



# **THE BYLAWS OF THE DUVAL COUNTY DEMOCRATIC EXECUTIVE COMMITTEE**

(As amended May 21, 2018)

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# ARTICLE I NAME, POWERS and GENERAL POLICIES

## Section 1. Governing Powers

1.1 Name: The Duval County Democratic Executive Committee (hereinafter DCDEC).

1.2 The DCDEC derives its authority from Article V of the Charter, and Article V and VI of the Bylaws of the Florida Democratic Party, which states in part that there shall be a county Democratic Executive Committee within each county in the state, responsible for discharging Florida Democratic Party affairs within the county. No provision of these DCDEC Bylaws shall conflict with or contravene any of the provisions of the adopted Charter and Bylaws of the Florida Democratic Party.

1.3 Pursuant to Florida Statute 103.121, the DCDEC shall have the following powers:

1.3.1 To adopt such bylaws as it may deem necessary by majority vote of the full Committee.

1.3.2 To conduct its meetings according to generally accepted parliamentary practice.

1.3.3 To make party nomination when required by law.

1.3.4 To conduct campaigns for party nominees.

1.3.5 To raise and expend party funds. Such funds may not be expended or committed to be expended except after written authorization by the chair of the state or DCDEC.

1.4 The DCDEC Chair shall obtain authorization from the Central Committee before expending or committing DCDEC funds in an amount greater than \$1000 which are not included in the annual budget as approved by the Central Committee.

1.5 General Policies: All provisions of Article 1, Section 4 of the Charter of the Florida Democratic Party in respect to open participation in the meetings of the DCDEC, tests of membership, and the limitation of fees shall be enforced.

1.6 Rules of Procedure:

1.6.1 Government: Unless otherwise provided in these Bylaws or in the Charter and the Bylaws of the Florida Democratic Party, the most recent edition of Robert's Rules of Order shall govern.

1.6.2 Quorums: The quorum requirement for DCDEC meetings shall be thirty percent (30%) of the total membership if total membership is 300 or more; forty percent (40%) of the total membership if total membership is 299 or less.

1.6.3 Proxies: Any member who, for any reason, is unable to attend any meeting of the DCDEC may execute a written proxy. Voting by proxy shall be governed by Section 1.2 and 1.2.3 of the Bylaws of the Florida Democratic Party (hereafter Florida Bylaws).

- 1.6.3.1 Such proxy shall be sworn to before a notary public, or in the alternative, may be validated by two (2) registered Democrats signing as witnesses.
- 1.6.3.2 Any proxy incomplete in any way shall be returned to the member issuing the proxy. The member sending the incomplete proxy shall be notified immediately by phone, fax, SMS text, or email transmission that the proxy is incomplete.
- 1.6.3.3 The holder of such proxy shall be a qualified Democrat not a member of the Committee before which said proxy is to be presented.
- 1.6.3.4 No person shall be permitted to hold more than one (1) proxy.
- 1.6.3.5 For a proxy to be honored, said proxy shall be received by the Chair or Vice Chair of the Credentials Committee prior to the meeting at which its use is intended.
- 1.6.3.6 For a proxy to be honored, the proxy holder shall submit written notice to the DCDEC chair prior to the meeting.
- 1.6.3.7 An elected member shall designate as a holder of his/her proxy a Democrat residing in the same precinct or district as said elected member. An automatic or appointed member shall designate as a holder of his/her proxy a Democrat residing in the same county as said member.
- 1.6.3.8 Other prohibitions (Florida Bylaws, Section 1.2.4), requirements as to form (Florida Bylaws, Section 1.2.5), limitations (Florida Bylaws, Section 1.2.6) and attendance (Florida Bylaws, Section 1.2.7) shall apply as provided in the Florida Bylaws.

1.6.3.8.1 Clubs, Organizations and Caucuses: Proxy voting shall be prohibited for Democratic clubs, organizations and caucuses. [Florida Bylaws 1.2.4]

1.6.3.8.2 Form: Proxies shall be substantially the same form as set forth herein. [Florida Bylaws 1.2.5]

1.6.3.8.3 Quorum Limitation: Proxies may not account for more than fifteen percent (15%) in computing a quorum. [Florida Bylaws 1.2.6]

1.6.3.8.4 Attendance: Proxies shall not be considered in the fulfillment of the attendance requirement.

**Section 2. Endorsement** The DCDEC shall not endorse, certify, screen, or recommend in any manner, one (1) or more candidates in contested primary elections, or for the Party's nomination.

**Section 3. Membership** Membership in the DCDEC is as specified in Article V, Section 1 of the Florida Bylaws, as amended.

### 3.1 Elected Members:

3.1.1 Definition: Pursuant to Article V, Section 1.1.1 of the Florida Bylaws, elected members shall be defined as those persons elected pursuant to Florida Bylaws Article V, Section 1.1.4 and those elected by the DCDEC to fill vacancies in precincts or districts. Once a person is elected in a precinct or district, even if that person should move out of that precinct or district and be appointed at-large or to fill a vacancy in the precinct or district into which he or she moved, for the purpose of eligibility to seek office, such person shall be classified as an elected member for the duration of that term. If a vacancy does not exist in the precinct or district where the member moves, a special at-large status shall be

created for that member not to be counted against the total number of appointed members available to that county.

3.1.2 Method of Appointment: A prospective member may file an application for membership with the Credentials Committee at their first membership meeting. The Credentials Committee shall interview the applicant and make a recommendation to the Central Committee within sixty (60) calendar days. Authority to appoint the member shall be vested in the Central Committee, subject to confirmation by majority vote of the COUNTY COMMITTEE membership present and voting at the next scheduled DEC meeting.

3.1.3 Term of Office: Elected members of the DCDEC shall take office on the first day of the month following each presidential general election and shall serve for a term of four (4) years.

3.1.4 Precinct System: Pursuant to Article V, Section 1.1.2, the elected membership of the DCDEC shall consist of a man and a woman from each precinct who are registered Democrats, and who reside in, are registered to vote in, and are elected from the precinct they are to represent. At any time that Duval County is represented by less than 200 precincts, the DEC may follow the OPTIONAL PRECINCT SYSTEM as per FDP bylaws (Section 1.1.3 – Optional Precinct System) and State Statutes.

3.1.5 Should the voter registration of a precinct total more than one thousand (1,000) as of January 1, of a year in which qualifying for election the DCDEC occurs, an additional one (1) man and one (1) woman are entitled to be elected to represent said precinct. They shall be elected by majority vote on the First Primary Ballot of each Presidential election year.

3.1.6 At any time a precinct totals one thousand (1,000) registered voters, additional DCDEC positions may be created. Such positions shall be filled by the DCDEC according to its procedures for filling vacancies.

3.1.7 If at any time, the number of precincts is restructured to number more than 200 precincts by the Supervisor of Elections, or Legislature, any duly elected precinct people in precincts that qualified for the "Optional Precinct System" shall remain precinct persons. If existing precincts are restructured or changed during a reorganization of any kind, then the precinct people serving in a precinct that does not exist anymore will follow the same procedure as state statute dictates.

### 3.2 Automatic Members:

3.2.1 Definition: Automatic members shall be defined as those who are members by virtue of Florida Statutes or those who are members by virtue of the DCDEC Bylaws provision naming DCDEC elected officials, presidents of duly chartered Democratic clubs, or presidents of chartered local Democratic caucus chapters who reside in said county. Such members shall serve for the duration of their term of office. Automatic members shall enjoy voting privileges; however, they shall not serve as officers of the DCDEC.

3.2.2 Attendance: Automatic members shall not be required to meet attendance requirements. Automatic members shall not be computed when determining a quorum.

### 3.3 At Large and Appointed Members:

3.3.1 Definition: Membership of the DCDEC may include an additional ten percent (10%) of the total elected membership to which entitled. These members shall be appointed by the DCDEC chair and approved by a majority vote of the membership of the DCDEC present and voting. At Large members shall be registered Democrats residing in Duval County. At Large members shall serve at-large and shall

enjoy voting and other privileges and responsibilities of membership except holding office. Selection of At Large members shall be made in order to achieve political, economic, or minority balance within the DCDEC.

3.3.2 Special At-Large Status: At any time after the election of officers, the DCDEC may allow, at the request of a Democratic Party elected official from the county, state or national Democratic Party level, a special at-large status for that person.

3.3.3 Such positions shall not be included in the DCDEC's appointed membership quota, a vacancy would be created in the district or precinct that he or she represents. Said vacancy shall be filled in accordance with the DCDEC Bylaws.

3.3.2 Term of Office: The term of office for at large members shall be one (1) year commencing with the date of appointment; however, it shall expire immediately prior to the commencement of the organizational meeting of the next committee.

#### 3.4 Associate Members

3.4.1 Definition: Associate members are actively registered Democrats in Duval County that attend DCDEC meetings but are currently not elected members of the DCDEC. Associate members are sworn-in members of DCDEC with no voting rights. These members cannot be included in the quorum. Associate members may participate in regular activities of the DCDEC. Associate members cannot sit on a committee unless stated in the Bylaws for that committee. The goal of Associate members is to grow membership and to fill precinct openings when they are vacant.

3.4.2 Associate members are referred to the Credentials Committee for screening. Also, the Credentials Committee will track attendance of Associate members by having them sign in at General meetings of the DCDEC.

3.4.3 Term of office. This being a non-elected office, the term of office is one year, or at such time as the Associate member becomes a full member after being elected to his or her precinct or after being appointed by the Chair to an at large seat, at which time the duly elected/appointed member shall serve the remainder of the term.

3.5 Vacancies: An office shall be deemed vacant when a member accumulates three (3) unexcused absences in any (1) calendar year. Vacancies other than Chair, First Vice Chair, State Committeeman, State Committeewoman, Treasurer and Secretary, which make up the Board of Officers of the DCDEC may be filled by action of the DCDEC within sixty (60) days in accordance with the Florida Statutes. The Officer position shall be filled within 60 days. After a vacancy on the Board of Officers has existed for sixty (60) days, it may be filled by the State Chair. Those persons appointed to fill precinct or district vacancies must be registered Democrats residing within the precinct or district that they are appointed to represent. An absence is excused for reason of illness, business, out-of-town or other reasonable excuse, with prior written (fax, letter or email) notification to the DCDEC Chair or the Credentials Committee Chair.

**Section 4. Officers** The DCDEC, at its organizational meeting, shall elect a Chair; a First Vice Chair, who shall be of the opposite sex from the Chair; State Committeeman; State Committeewoman; a Secretary; and a

Treasurer, each of whom shall be elected from among the precinct committeemen and the precinct committeewoman. The term of office shall be four (4) years or until respective successors are elected. Vacancies shall be filled as provided for in Article V, Section 2.2 of the Florida Democratic Party Bylaws. Provision for a leave of absence for a DCDEC officer seeking the Democratic nomination for public office shall be as prescribed in Article V, Section 2.3 of the Florida Bylaws.

4.1 Chair Vacancies: Pursuant to Article V, Section 2.2 of the Florida Democratic Party Bylaws, in the event of a vacancy in the office of the DCDEC chair, a meeting shall be held within forty-five (45) days to elect a new chair. Notice of vacancy shall be sent by certified mail to the State Chair within ten (10) days of said vacancy. In the event that a vacancy in the office of the DCDEC chair is filled by a person of the same sex as the DCDEC First Vice Chair, or vice versa, the requirement that they be of the opposite sex shall be waived for the unexpired term.

4.2 Pursuant to Article V, Section 2.3 of the Florida Bylaws, any officer of the DCDEC seeking the Democratic nomination for public office shall take a leave of absence from the DCDEC officer position commencing at the time of opening a campaign account for said public office and extending for the duration of the campaign. The vacancy created shall be filled by the DCDEC for the interim period.

**Section 5. Meetings** Provision for meetings shall be in accordance with Article V, Section 3 of the Florida Democratic Party Bylaws.

5.1 Failure to Call: Pursuant to Article V, Section 3 of the Florida Bylaws, in the event a meeting is not called for a period of two (2) calendar quarters, the chair of the congressional district in which the DCDEC is primarily located, or the congressional district vice chair at the direction of the congressional district chair, shall call a meeting for the purpose of reorganization upon written notice of at least two (2) weeks to all members of the membership list on file with the county Supervisor of Elections. The State Chair shall be notified by certified mail.

5.2 Organizational Meeting: Pursuant to Article V, Section 3.2 of the Florida Bylaws, the DCDEC shall hold an organizational meeting, called by the DCDEC chair of the preceding DCDEC, within thirty (30) days after said committee members take office.

5.2.1 Agenda: Pursuant to Article V, Section 3.2.1 of the Florida Bylaws, the organizational meeting shall be called to order by the DCDEC chair who shall chair the meeting until the election of the new chair who shall then assume the chair. The order of business shall be as follows

- 1) Invocation
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Credentials Report
- 5) Election of Chair
- 6) Election of State Committeewoman
- 7) Election of State Committeeman

- 8) Election of Vice Chair
- 9) Election of Secretary
- 10) Election of Treasurer

**Section 6. Voting** Pursuant to Article V, Section 4 of the Florida Bylaws, voting shall be one (1) vote for each eligible member. Pursuant to Article V, Section 4.1, the term of office for appointed members expires prior to the commencement of the organizational meeting occurring within thirty (30) days following the election of precinct committeemen and precinct committeewoman; therefore, appointed members shall not vote for officers at the organizational meeting. In the event an office becomes vacant during the term, appointed members shall have voting privileges.

**Section 7. Policy and Procedures** Provision for committees, membership lists, and records of the DCDEC shall be in accordance with Article V, Section 5 of the Florida Bylaws.

7.1 Committees: The DCDEC shall establish the following committees to further the goals and policies of the Florida Democratic Party

- Affirmative Action Committee
- Credentials Committee
- Democratic Organization Committee
- Young Democrats Committee
- Budget & Finance Committee
- Legislative Affairs Committee
- Campaign Committee
- Rules & Bylaws Committee
- Central Committee

7.2 Membership Lists: The names and addresses of the members of the DCDEC, as well as the officers of same, shall be furnished to the State Chair immediately after the organizational meeting. Changes in membership shall be furnished in writing to the State Chair within ten (10) days. A complete and updated membership list shall be sent to the State Chair by January 31 of each year.

7.3 Records: Minutes shall be kept of all meetings and shall be presented at the next meeting for approval. Copies shall be sent to the State Chair within twenty (20) days following such meetings.

7.4 Annual Audit: There shall be annual audits of the financial condition of the DCDEC for each calendar year ending December 31 in compliance with applicable Florida Statutes and conducted by a Certified Public Accountant who shall not be a member of the DCDEC. Copies shall be retained by the chair of the DCDEC for the examination of any member thereof and copies shall be furnished to the Supervisor of Elections and to the State Chair prior to April of the ensuing year. The State Chair may have a qualified examiner conduct an audit of the DCDEC for any reason at the expense of the Florida Democratic Party.

**Section 8. Finances** Provisions for the distribution of funds and audits of DCDEC finances shall be in accordance with Article V, section 6 of the Florida Bylaws.



8.1 Pursuant to Article V, Section 6 of the Florida Bylaws, were the DCDEC to receive Party assessment fees, it shall submit a campaign plan detailing the expenditure of such fees to the State Chair and its Budget and Finance Committee for approval.

8.2 Pursuant to Article V, Section 6.1 of the Florida Bylaws, the distribution of DCDEC funds among members is forbidden. The DCDEC may reimburse its members for actual travel expenses incurred at regular or special meetings in those cases where the meeting is more than thirty (30) miles in each direction from the member's home. Payment is then authorized at the accepted mileage rate reimbursed to the State Executive Committee members and shall be paid out of the DCDEC funds.

**Section 9. Clubs, Organizations, and Caucuses** Provision for Charters, membership, and related matters shall be in accordance with Article VI of the Florida Bylaws, as amended.

9.1 **Jurisdiction:** Pursuant to Article VI, Section 2.1 of the Florida Bylaws, the charter of a Democratic club shall be entirely within the jurisdiction of the DEC where the majority of the membership resides. The DEC shall not be authorized to establish a maximum number of Democratic clubs for the county.

9.2 **Requirements for Chartering:** Pursuant to Article VI, Section 2.2 of the Florida Bylaws, it shall be the duty of the DCDEC to provide Democratic clubs with copies of the standard bylaws, applications for chartering and recertification and procedural guidelines for the same, and any other forms and information necessary for establishing and operating such club. Democratic club bylaws shall be in compliance with the DCDEC Bylaws, the Charter and Bylaws of the Florida Democratic Party, and Florida Statutes and shall include the following, unless otherwise provided herein:

- the anti-discrimination policies of the Florida Democratic Party,
- a provision prohibiting endorsement in primary elections and prohibiting the endorsement of anyone other than the Democratic nominee in general elections,
- a provision requiring votes by secret ballot for officers and directors only,
- a provision for adding amendments to the standard bylaws,
- a provision prohibiting proxy voting,
- and a provision that the quorum of any meeting of a Democratic club shall be ten percent (10%) or twenty percent (20%) based on the total membership of the club.

9.3 With the exception of the organizational meeting, the standard club bylaws shall include a forty-five (45) day membership requirement prior to a member being permitted to vote or participate in any club election for officers or board members.

9.4 Prior to being chartered, prospective clubs must submit a packet that includes a copy of the completed standard bylaws, an application for a charter, and a list of officers and members of the Democratic Organization Committee (described in Article IV, Section 1, paragraph 1.2.4 herein). Upon approval, the signed application for charter and the club packet of information shall be sent by the DCDEC chair to the State Chair and to the Chair of the Committee on Clubs, Organizations and Caucuses of the Florida Democratic Party. The Committee shall review the packet and shall recommend approval or disapproval to the State Chair. Once the State Chair approves, the DCDEC Central Committee shall make the final decision. Certificates of charter for approved clubs shall be sent to the DCDEC for presentation to the club.

9.5 Charter re-certification: In July of every odd numbered year, Democratic clubs shall submit an application for a Certificate of Compliance to determine their compliance with the Charter and Bylaws of the Florida Democratic Party, Florida Statutes and bylaws of the DCDEC. Clubs shall submit applications for recertification with a copy of their current bylaws, officers, and membership to the Democratic Organization Committee. The Democratic Organization Committee shall review the application and bylaws and shall issue a Certificate of Compliance unless it is determined the club is in violation of the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, or the bylaws of the DCDEC. If it is determined that a club is in violation, it shall be so notified in writing and shall have sixty (60) days from receipt of notification to correct the violation(s). If the violation(s) is not corrected by the end of the said period, the Democratic Organization Committee may recommend the revocation of the club's charter to the DCDEC. In the event such a recommendation is made, said club shall be notified in writing. Notice of revocation shall also be given to the State Chair and to the Chair of the Committee on Clubs, Organizations and Caucuses. Charter revocation shall result in the forfeiture of all rights and privileges of the use of the word Democrat, Democratic, or derivative thereof.

9.6 Membership: The DCDEC may require a Democratic club to have a minimum number of members prior to chartering, unless otherwise provided herein.

9.7 Annual Party Contribution: In January of each year, each Democratic club chartered under the rules of the Florida Democratic Party shall pay an annual contribution based on membership as of December 31 of the preceding year to the DCDEC based on the following:

Clubs with 0 to 50 members . . . . .	\$ 25.00
Clubs with 51 to 100 members . . . . .	\$ 50.00
Clubs with 101 to 300 members . . . . .	\$ 75.00
Clubs with 301 to 500 members . . . . .	\$ 100.00
Clubs with 501 to 750 members . . . . .	\$ 150.00
Clubs with 751 to 1000 members . . . . .	\$ 250.00
Clubs with over 1000 members . . . . .	\$ 500.00

Any club will pay a contribution based on the number of members at the time of chartering which is consistent with the annual party contribution fee schedule. Eighty percent (80%) of the contribution shall remain with the DCDEC and twenty percent (20%) shall be remitted to the Florida Democratic Party no later than April 1 of that year.

9.8 Grievances: Unless otherwise provided herein, disputes and grievances involving Democratic clubs may be resolved by the chair, state committeeman and state committeewoman of the DCDEC. Should one (1) person hold two (2) of these offices, the vice chair of the DCDEC shall also be involved in said resolution. Such resolution may be appealed to the DCDEC whose decision shall be final unless appealed to the Judicial Council no later than forty-five (45) days from the date of said decision.

9.9 Dissolution: Upon dissolution of a club for any reason, the club's assets and funds, after all debts have been satisfied, shall become the property of the DCDEC.

## Section 10. Discipline Provision for Disciplinary issue, grounds for discipline, grievance committee, appeals process, and prohibition for holding DCDEC offices

10.1 General: The DCDEC shall have general authority to discipline itself and the individual members thereof in such manner as may be reasonably necessary to carry out its lawful purpose.

10.2. Removal, Reprimand, or Other Sanctions of Members: The DCDEC shall proceed under the authority and requirements of Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws in removal or disciplining of members.

10.2.1. Due to Absence: A member may be removed due to unexcused absences, in accordance with Article I, Section 3.5 and Article III, Section 1.2.3.2.

10.2.2. Due to Violation of Oath or Other Cause: Members may be removed for cause including, but not limited to, malfeasance, neglect of duty, incompetency, permanent inability to perform official duties, conviction of a felony involving moral turpitude, and/or any willful act, verbal, written or otherwise, which shall be deemed contrary to the aims, ideals and best interests of the DCDEC and Democratic Party.

10.2.2.1 Submission of Charges: Charges against any member or officer may only be submitted in writing to the Chair or 1st Vice Chair within thirty (30) days of the alleged offense.

10.2.3 Grievance Committee: The Central Committee shall name a Grievance Committee consisting of 5-members, which shall investigate the complaint and charges. Any member of the Central Committee who is a subject of the complaint shall be ineligible to participate in the selection of the Grievance Committee. The complainant, the accused, and all witnesses shall be ineligible to serve on the Grievance Committee. The Grievance Committee shall meet and determine its recommendation no less than thirty (30) calendar days, nor more than sixty (60) calendar days from the date of the complaint.

10.2.4. Grievance Committee Hearing and Findings: The complainant and the accused shall be invited to attend, testify and submit any pertinent documents to the Grievance Committee. If the Grievance Committee recommends any sanctions it shall notify the Secretary of the DCDEC. The Secretary shall forward to the accused elected member or officer a copy the Grievance Committee's findings and recommendations by certified mail within 5-business days.

10.2.5 Grievances Considered by the DCDEC: The Secretary shall provide notice of the date, time, and place at which the matter will be considered by the DCDEC, which shall decide the issue by vote of those members present and voting. Notice of consideration of this matter by the DCDEC shall be mailed to the accused no fewer than ten (10) calendar days before such meeting. Simultaneously, when providing notice to the accused the Secretary shall notify the Chair or 1<sup>st</sup> Vice Chair of the findings, actions and/or recommendations of the Grievance Committee.

10.2.5.1 Appeal: The decision of the DCDEC shall be final unless appealed to the Judicial Council of the Florida Democratic Party within 45 days from the date of said decision.

10.3 Good Faith: In order to maintain the integrity of this grievance process, all members shall at all times act in good faith.

10.4 Prohibition: Any DCDEC officer removed from office pursuant to Section 10.1.2.2 of these Bylaws shall be prohibited from holding any DCDEC office for the remainder of the members DCDEC term. Any elected member removed from the DCDEC pursuant to Section 10.1.2.2. of these Bylaws shall be prohibited from appointment or election to the DCDEC for the remainder of the member's DCDEC term unless overturned by appeal.

## ARTICLE II DUTIES OF OFFICERS

### Section 1. Chair

- 1.1 Meetings: The Chair shall preside at all meetings of the DCDEC.
- 1.2 The Chair may appoint a Vice Chairs as necessary to accomplish the goals and purposes of the DCDEC with the concurrence of the Central Committee.
- 1.3 The Chair may, having consulted with the Central Committee, appoint all standing committees and other committees provided for in these Bylaws as necessary. The Chair shall serve as an ex officio member of all standing committees, with the authority to designate a substitute when necessary.
- 1.4 Special Committees: Committees voted in existence by action of the membership shall be appointed by the Chair unless otherwise directed by vote of the members, and the Chair shall serve as a member ex officio of each special committee.
- 1.5 Special meetings: The Chair may call special meetings of the DCDEC provided that the members are notified by the secretary ten (10) days in advance of each such special meeting.
- 1.6 Fiduciary Duties: The Chair shall co-sign all checks properly issued by the Treasurer.
- 1.7 Other Duties: The Chair shall observe and enforce the Bylaws herein as well as the applicable provisions of the Charter and the Bylaws of the Florida Democratic Party in the conduct of all activities undertaken by or chartered by the DCDEC.

### Section 2. Vice Chairs

- 2.1 The Vice Chairs shall perform such duties as assigned by the Chair on behalf of the DCDEC.
  - 2.1.1 First Vice Chair: Should the Chair not be able to perform any of the duties specified in Section 1 above, the First Vice Chair shall perform the same duties in the place of the Chair.
  - 2.1.2 Additional Vice Chairs: May be appointed by the Chair to perform such duties as the Chair considers necessary to accomplish DCDEC goals in accordance with Article II, Section 1.2.

### Section 3. Secretary

- 3.1 Maintain a secured electronic shared drive accessible by Members with folders containing up to date:
  - Minutes
  - DEC Bylaws
  - Membership lists
  - FDP Bylaws & Policy Manual

- Clubs & Caucuses Bylaws
- Agendas
- Correspondence
- Other folders as requested by Officers

3.2 Maintain a copy of credentials, current membership list at the time of each special and regular meeting, including proxy statements, to verify those present and voting are Members, or proxies for Members. Provide list including addresses of Members and Officers to the State Chair electronically immediately after the Organizational Meeting, within (10) days of any changes, and completely on January 31 of each year, or when requested by the Florida Democratic Party for compliance purposes.

3.3 Record minutes at each special and regular meeting. Provide draft minutes electronically to Chair and Members within (1) week of each meeting. Read minutes at next meeting for approval, correction, and adoption as the official record. Provide approved official minutes electronically to Chair, and Members, within (20) days of meeting at which approved. Chair may waive reading of minutes.

3.4 Notice special and regular meetings to Members electronically (10) days prior to the meeting. Include tentative agenda which includes any major items of discussion or any invited guest speakers.

3.5 Other duties as assigned by the Chair.

3.6 Provide printed versions of electronic documents to Members who request them.

#### Section 4. Treasurer

4.1 Records: The Treasurer shall receive and prepare for expenditure all financial obligations incurred by the DCDEC, shall keep a detailed record of all such financial transactions, and shall report the current status of the DCDEC Treasury at all regular and special meetings of the DCDEC.

4.2 Finances: Were the DCDEC to receive Party assessment fees, the Treasurer shall report the receipt of such fees to the DEC Chair and the DEC Budget and Finance Committee for future expenditure decisions as directed by the DCDEC Chair.

4.3 Distribution of Funds: Pursuant to Article V, Section 6.1, the distribution of DCDEC funds among members is forbidden. The DCDEC may reimburse its members for actual travel expenses incurred at regular or special meetings in those cases where the meeting is more than thirty (30) miles in each direction from the member's home. Payment is then authorized at the accepted mileage rate that is reimbursed to the State Executive Committee members and said reimbursement shall be paid out of the DCDEC funds.

4.4 A petty cash fund shall be limited to one hundred dollars (\$100.00), and any distribution from said petty cash fund must be documented by receipt and approval of the Treasurer.

4.5 Budget: The Treasurer shall serve on the Budget and Finance Committee

4.6 Policies and Procedures: The Treasurer shall prepare a code of financial policies and procedures for consideration by the DCDEC to govern the raising, invoicing, and expenditure of funds received by the DCDEC; the reimbursement of incurred expenses; and other fiduciary matters deemed to require the establishment of specific policies and/or procedures other than those established by these Bylaws and the Charter and Bylaws of the Florida Democratic Party as amended.

4.7 Payment: Upon direction of the Chair, or the First Vice Chair in the absence of the Chair, the Treasurer shall execute a check, credit card/debit card or other form of electronic payment from an existing account maintained by the DCDEC. All checks shall be signed by the Chair, or First Vice Chair, in payment of any properly invoiced expenditure. Or, written approval by both signatories in the case of an electronic transaction. Written approval may be provided by initials on receipt, or other electronic notification by both signatories. Treasurer shall keep records of all approved transactions.

4.8 The Treasurer, or the First Vice Chair in the Treasurer's absence shall be the second signature, or signed approval on all checks or electronic transaction.

### Section 5. State Committeeman and State Committeewoman:

5.1 The duties of the State Committeeman and State Committeewoman are to serve as liaison between the Florida Democratic Party and the county DEC; liaison between the county DEC and the clubs; members of the State Executive Committee and county DEC Central Committee; members of the county DEC Campaign Committee; and members of other committees as designated by the DEC Charter and Bylaws.

## ARTICLE III COMMITTEES

### Section 1. Standing Committees

1.1 Membership: The membership of standing committees may consist of any (REGISTERED) Democrat who is a resident of Duval County, unless such membership is specifically limited to the officers or the members of the DCDEC, and so provided for in this Article IV.

1.2 The DCDEC shall establish the following committees to further the goals and policies of the Florida Democratic Party.

1.2.1 Affirmative Action Committee: The Committee shall be composed of at least five (5) DCDEC members and shall work in conjunction with the Florida Democratic Party Affirmative Action Committee to further the goals and policies of the Florida Democratic Party.

1.2.3 Credentials: The Committee shall be composed of at least five (5) elected DCDEC members and shall determine the qualifications of persons proposed to fill vacancies on the DCDEC or one of its standing or special committees.

1.2.3.1 Function: The Committee shall be advised of resignations or other reported vacancies

by the Chair of the DCDEC and verify to the DCDEC that such a vacancy exists and can be filled by a qualified Democrat.

1.2.3.2 Non-Attendance: The Committee shall investigate excuses for nonattendance of DCDEC members at regular or special meetings and shall determine whether good and sufficient reason existed for any absence. An absence is excused for reason of illness, business, out of town or other reasonable excuse, with prior notification to an officer.

1.2.3.3 Qualifications: The Committee shall determine that every person seeking any membership provided for in these bylaws is an actively enrolled Democrat in Duval County, and can meet the tests of membership in accordance with Article I, Section 6 of the Charter (Loyalty Oath) and Article V and Article VI, as amended, of the bylaws of the Florida Democratic Party.

1.2.3.4 Recommendations: The Committee shall investigate allegations and make determinations of fact in respect to the failure of any members to meet the tests of loyalty, attendance, and residence as specified in 1.2.3.3 above, and report its findings and recommendations to the DCDEC for a final determination of the status of a member.

1.2.4 Democratic Organization Committee: The Committee shall be composed of the Chair, State Committeeman and State Committeewoman and at least three (3) other DCDEC members. If one (1) person holds two (2) of the above-named DCDEC offices, then the 1st Vice Chair shall be a member of this committee. The committee shall work to organize and sustain Democratic clubs, organizations, and caucuses provided for in Article VI of the Florida Bylaws as amended.

1.2.5 Young Democrats Committee: The Committee shall be composed of members of the Jacksonville Young Democrats and those enrolled Democrats of Duval County who have exhibited an interest in cultivating young voters to share the principles of the Florida Democratic Party, and to stimulate the participation of young Democrats in the activities of the Party.

1.2.6 Budget and Finance Committee: The Budget and Finance Committee shall be composed of at least three (3) elected DCDEC members, and shall prepare an annual budget to be presented to the Central Committee by December 31st of the preceding year.

1.2.7 Legislative Affairs Committee: The Legislative Affairs Committee shall be composed of at least three (3) elected DCDEC members, and shall study and report to the DCDEC on all legislation deemed necessary and desirable in the interest of the Democratic Party. The Legislative Committee, at the designation of the DCDEC Chair, may represent the DCDEC when consulting with elected officials and candidates for office during sessions of the Florida Legislature, and before the Jacksonville City Council and its committees.

1.2.8 Campaign Committee: The Campaign Committee shall be composed of at least three (3) elected DCDEC members. The committee shall be responsible for the electoral activities of the DCDEC.

1.2.8.1 The Campaign Committee shall create a campaign plan every year, as directed by the FDP compliance rules, including a description of the processes and procedures necessary for the DCDEC to implement the plan.

1.2.8.2 Upon approval of the Central Committee, the Campaign Plan shall be adhered to in DCDEC matters relating to electoral activities until such time of revision by the Campaign

Committee, such as, but not limited to, in response to directions from state or national candidates.

1.2.9 Rules and Bylaws Committee: The Rules and Bylaws Committee shall be composed of at least three (3) elected DCDEC members, including the Parliamentarian appointed by the DCDEC Chair and shall:

1.2.9.1 Interpret the Bylaws of the DCDEC and study and report on any question relating to the DCDEC Bylaws or rules of the DCDEC.

1.2.9.2 Report to the DCDEC any changes to the DCDEC Bylaws deemed necessary or advisable not conflicting with the Charter and Bylaws of the Florida Democratic Party.

1.2.9.3 Review any proposed amendments to the DCDEC Bylaws.

1.2.10 Central Committee: The Central Committee shall be the operating and managing Committee of the DCDEC. The Central Committee shall have the authority to make decisions between meetings of the DCDEC which are consistent with the Charter and Bylaws of the Florida Democratic Party Bylaws and the DCDEC Bylaws.

1.2.10.1 The Central Committee shall be composed of the Chair, First Vice Chair, Secretary, Treasurer, Parliamentarian, State Committeeman, State Committeewoman of the DCDEC, and one (1) representative from each DCDEC organizing district. Each member on the Central Committee shall only one (1) vote regardless of how many appointments they hold.

1.2.10.2 District Representatives. District Representatives shall be elected by the DCDEC members of that district at the first DEC meeting following the quadrennial re-organizational meeting.

1.2.10.3 District Chairs. Members from precincts organized into DCDEC Districts, may annually appoint by plurality vote at any regular meeting, one Member as leader "District Chair". The "District Chair" and the 'District Representative' can be held by the same person. The results of these appointments must be reported to the DEC Chair and DEC Secretary within 10 days.

1.2.10.4 The Chair of the DCDEC shall serve as Chair of the Central Committee.

1.2.10.5 The Central Committee shall be in charge of the policies, consideration of amendments, activities, and budget of the DCDEC. No member of the Central Committee shall have more than one (1) vote regardless of the number of positions held in the DCDEC.

1.2.10.6 In the case that expediency is required, the Chair has the option of meeting via email or telephone for those matters that require urgent or time sensitive attention. There must be minutes taken of the meeting, and all votes must either be a roll call vote or an email vote, recorded and tracked by the DCDEC Secretary.

## ARTICLE IV ADOPTION, AMENDMENTS, BYLAWS, AND RULES/CODES/BYLAWS

**Section 1. Adoption** These Bylaws shall be considered to be in effect upon adoption by a majority of a quorum of DCDEC members present and voting at a scheduled and properly noticed meeting.



**Section 2. Amendments** Amendments may be proposed at any regularly scheduled meeting of the Central Committee, and, if accepted, will be held over for action at the next regularly scheduled DCDEC meeting with a majority of a quorum present necessary for adoption.

**Section 3. Rules/Codes/Bylaws** The rules, codes, and bylaws of the DCDEC are the official components of the DCDEC, and any changes or amendments hereto, shall be filed with the Florida Democratic Party within thirty (30) days following adoption.

**Section 4. Reference** The Charter and Bylaws of the Florida Democratic Party, as amended, engrossed and published by the Florida Democratic Party, shall be the official document referred to in all citations of these DCDEC Bylaws.

## Attachments

### Attachment 1: Proxy Form

#### Proxy Form (1)

I hereby appoint \_\_\_\_\_ as my proxy to attend the **Duval County Democratic Executive Committee** meeting to be held on \_\_\_\_\_, 20\_\_\_\_ in Duval County Florida, to vote on any and all matters and to do any and all acts which I could do if present.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

STATE OF FLORIDA

County of Duval

Sworn to and subscribed before me on this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Jacksonville, Florida.

\_\_\_\_\_  
NOTARY PUBLIC

### Attachment 2: Proxy Form

**Proxy Form (2)**

I hereby appoint \_\_\_\_\_ as my proxy to attend the **Duval County Democratic Executive Committee** meeting to be held on \_\_\_\_\_, 20\_\_\_\_ in Duval County Florida, to vote on any and all matters and to do any and all acts which I could do if present.

\_\_\_\_\_ Signature

\_\_\_\_\_ Print name

\_\_\_\_\_ Witness # 1  
Name and Signature

\_\_\_\_\_ Witness #1  
Address

\_\_\_\_\_ Witness # 2  
Name and Signature

\_\_\_\_\_ Witness #2  
Address

## Bylaws Revision Approval by DCDEC Members

Adopted: 5.22.18

Submitted to the Florida Democratic Party: 5.23.18

Approved by the Florida Democratic Party: