation Initiatives

- 5.1.2.1. Shall coordinate Poll-watching efforts.
- 5.1.2.2. Shall coordinate precinct canvassing efforts and the distribution of signs.
- 5.1.2.3. Shall provide training and/or coordinate training events for canvassing, poll-watching, recruitment of election judges and similar activities.
- 5.1.2.4. Shall provide resources to Precinct Committeemen such as, but not limited to; current voting lists, voter registration forms, and candidate literature for distribution throughout his/her precinct.
- 5.1.2.5. Shall provide assistance to committeemen in developing and maintaining an organizational structure within his/her precinct.
- 5.1.2.6. May provide similar services to affiliated candidates or their campaigns.
- 5.1.2.7. Is under the jurisdiction of and shall report to the Executive Committee.
- 5.1.2.8. Shall coordinate their efforts with other committees as appropriate.
- 5.1.2.9. Director of Voter Participation Initiatives
 - 5.1.2.9.1. Shall function as the Director of Voter Participation Initiatives and may be referred to as such.
 - 5.1.2.9.2. Shall Chair the Standing Committee on Voter Participation Initiatives and submit regular reports for review to the full committee on behalf of said committee.
 - 5.1.2.9.3. Shall be responsible for all communications sent on behalf the Voter Participation Committee. Such communications must be coordinated with the Secretary prior to release.
 - 5.1.2.9.4. Perform other duties as directed by the Chairman or the KCDCC.

Kendall County Democratic Central Committee Bylaws 2011

5.1.3. Committee on Fundraising

- 5.1.3.1. Shall develop fundraising goals.
- 5.1.3.2. Shall organize fundraising events.
- 5.1.3.3. May provide similar services to affiliated candidates or their campaigns.
- 5.1.3.4. Shall coordinate their efforts with other committees as appropriate.
- 5.1.3.5. Director of Fundraising
 - 5.1.3.5.1. Shall function as the Director of Fundraising and may be referred to as such.
 - 5.1.3.5.2. Shall Chair the Standing Committee on Fundraising and submit regular reports for review to the full committee on behalf of said committee.
 - 5.1.3.5.3. Shall be responsible for all communications on behalf of the Fundraising Committee. Such communications must be coordinated with the Secretary prior to release.
 - 5.1.3.5.4. Shall perform other duties as directed by the Chairman or the KCDCC.

5.1.4. Committee on Marketing

- 5.1.4.1. Shall set marketing goals and objectives.
- 5.1.4.2. Shall organize public relations events (festivals, parades and similar events).
- 5.1.4.3. May oversee the publication of newsletters or similar public relations projects.
- 5.1.4.4. May provide similar services to affiliated candidates or their campaigns.
- 5.1.4.5. Shall coordinate their efforts with other committees as appropriate.
- 5.1.4.6. Director of Marketing and Media Relations
 - 5.1.4.6.1. Shall function as the Director of Marketing and Media Relations and may be referred to as such.
 - 5.1.4.6.2. Shall Chair the Standing Committee on Marketing and submit regular reports for review and approval to the full committee on behalf of said committee.
 - 5.1.4.6.3. Shall be responsible for all communications sent on behalf the Marketing Committee. Such communications must be coordinated with the Secretary prior to release.
 - 5.1.4.6.4. Shall submit regular press releases according to a schedule determined by the Executive Committee. Shall also submit special press releases when appropriate. Such communication must be coordinated with the Secretary prior to release.
 - 5.1.4.6.5. Shall perform other duties as directed by the Chairman or the KCDCC.

Kendall County Democratic Central Committee Bylaws 2011

5.1.4.7. Committee on Technology

- 5.1.4.7.1. Shall maintain the KCDCC website
- 5.1.4.7.2. Shall establish guidelines, procedures, and training on how to input and access data, including applicable fees, subject to the approval of the KCDCC.
- 5.1.4.7.3. Shall coordinate with the Committee on Voter Participation Initiatives regarding any voter information systems offered by the KCDCC to Democrats for use in Kendall County.
- 5.1.4.7.4. May provide similar services to affiliated candidates or their campaigns.
- 5.1.4.7.5. Shall coordinate their efforts with other committees as appropriate.
- 5.1.4.7.6. Director of Information Technology
 - 5.1.4.7.6.1. Shall function as the Director of Information Technology and may be referred to as such.
 - 5.1.4.7.6.2. Shall Chair the Standing Committee on Information Technology and submit regular reports for review to the full committee on behalf of said committee.
 - 5.1.4.7.6.3. Shall be responsible for all communications on behalf of the Information Technology Committee. Such communications must be coordinated with the Secretary prior to release.
 - 5.1.4.7.6.4. Shall act as the KCDCC's liaison to the State and National Democratic Party computer networks.
 - 5.1.4.7.6.5. Shall perform other duties as directed by the Chairman or the KCDCC.

Section 5.2. Subcommittees

- 5.2.1. Subcommittees may be formed at regular meetings of the KCDCC or at meetings of the various Standing Committees. Subcommittees will generally be responsible for a specific task such as planning an event, or developing a specific plan or policy objective.
- 5.2.2. Each subcommittee shall be placed under the jurisdiction of one of the various standing committees. Care shall be taken to ensure that each subcommittee is reporting to the standing committee that best reflects the nature of the subcommittee's task. For example: A subcommittee that is charged with planning a fundraising event would report to the Fundraising Committee. A subcommittee that is charged with developing a newsletter would report to the Marketing committee. A subcommittee that is charged with developing a neighborhood canvassing plan would report to the Voter Participation Committee.
- 5.2.3. The Chairman may assign or reassign subcommittees to their appropriate standing committees.

Kendall County Democratic Central Committee Bylaws 2011

Article 6. VACANCIES, APPOINTMENTS, AND ELECTIONS

Section 6.1. Vacancies

6.1.1. Committeemen Vacancies

6.1.1.1. When a precinct is not represented by an elected Precinct Committeeman, the Chairman may, at any time, appoint a representative to act on behalf of the voters in said precinct (as described in Article 2.2). The Chairman may also, at his discretion, choose to refrain from filling such a vacancy.

6.1.2. Officers and Directors Vacancies

6.1.2.1. Chairman

6.1.2.1.1. If the Chairman's position becomes vacant, the Secretary shall assume the duties of Chairman for the remainder of the committee's term. Since the prohibition on Executive Committee dual membership (Article 4.2.1) does not apply to temporary appointments, the new Chairman may continue to function in his old capacity until the resulting vacancy has been filled. This period of time shall not exceed 100 days.

6.1.2.2. Treasurer or Secretary

6.1.2.2.1. The KCDCC is required by statute to have a Chairman, Secretary, and Treasurer. The Chairman shall therefore, at his earliest convenience appoint someone to fill a vacancy that occurs in the Treasurers or Secretary's position. The Chairman may appoint any Committeeman or Associate to fill such a vacancy for a period of time not to exceed 100 days. The Executive Committee will schedule an election (as described in Article 6.2) to fill the vacancy for the remainder of the committee's term.

Section 6.2. Elections

6.2.1. When an officer's position becomes vacant, the Executive Committee shall schedule an election to fill the vacancy.

6.2.2. The Executive Committee shall give the KCDCC membership at least 20 days notice of an election prior to voting on nominees. Placing an item on the agenda at a regularly scheduled meeting at least 20 days prior to the scheduled election shall be sufficient to satisfy this notification requirement.

6.2.3. Nominations of candidates may be made at during the same meeting that the vacancy is announced or at subsequent scheduled meetings prior to voting. Nominees may be Elected Committeemen, Appointed Committeemen or Associates.

Kendall County Democratic Central Committee Bylaws 2011

Article 7. MEETINGS

Section 7.1. Regularly scheduled meetings shall be held as deemed necessary by the Executive Committee. Notice of location, time, pertinent business, and special features of each meeting shall be delivered by the Secretary to all Organization members at least 14 days prior to each meeting. Notification may be by email or Organization website post. The Executive Committee shall also announce the date of the next scheduled meeting at the regularly scheduled meeting that immediately precedes it.

Section 7.2. Except when a weighted vote is called for (see Article 7.3) Each member shall be entitled to one vote on each matter submitted to a vote of the members. A simple majority of votes cast shall decide any issue at any meeting except as otherwise provided or required by statute, the State Board of Elections, or these Bylaws. The person chairing the meeting shall have one vote, which may be used in case of a tie. Elections of Officers, re-authorization of bylaws, or slating of candidates shall be decided only by a weighted vote of Precinct Committeemen. Of these three, only uncontested elections may be decided in any other manner than a weighted vote of Precinct Committeemen.

Section 7.3. Weighted votes (as described in Article 3) may be used to decide any issue if called for by two or more precinct committeemen. Only those members entitled to a weighted vote may call for one. When such a vote is called for, Committeemen shall have the weighted vote for the precinct they represent in all matters. Associates are not entitled to a weighted vote, but may cast 1 vote. Weighted votes may not be used in Executive Committee Meetings, but may be used in all other committees and subcommittees.

Section 7.4. The Chair shall have the right to schedule the Order of Business for each regular or Committee meeting. A quorum for each scheduled meeting shall be a simple majority of those attending. For an issue of major concern to the Organization, or an election, any member may have the option of voting by a signed and sealed vote (proxy) submitted to any Officer prior to the regularly scheduled general meeting. Any member may petition the Chair to include additional items into the Order of business.

Section 7.5. A quorum of the Executive Committee shall not be defined as a majority of votes cast (As in Article 7.2) but will be defined as votes from a majority of officers.

Section 7.6. Meetings shall be conducted using the parliamentary procedure described in Robert's Rules of Order.

Kendall County Democratic Central Committee Bylaws 2011

Article 8. ENDORSEMENTS AND RATINGS

Section 8.1. Endorsements and ratings in a primary election cycle

8.1.1. It is the Primary Election itself which determines which candidates shall be endorsed by the Democratic Party, therefore it is the KCDCC's policy to refrain from endorsing one Democratic candidate over another Democratic candidate in a Primary election cycle. This policy shall not prohibit individual members, associates, or affiliated groups from making such endorsements. This policy shall not prohibit the committee from endorsing or opposing specific ballot initiatives or taking other issue-related positions. The committee may also choose to rate candidates according to a specific position taken on a specific issue or issues. Such ratings shall be limited to specific portions of a candidate's platform and shall not be generalized so as to imply that the candidate's entire platform is being rated.

8.1.2. Candidates can reasonably be expected to provide the KCDCC with information about their qualifications and positions on relevant issues. Candidates who fail to provide such relevant information may be rated by the KCDCC as "unacceptable". All Democratic Candidates shall be assumed to be rated acceptable until such time as they have been officially rated otherwise. The KCDCC is not obligated to campaign for unacceptable candidates, nor is it obligated to include such candidates in its literature, advertising, or other public pronouncements.

8.1.3. Democratic candidates may only be rated unacceptable by a 3/5 majority of votes cast by the Committee of the Whole and only at a regularly scheduled meeting. Affected candidates may appeal such a decision to the Executive Committee within 60 days. Upon appeal, The Executive Committee shall issue a recommendation to either uphold, or overturn the rating. The Executive Committee shall fully explain its position. The membership shall then vote on the Executive Committee's recommendation at the next regularly scheduled meeting. A 3/5 majority of votes cast is necessary to overturn an unacceptable rating without an Executive Committee recommendation. A simple majority of votes cast may overturn an unacceptable rating with an Executive Committee recommendation.

8.1.4. No candidate shall be rated unacceptable more than once in an election cycle. For the purposes of this document, an election cycle consists of both the Primary, and General elections in that cycle.

Section 8.2. Endorsements and ratings in a General Election Cycle

8.2.1. All acceptable Democratic nominees shall be considered to be endorsed by the KCDCC.

8.2.2. Democratic nominees may be rated unacceptable by the same process outlined in Art. 8.1.2 and 8.1.3. Nominees who have been deemed unacceptable in the Primary election cycle are still considered unacceptable candidates.

Kendall County Democratic Central Committee Bylaws 2011

Section 8.3. Endorsements and ratings of non-partisan candidates.

8.3.1. Non partisan candidates may also be rated acceptable or unacceptable. All non-partisan candidates shall be considered acceptable until officially rated otherwise. In addition, the KCDCC may chose to endorse a particular candidate if the candidate has requested such an endorsement. A simple majority of votes cast coupled with the candidate's desire to be endorsed shall be sufficient to provide an endorsement.