

Missoula County Democrats Executive Board Election Nomination Form-2021

Thank you for running for an officer position of the Missoula Democratic Central Committee!

Instructions: The Convention to elect Central Committee officers will be held on Tuesday, May 11.

The duties and responsibilities of each officer and of the officers collectively are set forth in the Missoula County Democrats bylaws, which are posted on our website: <https://www.missoulademocrats.org/>

A candidate does not have to be a member of the Central Committee to be considered for an officer's position.

The County Convention is open to the public, as are meetings of the Central Committee. The 2021 County Convention will be held via Zoom. A registration link will be available on our website 10 days prior to the convention. Only duly elected central committee persons may vote in this special election, alternates and members of the public may not vote.

Please submit completed questionnaires electronically to **Dave Severson**, Central Committee Secretary and Nominating Committee Chair, at versever55@gmail.com with a copy to **Lisa Davey**, Central Committee Communication Director and member of the Nominating Committee, at communications@missoulademocrats.org. **Submitted applications will be electronically distributed to the central committee at least 2 weeks in advance of the County Convention.**

The deadline to submit this form is Wednesday, April 21. It will be impossible to distribute application questionnaires if they are

received after the deadline, as they must be distributed within the timeframe in advance of the Convention.

By our rules the Chairperson and Vice Chairperson shall maintain neutrality throughout any contested Democratic primary....and shall resign from these positions if they file to run for elective office in a contested primary, except Precinct Committee. (See Bylaw rules 19 D,E)

All Officers of the County Central Committee (from state rules)

It is expected that all officers at all levels of the Democratic Party in Montana try to accomplish the following:

**-Build the membership of the Party. -Identify Democratic voters.
-Register people to vote. -Conduct an extensive Get-Out-the-Vote (GOTV) operation before an election. -Educate the public about the Democratic Party Platform. -Educate the public about voting procedures and regulations.**

E-Bd members are expected to attend 2 meetings a month and to perform the duties of their position.

Candidates must reside in Missoula County.

If you have questions regarding the process, service (expectations or duties) as an officer, or any items on the form, please contact any member of the Nominating Committee:

Dave Severson: versever55@gmail.com 406-251-9462

Lisa Davey: ladavey25@gmail.com 406-240-4105

Sue Orr: susieorr56@gmail.com 406-546-9545

Katie Carlson carlson.katiejo@gmail.com 406-493-2401

Tom Facey: facey_tom@hotmail.com 406-728-6814

Candidate's Name:

Address:

Occupation and Employer:

Precinct:

Email and phone #'s:

Office Sought:

A candidate may be nominated for more than one officer position but may only occupy a single office. Please indicate if you would wish to be considered for any offices other than the primary listed above (for example, someone running, for but not elected to, one of the State Committee seats may wish to run for alternate)

I would be interested in these other positions if not elected to my main choice:

If you are running for a gender-limited position, how do you identify (choose one) _____female

_____male

_____non-binary, gender-neutral, or similar

Questionnaire

1. Would you describe yourself as a Democrat? Do you have any conflicts of interest or potential conflicts of interest that you wish to disclose?

2. Briefly describe your previous experience and community involvement. (If your involvement included political work for Democrats, on the Central Committee or otherwise, please describe your work over the past two years):

3. Do you have any professional or vocational skills and abilities that you are willing to volunteer as part of your service on the next Executive Board?

4. Please describe your specific qualifications for the position you are seeking:

5. Please describe your philosophy on group decision-making and conflict resolution:

6. What are your top goals for the Missoula County Democrats in the future? How would propose achieving these goals?

7. Is there anything else you would like to add to your Nomination Questionnaire that would help us to know you better?

Specific rules that apply to the 2021 E-Bd.election

Rule 7: County Delegate Convention

A. A County Convention shall elect delegates and alternate delegates to attend State Democratic

Conventions under the rules and regulations of the State Democratic Party

B. The Chairperson and Record Secretary of the County Convention shall issue and sign certificates of election of said delegates and alternates.

Rule 9: Executive Board

A. The officers enumerated in Rule 6, having been elected by the MCDCC at the county convention, shall constitute the Executive Board of the MCDCC.

B. The Executive Board shall be entitled to full voting privileges at all meetings of the MCDCC.

C. This Board shall have charge of the MCDCC policies and programs between meetings of the full County Central Committee.

D. A Code of Conduct policy shall be adopted at the beginning of each new Executive Board Term of Office and shall be presented to the membership of MCDCC.

E. A majority shall constitute a quorum of the Executive Board.

F. No meeting of the Executive Board shall be official unless all members have had notice thereof. Such notice may be in electronic format.

G. The Executive Board shall meet at least monthly unless otherwise specified by MCDCC or Executive Board resolution.

Note that in addition to the specific job duties listed below, all Executive Board members are expected to do the following:

All Officers of the County Central Committee (from state rules)

It is expected that all officers at all levels of the Democratic Party in Montana try to accomplish the following:

-Build the membership of the Party. -Identify Democratic voters.
-Register people to vote. -Conduct an extensive Get-Out-the-Vote (GOTV) operation before an election. -Educate the public about the Democratic Party Platform. -Educate the public about voting procedures and regulations.

OFFICERS

Rule 10: Chairperson

A. The duties of the Chairperson shall be to issue a call for the County Convention and to preside at all meetings of the MCDCC and of the Executive Board.

B. The Chairperson shall act as a liaison between the MCDCC and political campaigns in this County with the advice of the Executive Board, the MCDCC, and the State Central Committee.

C. The Chairperson shall appoint the individuals to specific tasks, the chair and members of committees as they or the Executive Board deem necessary.

D. The Chairperson shall perform such other duties as designated by the State Central Committee, MCDCC, or prescribed by these rules.

Rule 11: Vice-Chairperson

A. The Vice-Chairperson shall preside at meetings in the temporary absence of the Chairperson. In the case of resignation, death, permanent disability, or removal from the County of the Chairperson, the Vice-Chairperson shall become the Chairperson and shall serve until the election of the Chairperson in accordance with Rule 16.

B. The Vice-Chairperson shall have such other powers and duties as may be granted to them from time to time by the MCDCC.

C. In the event of a vacancy in the Chairpersonship, if there are no Vice-Chairperson, the Recording Secretary shall immediately call a special meeting of the MCDCC to fill the vacancies.

Rule 12: Record Secretary

A. The Record Secretary shall keep full minutes of the County Convention, the MCDCC, regular and special meetings and meetings of the Executive Board and furnish the Chairperson a copy of the minutes for approval at the next meeting. The Record Secretary shall record all meetings of the MCDCC and Executive Board.

B. The Record Secretary shall sign all certificates of election of delegates and alternates to State Democratic Conventions.

C. The Record Secretary shall have custody of all books, records, and papers of the MCDCC and the Executive Board, except such as shall be in the custody of the Treasurer.

D. The Record Secretary shall perform such other duties as may be delegated by the Chairperson or assigned by the Executive Board.

E. The Record Secretary shall provide a copy of these rules to all members. All members shall be provided a Central Committee membership list. The rules and member list must be on the MCDCC website.

Rule 13: Treasurer

A. The Treasurer shall collect and have custody of all monies belonging to the MCDCC.

B. The Treasurer shall keep books of account.

C. The Treasurer shall make financial reports at each regular meeting of the MCDCC and to the Executive Board when requested by it. At the first monthly meeting following each statewide general election, the Treasurer shall provide a written financial report to the MCDCC. D. The Treasurer shall comply with the Montana election code.

Rule 14: State Committeewomen and Committeemen

A. Along with the Chairperson and Vice Chairperson, the State Committeeman and Committeewoman or the alternate State Committeeman and Committeewoman, shall represent the MCDCC at State Central Committee meetings and conventions.

B. The State Committee Persons and Alternates shall perform such other duties as may be delegated by the Chairperson or MDCCC.

C. One each of the State Committee Alternates shall be designated, by the MCDCC as part of their election, to the following subject areas: Communications, Technology, Program Development, and Volunteer Coordination.

- i. The Alternate (Communications) shall be in charge of sending notices and announcements, writing letters, and any other duties assigned by the Chair or the MCDCC. The Alternate (Communications) will, in concert with the Alternate (Technology), be responsible for website management, and earned and social media.
- ii. The Alternate (Technology) shall oversee the operation of the MCDCC website, as well as its official social media pages, and other technology. The Alternate (Technology) shall make recommendations to the Executive Board concerning modifications of existing technology or acquisition of new technology.
- iii. The Alternate (Program Development) shall consult with the Executive Board concerning the program for regular meetings of the MCDCC, and such special issue forums as the Executive Board might approve.
- iv. The Alternate (Volunteer Coordination) shall assist the state party, and Democratic and endorsed non-partisan candidates, as requested, in recruiting volunteers for campaigns for elective office or endorsed ballot initiatives. The Alternate (Volunteer Coordination) shall be a point of contact for candidates, campaigns, and for persons hoping to volunteer.

Rule 15: Candidate and Party Support

- A. It shall be the duty of all officers and MCDCC members to support the Montana Democratic Party.
- B. After the primary election, MCDCC members shall support the general election Democratic candidates.
- C. In non-partisan elections, the MCDCC may choose to endorse candidates.

Rule 19: Neutrality before a Primary, Non-coordination

- A. No funds of the MCDCC shall be expended during the primary on behalf of one or more Democratic candidates against any other Democratic candidates unless: upon a two-thirds (2/3) vote of the MCDCC members present when evidence exists that a candidate(s) does not exhibit a persuasive history of support for the Party platform and issues.
- B. Candidates shall be eligible for endorsements in non-partisan races.
- C. During decisions regarding expenditures of funds or use of resources, candidates for office that may be affected by expenditures shall not participate.
- D. Absent Montana Democratic Party support of a proven statewide or federal incumbent or MCDCC support for a candidate under Rule 18, the

Chairperson and Vice Chairperson shall maintain neutrality throughout any contested Democratic primary.

E. The Chairperson and Vice Chairperson of the MCDCC shall resign from these positions if they file to run for elective office in a contested primary, except Precinct Committee.