

KNOX COUNTY DEMOCRATIC PARTY BYLAWS

Adopted on _____

Sent to TNDP on _____

ARTICLE I - NAME AND OBJECT

SECTION 1: The name of this organization shall be the Knox County Democratic Party, Tennessee, hereafter referred to in these bylaws as the County Party.

SECTION 2: The objective of this organization shall be to promote the ideals, principles, and values of the Democratic Party and to assist in the election of Democrats and Democratic nominees at every level of public office.

ARTICLE II - GENERAL MEMBERSHIP

SECTION 1: Eligibility. All residents of the county who are registered to vote in this county and who believe in the ideals, principles, and values of the Democratic Party are eligible to become general members of the County Party. Membership dues may never be imposed.

SECTION 2: Nondiscrimination. Membership shall not be denied on the basis of sex, race, age, color, creed, national origin, religion, economic status, gender, sexual orientation, gender identity, ethnic origin, identity, or disability.

ARTICLE III - POWERS AND RESPONSIBILITIES

SECTION 1: Governance. The governance and direction of the affairs of the County Party shall be vested in the Board of Governors and County Assembly, hereinafter as set forth in these bylaws, subject to the laws of the State of Tennessee and such rules as may be established by the Tennessee Democratic Party Executive Committee.

SECTION 2: Party Responsibilities. The Party shall have the following responsibilities:

- A. Planning and conducting all County Party meetings and conventions.
- B. Keeping and maintaining records of all County Party meetings and business.
- C. Assist in identifying local Democrats and obtaining their contact information for Party files.
- D. Recruit candidates for local and state offices.
- E. Assisting the duly selected nominees of the Democratic Party in their elections and in the education of their voters.
- F. Develop relationships with the County Election Commission Administrator, staff, and the Democrat Election Commissioners.
- G. Coordinate with the County Election Commission in the scheduling of Democratic primaries. H. In the event that no primary is held, selecting identified primary candidates for local office in a special caucus called by the County Party.
- I. Actively participate in voter registration, ongoing voter contact, and GOTV efforts.
- J. Coordinate with the Democrat Election Commissioners to provide appropriate poll workers for local elections.
- K. Encourage and recruit dependable Democrat poll watchers for local elections.
- L. Encourage contributions to qualified candidates who run for office as Democrats.
- M. Provide ongoing communication and liaison with the Tennessee Democratic Party and State Executive Committee members from your district.
- N. Support the efforts of the Democratic National Committee (DNC) and Tennessee Democratic Party

(TNDP).

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ARTICLE IV - BOARD OF GOVERNORS AND COUNTY ASSEMBLY

SECTION 1: Board of Governors Membership.

A. The Board of Governors shall be composed of two district representatives for each county commission district, officers, and any of those described in Article IV Section 1 (D) and (E), all of whom are general members of the County Party as defined in Article II Section 1. The district representatives shall demonstrate gender equity as defined in ARTICLE XVI Section 3.

B. Board of Governors members are responsible to take an active role in growth and outreach strategies aimed at aiding in the election of Democrats. These efforts are directed through committee work and organizing activities in their districts.

District representatives will be expected to lead efforts in their district to grow the party. For example, responsibilities may be fulfilled by identifying volunteer prospects, donors, organizations, influencers, and house party leads in their district; providing vote by mail information; conducting voter registration; identifying and reporting needs, concerns, barriers, and opportunities for outreach in their district to the Board of Governors in order to facilitate opportunities for Democratic engagement and responses in their district.

C. Members may only hold one position on the Board of Governors.

D. The county party chooses to include ex-officio member representative on the Board of Governors with full voting privileges, from each of the following: (1) TN Federation of Democratic Women's Club, (1) the TN Young Democrats, and (1) the TN College Democrats Chapter.

E. The county party chooses to include the most recent past County Party Chair on the Board of Governors with full voting privileges.

F. If the additional positions in (D) and (E), are added to the County Party, it must be determined that those included are committed to serve in an active and participating manner.

SECTION 2: County Assembly Membership.

A. The County Assembly shall consist of the members of the Board of Governors and the Chair of each Precinct Committee or, in the absence of the Precinct chair, the Precinct chair's designee from the precinct.

B. County Assembly members are responsible to take an active role in growth and outreach strategies aimed at aiding in the election of Democrats. These efforts are directed through committee work and organizing activities in their precincts.

Precinct chairs will be expected to lead efforts in their precinct to grow the party. For example, responsibilities may be fulfilled by identifying volunteer prospects, donors, organizations, influencers, and house party leads in their precinct; providing vote by mail information; conducting voter registration; identifying and reporting needs, concerns, barriers, and opportunities for outreach in their precinct to the County Assembly in order to facilitate opportunities for Democratic engagement and responses in their precinct.

C. Members may only hold one position on the County Assembly.

SECTION 3: Manner of Election.

A. Officers and district representatives to serve on the Board of Governors shall be elected during the County Convention called for the purpose of electing Board of Governors members at a date determined by the Board of Governors as per instructed by the Tennessee Democratic Party Executive Committee, and as defined in Article XV Section 3, for a two (2) year term or until their successors are duly elected and qualified.

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B. The precinct chairs to serve on the County Assembly shall be elected during a precinct meeting occurring no earlier than 30 days before the County Convention, for a two (2) year term or until their successors are duly elected and qualified.

There will be one precinct meeting per precinct. Only people who are registered to vote in the precinct and who meet the requirements specified in Article II for general membership in the Knox County Democratic Party are eligible to vote in the precinct meeting and be a candidate for precinct chair, precinct vice-chair or precinct secretary for the precinct. Multiple precinct meetings occur simultaneously and in the same location as the district meeting.

All precinct chairs shall take the oath of office and complete the required paperwork for submission to the TNDP notifying the TNDP of the precinct chair election results.

SECTION 4: Resignations. The resignation of any member of the Board of Governors or County Assembly member shall be made in writing and shall take effect at the time specified therein, or if no time is specified, then it shall take effect upon receipt of such resignation by the Chair or Secretary. The full respective body, Board of Governors or County Assembly, shall receive notification of the vacancy within one week of the resignation. All resignations must be verified and documented in meeting minutes whether by letter or verbal.

SECTION 5: Vacancies.

A. Officers: Provided that no less than one week notice of the vacancy of an officer has been given, the vacancy shall be filled by nomination from the County Assembly. Any such vacancy may be filled by the affirmative vote of a majority of the County Assembly members present and voting at any regular meeting, even though less than a quorum of the County Assembly exists.

Officer vacancies must be filled by members of the County Party who meet the general membership requirements described in Article II Section 1.

B. District Representative: Provided that no less than one week notice of the vacancy of a district representative has been given, the vacancy shall be filled by nomination from the Board of Governors. Any such vacancy may be filled by the affirmative vote of a majority of the Board of Governors members present and voting at any regular meeting, even though less than a quorum of the Board of Governors exists.

A district representative vacancy must be filled with a member of the County Party who resides in that district and who meets the same requirements as prescribed in Article IV, Section 1.

C. Precinct Chair: Provided that no less than one week notice of the vacancy of a precinct chair has been given, the vacancy shall be filled by nomination from the Board of Governors. Any such vacancy may

be filled by the affirmative vote of a majority of the Board of Governors members present and voting at any regular meeting, even though less than a quorum of the Board of Governors exists.

A precinct chair vacancy must be filled with a member of the County Party who resides in that district and who meets the same requirements as prescribed in Article IV, Section 1.

SECTION 6: Attendance. In order to be an effective and productive Board of Governors and County Assembly, attendance at all meetings is expected. Irregular attendance will subject members to forfeiture of their position. See Article IV, Section 8.

SECTION 7: Manner of Acting. The act of a majority of the Board of Governors members and the act of a majority of County Assembly members present at any meeting shall constitute the act of the respective bodies, unless a greater number be required by law or by these bylaws. In the event of a tie, the Chair may cast a vote to determine the outcome.

Under extraordinary circumstances, when it is necessary to conduct a vote of the Board of Governors to take an action or make an obligation of funds, the Board of Governors may be polled via email or phone so long as the vote of

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each member is reported in the minutes of the next meeting.

SECTION 8: Sanctions or Expulsions.

A. Automatic Expulsion. Any member of the Board of Governors or County Assembly shall automatically forfeit their position on the Board of Governors or County Assembly and the position shall be declared vacant for the following reasons:

- 1) In the event a member qualifies for political office as representing any political party other than Democratic Party or qualifies for political office as an Independent and opposes a duly qualified Democratic nominee.
- 2) No person shall be an officer or member of the County Assembly if they shall not support nominees of the Democratic Party.
- 3) If a Board of Governors member has six (6) unexcused absences or three (3) consecutive unexcused absences, or a County Assembly member has two (2) unexcused absences during a term. An absence is excused if notice is given to the Chair or the Secretary prior to the start of the meeting and the reason for the absence is one of the following.
 - a) illness;
 - b) family illness or death;
 - c) business; or out of town.

When such violations are brought to the attention of the Board of Governors or County Assembly, the relative body shall immediately recognize the expulsion, note it in proper minutes, and be followed by notification sent to the expelled member.

B. Discretionary Sanctions or Expulsions.

- 1) Sanctions may be imposed against a Board of Governors or County Assembly member or a member may be expelled if in the discretion of the relative body a pattern of non-attendance is established, even if such absences are excused.
- 2) Sanctions may be imposed against a Board of Governors or County Assembly member or a member may be expelled if in the discretion of the relative body the member has demonstrated disloyalty to the Democratic Party, either in the form of a public announcement of support of a candidate of another party in a pending election, or by working for or giving financial support to any such candidate running

- against a duly nominated candidate of the Democratic Party.
- 3) Sanctions may be imposed against a Board of Governors or County Assembly member or a member may be expelled if in the discretion of the relative body the member has exhibited repeated behavior that is detrimental to the Democratic Party or to Democratic candidates, or the member refuses to abide by the bylaws or otherwise has been obstructive or worked against the benefit of the Party.
 - 4) The Board of Governors or the County Assembly shall not impose discretionary sanctions or expel a member unless and until such a member is given an opportunity to be heard and two-thirds (2/3) of the membership of the relative body present and voting concur on discretionary sanctions or expulsion. This section does not apply to Automatic Expulsion, Article IV, Section 8 A.
 - 5) The Board of Governors or County Assembly may vote to impose sanctions on or expel a member, but only if written notice is given that the issue will be taken up. A notice and the opportunity to be heard must be sent to the member in question not less than twenty (20) days prior to the meeting at which such action will be voted upon. The member, if present at said meeting, must be given the opportunity to be heard on the issues related to sanctions or expulsion.

ARTICLE V – OFFICERS

SECTION 1: Officers. The officers shall be chair, vice-chair, secretary, and treasurer.

SECTION 2: Election of Officers. The election of officers shall be held at the Biennial County Reorganization Convention in accordance with Article XI Section 3 for a two (2) year term or until their successors are duly elected and qualified.

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SECTION 3: Resignations. The resignation of any officer shall be made in writing and shall take effect at the time specified therein; if no time is specified, then it shall take effect upon receipt of such resignation by the Chair or Secretary. The full County Assembly shall receive notification of the vacancy within one week of the resignation. All resignations must be verified and documented in meeting minutes whether by letter or verbal.

SECTION 4: Vacancies. Vacancies in any elected office for any reason shall be filled by the County Assembly for the unexpired portion of the term. See Article IV, Section 5 A.

SECTION 5: Chair. The Chair shall serve as the spokesperson of the County Party. The Chair will supervise and manage the day-to-day business of the Party. The Chair shall preside over any convention which may be called and over the meetings of the Board of Governors and County Assembly. The Chair shall perform all duties incident to the office of chair and such other duties as may be prescribed by the Board of Governors or County Assembly from time to time. The Chair may establish committees with the approval of the Board of Governors. The Chair will appoint all Committee Chairs and committee members. The Chair serves as an ex-officio member of all committees.

SECTION 6: Vice-Chair. The primary responsibility of the Vice-Chair is to assist and support the Chair. In the absence of the Chair or in the event of the Chair's death or inability or refusal to act, the Vice-Chair shall perform the duties of the chair, and in so acting, shall have all the powers of and be subject to all restrictions on the Chair. The Vice-Chair shall perform all duties incident to the office of vice-chair and such other duties as may be assigned to them by the Chair or by the Board of Governors or the County Assembly.

SECTION 7: Secretary. The Secretary shall:

- A. receive all records from their predecessor within 14 days of election;
- B. keep the minutes of all County Assembly meetings, Board of Governors meetings and conventions;
- C. distribute the minutes of each Board of Governors meetings and the County Assembly meetings to the full relative body, Board of Governors or County Assembly, within fourteen (14) days following the meeting to

- facilitate approval of the minutes at the subsequent meeting;
- D. conduct a verbal roll call at each meeting of the Board of Governors and at each meeting of the County Assembly;
- E. see that all notices are duly given in accordance with provisions of law and these bylaws;
- F. be custodian of the records of the County Party;
- G. keep membership records and have general charge of membership books of the County Assembly and the Board of Governors;
- H. in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Chair or by the Board of Governors, or by the County Assembly, or which may be required by law;
- I. maintain all records related to the position for a period of 5 years;
- J. keep attendance records for all meetings of the Board of Governors and for all meetings of the County Assembly and report to the Board of Governors all instances of excessive absences;
- K. render to the Chair or to any member of the Board of Governors and to any member of the County Assembly whenever it may require or request it, at all reasonable times, the records of the activities of the body to which they belong as well as any subcommittee reports;
- L. transfer all records to their successor within 14 days of election.

SECTION 8: Treasurer. The Treasurer shall:

- A. receive all records from their predecessor within 14 days of election;
- B. have charge and custody of and be responsible for all funds and securities of the County Party from any source whatsoever, and shall deposit all such monies in the name of the County Party in such bank or other depositories as shall be selected in accordance with the provisions of these bylaws (see Article IV, Section 7);

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- C. keep and maintain, open to inspection by any member of the County Assembly at all reasonable times, adequate and correct accounts of the funds and transactions of the County Party which shall include all matters required by law;
- D. disburse the funds of the County Party as may be ordered by the Board of Governors or County Assembly through approved motions;
- E. present a monthly itemized statement of income and expenditures to the Board of Governors;
- F. present a quarterly statement of income and expenditures to the County Assembly;
- G. render to the Chair and Secretary, or to the Board of Governors, or to the County Assembly whenever it may require or request it, an account of all transactions as treasurer and a financial statement in a form satisfactory to them, showing the condition of the County Party;
- H. register with the Tennessee Registry of Election Finance (TREF) and/or Federal Election Commission (FEC), and file any and all reports required by TREF and/or the FEC if the Board of Governors chooses to become a registered Political Action Committee (PAC) at the state and/or federal level;
- I. in general, perform all of the duties incident to the office of treasurer and such other duties as may be assigned by the Chair or Board of Governors or County Assembly;
- J. if required by the Board of Governors, give a bond, to be paid for by the Board of Governors for the faithful discharge of the duties in such sum and with such corporate surety or sureties as the Board of Governors shall determine;
- K. participate in the annual financial review;
- L. maintain all records related to the position for a period of 5 years; and
- M. transfer all records to his/her successor within 14 days of election.

SECTION 9: One Seat/One Vote. No person shall serve in more than one position on the Board of Governors or County Assembly. This rule applies to all members of the Board of Governors and County Assembly.

SECTION 10: Neutrality. The County Party shall not endorse or campaign for any specific Democratic Primary Candidate prior to or during a contested local, state, or national Democratic Primary Election. With the exception of the Chair, members of the Board of Governors and members of the County Assembly, acting apart from their party office, are encouraged to support and participate in campaigns for local, state, or national candidates of their choice in contested Democratic Primaries. All who seek to become Democratic National Convention Delegates must register in support of a specific Presidential Candidate prior to the delegate nominating procedure. Should the County Party Chair seek to become a delegate, the Chair may declare personal support for a specific Presidential candidate.

SECTION 11: Must Support Nominees of the Democratic Party. No person shall be an officer or Board of Governors or County Assembly member if they shall not support nominees of the Democratic Party. Failure to support the nominees of the Democratic Party is cause for Automatic Expulsion. Violators will be removed under Article IV Section 8.

ARTICLE VI – MEETINGS

SECTION 1: General. All meetings of the Board of Governors and the County Assembly shall be publicized no less than seven (7) days prior to the date of the meeting. All meetings shall be held at convenient times and locations and shall be open to the general public and media representatives (*excepting executive sessions or where legal counsel otherwise indicates*).

SECTION 2: Regular Meetings. Regular meetings of the Board of Governors shall be held monthly; the County Assembly shall meet quarterly in place of the regularly scheduled meeting of the Board of Governors.

SECTION 3: Special Called Meetings.

- A. The Chair may call an emergency meeting of the Board of Governors and may call an emergency meeting of the County Assembly at any time by providing no less than seven (7) days notice to all voting members of the relative board, Board of Governors or County Assembly.
- B. If the Chair has not called a meeting, and more than

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- 1) more than sixty (60) days has passed since the last meeting, any one-third (1/3) of the Board of Governors members may call a meeting by notifying all members no less than seven (7) days prior to such a meeting.
- 2) more than six (6) months has passed since the last meeting, any one-third (1/3) of the County Assembly members may call a meeting by notifying all members no less than seven (7) days prior to such a meeting.
- C. Provided no less than (7) days prior notice is given, a special meeting may be called by one-third (1/3) of the members of
 - 1) the Board of Governors, if fewer than sixty (60) days have passed since the last meeting
 - 2) the County Assembly, if fewer than six (6) months have passed since the last meeting.
- D. Any notification of a special meeting must include the reason for the meeting, time and location, and may be delivered by mail, email, or phone to the Board of Governors or County Assembly membership.

SECTION 4: Quorum. 40% of the members of the Board of Governors or the County Assembly shall constitute a quorum for the transaction of business at their respective meetings. If less than a quorum is present at a meeting, a majority of the members present may adjourn the meeting.

SECTION 5: Convention Meeting. A meeting of the Board of Governors may be held without other notice than this bylaw immediately after, and at the same place as, the County Party Reorganization Convention.

ARTICLE VII – PROXIES

SECTION 1: No Proxies Allowed. No proxy shall be allowed at any meeting of the County Party.

SECTION 2: Unit Rule. No voting by the unit rule shall be allowed at any meeting of the County Party.

SECTION 3: Open Voting. All votes shall be public and shall not be by secret ballot.

SECTION 4: No Absentee Voting. No absentee voting shall be allowed at any meeting of the County Party.

ARTICLE VIII – COMMITTEES

SECTION 1: Committees Appointed By The Chair. The Chair may establish committees with the approval of the Board of Governors. The Chair will appoint all Committee Chairs and committee members. Committees may be composed solely of Board of Governors members or partly Board of Governors members and partly general members, as deemed appropriate to fulfill the objective of this organization outlined in Article I, Section 2. The Chair is an Ex-Officio member of all committees.

SECTION 2: Term of Office. Each member of a committee shall serve at the pleasure of the Chair, but no longer than until the next County Party Reorganization Convention or until the committee is terminated.

SECTION 3: Removal of any Member of the Committee. Any member of any committee may be removed by the Chair whenever, in their judgment, the best interest of the County Party shall be served by the removal.

SECTION 4: Standing Committees. The County Party may establish standing committees. Membership of standing committees will follow the same rules and process as above.

ARTICLE IX - BUSINESS AT MEETINGS

The regular order of business at Board of Governors meetings and County Assembly meetings shall be as follows:

- A. Call to Order
- B. Invocation (optional)

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- C. Pledge of Allegiance
- D. Roll call
- E. Approval of the minutes of previous meeting
- F. Receive Treasurer's report for review
- G. Chair report
- H. District representative reports
- I. Committee reports
- J. Unfinished business
- K. New business
- L. Resolutions
- M. Elections (if necessary)
- N. Announcements

O. Adjournment

ARTICLE X – RESOLUTIONS

All proposed resolutions must be submitted to the Board of Governors or County Assembly for consideration at least one (1) week prior to a meeting. Emergency resolutions may be brought before the relative body by consent of a two thirds (2/3) majority of those present and voting. Resolutions may be adopted by a majority vote of the relative body members present and voting in favor.

ARTICLE XI - CONTRACTS AND EXPENDITURES

SECTION 1: Contracts; Expenditures; Bill Retention. The Board of Governors is urged to operate under an approved budget. Except in the case of an emergency for items not designated in the budget, no expenditures or bills shall be made or contracts entered into which purport to obligate the Board of Governors unless such expenditures or contracts are authorized by a majority vote of those present at a duly called meeting at which a quorum is present. Unexpected expenditures for less than Two Hundred Dollars (\$ 200) per month, obligating the Board of Governors, may be authorized by the Chair of the Board of Governors. The Treasurer shall present a monthly-itemized statement of income and expenditures to Board of Governors members and General Assembly members. All paid bills and receipts shall be retained by the Treasurer for a period of five (5) years.

SECTION 2: Annual Financial Review Committee. An Annual Financial Review Committee shall be designated by the Chair to perform an annual financial review. The Treasurer shall serve as a nonvoting member of the committee, but shall not serve as the Chair of the committee. The committee shall examine the financial records and accounts of the County Party and shall certify to the Board of Governors the annual balances and accuracy of records. A report for the previous year from the Annual Financial Review Committee shall be presented to the Board of Governors for approval.

ARTICLE XII - PARLIAMENTARY PROCEDURES

The current edition of *Robert's Rules of Order, Newly Revised*, shall govern all meetings of the Board of Governors and meetings of the County Assembly in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order which may be adopted.

ARTICLE XIII – AMENDMENTS

Any proposed amendments or substitutions to these bylaws must be submitted to the Chair of the TNDP County Party Development Committee for review and approval following their recommendation by the Board of Governors and prior to a vote by the County Assembly for adoption. An approved amendment or substitution may be adopted with a two-thirds (2/3) affirmative vote of the membership of the County Assembly present and voting. This action must only take place at a meeting of the County Assembly called for the purpose of amending these bylaws.

ARTICLE XIV – RULES

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The County Party is a constituent party of the Tennessee Democratic Party, created by the Tennessee Democratic Party Executive Committee, and with the Tennessee Democratic Party Executive Committee having full authority in all matters over the County Party including the establishment of minimum standards. Any conflict between the county party bylaws and the bylaws of the Tennessee Democratic Party, the bylaws of the Tennessee Democratic Party prevail.

ARTICLE XVI - CONDUCT OF BIENNIAL COUNTY REORGANIZATION CONVENTION

SECTION 1: Biennial Reorganization Convention

- A. A Biennial Reorganization Convention of the membership of the County Party shall be held at the time and date specified by the Board of Governors as per instructed by the Tennessee Democratic Party Executive Committee. The purpose of the Reorganization Convention is to elect Officers and District representatives for the Board of Governors, and to adopt the Standard County Party Bylaws as prescribed by the Tennessee Democratic Party.
- B. The Reorganization Convention shall have ultimate authority and absolute power over all affairs of the County Party pursuant to the County Party bylaws and with guidance provided by the Tennessee Democratic Party.
- C. All members of the County Party who are registered voters in the county and who attest they are bona fide Democrats by execution of pledges or affirmations to that effect are eligible to be Voting Delegates at the Reorganization Convention and to be candidates for the Board of Governors.
- D. The number of Voting Delegates in attendance at the Convention shall constitute a quorum.

SECTION 2: Prepare for the Reorganization Convention:

- A. Prior to the calling of the Biennial Convention, the Chair, in cooperation with the Board of Governors shall appoint the following committees as a minimum:
 - 1) Sergeant at Arms Committee;
 - 2) Credentials Committee: Committee to register attendees and credential voting delegates, reports on the number of voting delegates present, and resolves disputes relative to credentialing.
 - 3) Rules Committee: Committee to recommend rules for adoption to be used in conducting the Reorganization Convention and to settle grievances arising from the conduct of the convention.
 - 4) Bylaws Committee: Committee to review the Standard County Party Bylaws and consider the provided options, present the draft bylaws with selected options to the County Party Board of Governors for approval. With the prior approval of the Tennessee Democratic Party County Party Development Committee, submit the approved draft document for adoption at the Reorganization Convention.
- B. Prior to calling of the Biennial Convention, the Chair, in cooperation with the Board of Governors, shall allocate the number of votes each Precinct shall be entitled to vote at the Convention. The allocation shall be based on a ratio to the vote cast in the preceding Democratic Gubernatorial primary in that Precinct. The Chair shall advise each Precinct Committee of the number of allotted votes.
- C. Precinct Committee membership: All General Members whose voting address is within the precinct are members of the Precinct Committee.
- D. In a Precinct Committee meeting prior to the Convention, the Precinct Committees shall elect Voting Delegates to the Convention equal to or less than the number of votes allotted. The Committee may also elect a number of Alternates equal to the number of votes allocated. The Committee Chair shall certify the names of the Voting Delegates and Alternates to the Credentials Committee prior to the Convention;
- E. A person who is elected as Voting Delegate may not be elected as an Alternate.
- F. If a person is unable to attend their Precinct's meeting prior to the convention, he/she may still be considered a member of the Precinct delegation and can be elected as a delegate/alternate to the

- G. In the event a Voting Delegate to the Convention is not present, the Precinct will not lose the vote provided the Precinct Committee elected an Alternate who is present to vote at the Convention. The Alternate will be re-credentialed as a Voting Delegate. The absent Voting Delegate will lose their

- credentials and may not be re-credentialed for the convention.
- H. Participation in the Convention shall be open to all members, but only officially elected and credentialed Voting Delegates may vote.
 - I. The Reorganization Convention shall be well publicized in the local news media, social media, email, radio, and other methods available to the County Party as outlined in the County Party Reorganization Convention Guidelines.

SECTION 3: Holding Reorganization Convention. The provisions for the holding of the Biennial County Reorganization Convention shall be as follows:

- A. The Reorganization Convention shall be called to order by the incumbent Chair of the County Party.
- B. The Credentials Committee report is heard and approved.
- C. The Rules Committee report is heard and adopted.
- D. The Bylaws Committee report is heard and the bylaws approved by the TNDP are adopted.
- E. District Representative Elections:
 - 1) The Reorganization Convention shall divide into caucuses by district.
 - 2) In each caucus, a chair and a secretary shall be selected. The Caucus Chair shall lead the caucus meeting and the Secretary shall keep records of the caucus meeting. The Chair shall then call for nominations for each of the two (2) District Representative Board of Governors positions. Separate elections shall be held for each position, demonstrating gender equity. After the nominations cease, the ballot is closed and the elections shall commence. A majority shall prevail for each election. In the case where a majority is not reached, the low vote getter is dropped, and voting proceeds with the remaining candidates. In the case of a tie, a runoff between those tied shall be held to decide the winner. If a tie results after three attempts, the incumbent County Party Chair will cast the deciding vote.
 - 3) Upon the completion of the elections of the District Representatives, the convention shall reassemble and each district shall report the results of their elections and the Caucus Secretary shall provide the results in writing to the Secretary of the County Party.
 - 4) The Chair shall call for nominations from the floor for each of the Party Officers. Separate elections shall be held for each position. After the nominations cease, the ballot is closed and the elections shall commence. A majority shall prevail for each election. In the case where a majority is not reached, the low vote getter is dropped, and voting proceeds with the remaining candidates. In the case of a tie, a runoff between those tied shall be held to decide the winner. If a tie results after three attempts, the incumbent County Party Chair will cast the deciding vote.
 - 5) The Oath of office shall be administered to the newly elected Board of Governors.
- F. The Reorganization Convention shall then adjourn, as its business has been completed. A meeting of the newly elected Board of Governors may follow without additional notification other than these bylaws.
- G. All members of the Board of Governors shall sign and complete the required paperwork for submission to the TNDP notifying the TNDP of the County Party Convention results.

OATH OF OFFICE – All Board of Governors members and County Assembly members are required to take the Oath of Office

I (name) do hereby solemnly promise, before my fellow Democrats, to fulfill the duties of the office to which I have been elected, to the best of my ability. I also promise to support the nominees of the Democratic Party. I

further promise that if for any reason I cannot perform these duties I shall resign so that a replacement may be obtained. I also understand that a violation of this oath can result in removal from office.

Adopted on _____

Total Composition of the Knox County Party Board of Governors

Possible # of positions for	26 Seats Pos sible	# Filled	# Vacant
Officers (Chair, Vice Chair, Secretary, Treasurer)	4		
District Representatives: 9 Commission Districts x 2	18		
TN Federation of Democratic Women	1		
TN Young Democrats Chapter	1		
TN College Democrats Chapters	1		
Immediate Past Chair	1		
Precinct Chairs	98		
Total Board of Governors	26		
Total County Assembly	124		

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Policies and Procedures for the Knox County Democratic Party

Adopted on _____

Relationship of Policies and Procedures to Bylaws

These policies and procedures are adjacent to, but not part of, the KNOX COUNTY DEMOCRATIC PARTY BYLAWS.

These policies and procedures can be amended by a majority vote of the County Assembly.

Standing Committees

Standing Committee Charters

Fundraising

A. Committee Duties

- A. Maintain a list of donors to the Knox County Democratic Party
- B. Host an annual “Truman Day” fundraising dinner
- C. Maintain and promote the “Supporting Membership” program
- D. Maximize fundraising opportunities presented by the news cycle

Outreach

- A. Research and maintain a list of regularly scheduled parades, festivals, and community events in Knox County
- B. Organize participation in parades, festivals, and community events such that KCDP has a presence in at least one event per month, with each District involved in at least one event per quarter
- C. Encourage voter registration, Democratic support, and KCDP membership through event participation

Communications

- A. Maintain a social media presence
- B. Regularly publish content to the web site
- C. Regularly publish letters to the editor for community newspapers
- D. Regularly provide news releases about Democratic Party activities
- E. Liaise with Democratic TV
- F. Route incoming requests from Social Media to District Representatives and Precinct Chairs

Candidate recruitment and support

- A. Identify members of the community who are well-qualified candidates for elected positions
- B. Recruit potential candidates to run for office
- C. Provide primary election support for all Democratic Candidates through:
 - a. Training in Candidate Boot Camp
 - b. Facilitating access to district meetings
 - c. Publicizing candidate profiles
 - d. Data services for non-proprietary data
 - e. Provide registry of campaign managers and field organizers
- D. Provide general election support for Democratic Candidates

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- E. Identify members of the Knox County Democratic Party who can serve as placeholder candidates in the event that no well-qualified candidate can be persuaded to run

Election Commission Liaison and Election Integrity Protection

- A. Develop relationships with the County Election Commission Administrator, staff, and the Democratic Party Election Commissioners.
- B. Coordinate with the County Election Commission in the scheduling of Democratic primaries. C. In the event that no primary is held, selecting identified primary candidates for local office in a special caucus called by the County Party.
- D. Coordinate with the Democratic Election Commissioners to provide appropriate poll workers for local elections.
- E. Encourage and recruit dependable Democratic Party poll watchers for local elections.

Training

- A. Provide a Quick Start training for Officers, District Representatives and Precinct chairs within 14 days of the County Reorganization Convention
- B. Provide a comprehensive training for Officers, District Representatives and Precinct chairs within 90 days of the County Reorganization Convention
- C. Provide onboarding training for replacement Officers, District Representatives and Precinct chairs within 14 days of their appointment
- D. Provide onboarding training for field organizers within 7 days of their start date
- E. Provide onboarding training for new volunteers for staffing event booths at least 7 days before their first scheduled event shift
- F. Maintain resource books, in online and physical forms, for Officers, District Representatives, Precinct Chairs, Field Organizers and Event Booth staffers that include:
 - a. Voter registration forms and instructions
 - b. Election information
 - c. District and Precinct Maps
 - d. District Meetings times and locations
 - e. Contact information for precinct chairs and district reps
 - f. Elected official contact information
 - g. KNOX COUNTY DEMOCRATIC PARTY BYLAWS
 - h. Policies and Procedures for the Knox County Democratic Party

Data

- A. Committee will provide the following:
- B. Votebuilder maintenance
 - a. Account access
 - b. Survey question curation
 - c. Script curation
 - d. MiniVAN commit curation
 - e. List generation
- C. Real-time analysis of Early Voting
- D. Election results databases
- E. Demographics research
- F. Outreach and Voter Contact effectiveness analysis

Standing Committee Memberships

- A. Committee memberships are assigned by the chair

District Committees

District Committee Membership

- A. All General Members, Precinct Officers, Board of Governors Members and Party officers whose voting address is within the district are members of the District Committee

District Committee Chairs

- A. The District Representatives are ex-officio co-chairs of their district's committee.

District Committee Meetings

- A. District committees meetings will adhere to the requirements stated in Article VII – Section 1 of the KNOX COUNTY DEMOCRATIC PARTY BYLAWS.
- B. District committees are required to meet at least once per calendar month.
- C. The District Representatives should alternate chairing the District committee meeting such that the meeting chairship is distributed equitably.

Business at District Committee Meetings

- A. Welcome
- B. Updates from KCDP
- C. Direct Voter Contact Report
 - a. How many voters have we contacted?
 - b. How are we doing on our goals?
- D. Committee Reports
- E. Upcoming events and opportunities to volunteer
- F. Speakers (if you have one)
- G. Old Business
- H. New Business
- I. Announcements

District Representative Job Description

The Knox County Democratic Party Bylaws Article V, Section 1, Paragraph B describes the role of the District Representative as:

... to lead efforts in their district to grow the party. For example, responsibilities may be fulfilled by identifying volunteer prospects, donors, organizations, influencers, and house party leads in their district; providing vote by mail information; conducting voter registration; identifying and reporting needs, concerns, barriers, and opportunities for outreach in their district to the Board of Governors in order to facilitate opportunities for Democratic engagement and responses in their district.

They accomplish this goal by:

- Conducting a monthly District Committee Meeting to serve as a focal point for organizing - Ensuring that their precinct officers have the logistical, communications, training, and data support they need to be effective
- Recruiting precinct officers to fill vacant positions
- Performing the direct voter contact duties of vacant precinct officer positions
- Acting as chair for precinct committee reorganization meetings for precincts with a vacant chair - Engaging in the work of one or more Standing Committees

A district representative is not limited to these activities and is encouraged to apply their creativity to the problem of engaging the disengaged.

A district representative is responsible for shaping the Knox County Democratic Party's strategy and policies by participating in the Board of Governors and the General Assembly. They do this by proposing, discussing, and voting on policy and strategy proposals at monthly Board of Governors meetings and quarterly General Assembly meetings.

A district representative is also responsible for securing a location for the biennial precinct reorganization for the precincts in their district.

District representatives must attend a district representative's training session, where they will be instructed on:

- The tools they have available for direct voter contact
- The tools they have available for communicating with their district
- The Knox County Democratic Party Bylaws
- The Knox County Democratic Party Policies and Procedures
- Basic parliamentary procedure for conducting meetings
- Basic parliamentary procedure for participation in the Board of Governors and the General Assembly - How to conduct a precinct reorganization meeting

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Precinct Chair Job Description

A precinct chair's main duty is to engage with the people in their precinct to:

- Find out what they think we should be working on in local and state government
- Let them know what Democrats are working on in local and state government

They accomplish this by:

- Scheduling and running direct voter contact events (Phone banks and Canvasses) for their precincts -
- Maintaining relationships with volunteers in their precinct
- Arranging for training for volunteers in their precinct
- Providing input on who should be targeted for contact to field organizers and district representatives

A precinct chair is not limited to these activities and is encouraged to apply their creativity to the problem of engaging the disengaged.

A precinct chair is responsible for shaping the Knox County Democratic Party's strategy and policies by participating in the General Assembly. They do this by proposing, discussing, and voting on policy and strategy proposals at quarterly General Assembly meetings.

A precinct chair is also responsible for running the precinct reorganization meeting in preparation for the county's biennial county reorganization convention.

Precinct chairs must attend a precinct officer's training session, where they will be instructed

- on:
- The tools they have available for direct voter contact
 - The tools they have available for communicating with their precinct
 - The Knox County Democratic Party Bylaws
 - The Knox County Democratic Party Policies and Procedures
 - Basic parliamentary procedure for conducting meetings
 - Basic parliamentary procedure for participation in the Board of Governors and the General Assembly -
- How to conduct a precinct reorganization meeting

Knox County Democratic Party

Precinct Vice Chair Job Description

A precinct vice chair's main duty is to work with the precinct chair to grow the volunteer base and ensure a continuation of leadership in their precinct by:

- Assisting the precinct chair in their duties
- Recruiting volunteers in their precinct
- Attending the General Assembly when the precinct chair cannot

A precinct vice chair is not limited to these activities and is encouraged to apply their creativity to the problem of engaging the disengaged, in consultation with their precinct chair.

Precinct chairs must attend a precinct officer's training session, where they will be instructed on:

- The tools they have available for direct voter contact
- The tools they have available for communicating with their precinct
- The Knox County Democratic Party Bylaws
- The Knox County Democratic Party Policies and Procedures
- Basic parliamentary procedure for conducting meetings
- Basic parliamentary procedure for participation in the Board of Governors and the General Assembly
- How to conduct a precinct reorganization meeting

Precinct Secretary Job Description

A precinct secretary's main duty is to work with the precinct chair to keep a record of precinct volunteers and precinct meetings by:

- Keeping minutes at meetings
- Tracking attendance at meetings
- Assisting the precinct chair in their duties

A precinct secretary is not limited to these activities and is encouraged to apply their creativity to the problem of

engaging the disengaged, in consultation with their precinct chair.

Precinct chairs must attend a precinct officer's training session, where they will be instructed

- on: - The tools they have available for tracking attendance at meetings
- What records they need to create at a precinct reorganization meeting

Knox County Democratic Party

Chair Stipend

- A. The Treasurer of the Knox County Democratic Party shall disperse a stipend of \$100 to the Chair each month.

Deaths of Known Democrats

- A. A general member, precinct officer, Board of Governors member, or county party officer, upon learning of the death of a known Democrat who resided in Knox County or who otherwise had ties to the Knox County Democratic Party, shall notify the county secretary via email to secretary@knoxvilledemocrats.com of that person's death along with any information about that person's next of kin that they have.
- B. The general member should copy on this email their precinct chair, their district representative, the data committee chair, the county chair, and, if known, the deceased's precinct chair
- C. The county secretary shall, within 7 days of receiving this notice, send a card of condolence to the deceased's next of kin.
- D. If the deceased is the current party chair, the county secretary will work with the county treasurer to send flowers to the deceased's next of kin,
- E. The data committee chair will, within 7 days of receiving this notice, mark the deceased as such in Votebuilder and Nationbuilder

County Party Staff

- A. The Board of Governors can authorize the contracting of County Party Staff by way of an approved budget as described in the Knox County Democratic Party Bylaws Article XII Section 1.
- B. The County Party Chair has the ultimate authority to contract with campaign workers authorized by acts of the Board of Governors.

Sanctions or Expulsions for Egregiously Detrimental Behavior

- A. Sanctions may be imposed against a County Assembly member or a member may be expelled under Article IV, Section 7, Paragraph B if in the discretion of the County Assembly the member has exhibited egregious behavior that is detrimental to the Democratic Party or to Democratic candidates.
- B. Sanctions may be imposed against a Board of Governors member or a member may be expelled under Article V, Section 7, Paragraph B if in the discretion of the Board of Governors the member has exhibited egregious behavior that is detrimental to the Democratic Party or to Democratic candidates.
- C. Sanctions may be imposed against a County Assembly member or a member may be expelled under Article IV, Section 7, Paragraph B if in the discretion of the County Assembly the member has exhibited egregious behavior that is detrimental to the Democratic Party or to Democratic candidates.

Neutrality

- A. Section 11 of Article VI of the Knox County Democratic Party Bylaws will be taken to mean:
 - a. County Party Officers (except for the Chair), Board of Governors members and County Assembly members, acting apart from their party office, are encouraged to support and participate in campaigns for local, state, or national candidates of their choice in contested Democratic Primaries.
 - b. The County Party Chair shall not support or participate in such campaigns.

Redistricting

- A. After redistricting, if a district representative no longer meets the membership requirements for their district's committee, the district representative is allowed to serve out the rest of their term.