

# BY-LAWS OF THE BROWARD COUNTY DEMOCRATIC EXECUTIVE COMMITTEE

## ARTICLE I - NAME AND TERRITORIAL LIMITS

SECTION 1 Name: This organization shall be known as the BROWARD COUNTY DEMOCRATIC EXECUTIVE COMMITTEE, hereinafter referred to as the COUNTY COMMITTEE. The organization shall be governed by the laws of the State of Florida, the Charter and By-Laws of the Florida Democratic Party, and these By-Laws.

SECTION 12. Territorial Limits: The COUNTY COMMITTEE shall encompass all voting precincts of Broward County.

## ARTICLE II - PURPOSE

SECTION 1. The purpose of the COUNTY COMMITTEE shall be to strengthen and supplement the state and national organizations of the Democratic Party and to secure efficient, able, and honest national, state, county, and local government under the principles of the Democratic Party. Further, the COUNTY COMMITTEE shall endeavor to maintain and foster the high ideals of the Democratic Party in a manner that promotes Democratic Party unity and countywide community interaction. Additionally, the COUNTY COMMITTEE shall work to:

- Elect Democrats.
- Coordinate Florida Democratic Party affairs in Broward County.
- Recruit, coach, and mentor Democratic candidates to run for public office, and provide them with assistance.
- Encourage the organization of Democratic Clubs composed of Democrats registered to vote.
- Foster and cultivate the next generation of Democratic voters while increasing participation in the Democratic Party of registered Democrats inclusive of all under-represented communities.
- Promote the countywide election of COUNTY COMMITTEE members regardless of race, creed, color, gender, sexual orientation, age, national origin, religion, disability, or economic status, appointing additional members to achieve equitable representation of all persons, groups and areas.
- Develop and promote Democratic positions regarding local, state and national issues that affect the quality of life in Broward County.

## ARTICLE III - MEMBERSHIP

SECTION 1. Elected Members:

**1.1** Elected members shall be defined as those persons elected and qualified pursuant to the Charter and Bylaws of the Florida Democratic Party and those selected by the COUNTY COMMITTEE to fill vacancies in precincts.

**1.2** Elections shall be conducted using the Precinct System” established by the Bylaws of the Florida Democratic Party.

The Bylaws of the Florida Democratic Party states:

Precinct System: The elected membership of the county Democratic Executive Committee 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. Should the Democratic registration of any precinct total more than one thousand (1,000) as of January 1st of a year in which qualifying for election to county Democratic Executive Committee occurs, an additional one (1) man and one (1) woman are entitled to be elected to represent all such precincts. A plurality vote on the First Primary Ballot of each presidential election year shall elect them. At any time, a precinct totals one thousand (1,000) registered Democrats, or when new precincts are created, additional county Democratic Executive Committee positions may be created. Such positions shall be filled by the county Democratic Executive Committee according to its procedure for filling vacancies.”

**1.3** Term of Office: Elected members of the COUNTY COMMITTEE shall take office on the first day of the month following each presidential general election and serve four (4) years. Such members may be reelected or, upon resignation or expiration of their term, be appointed as a member of the COUNTY COMMITTEE under these Bylaws.

**1.4** Any elected member who moves from the precinct in which elected to another precinct in which a vacancy does not exist shall be appointed as a special at-large member” for the term to which elected, retaining the full privileges accorded to elected members but not to be counted against the total number of appointed members.

## SECTION 2. Appointed Members:

**2.1** Membership of the COUNTY COMMITTEE may include an additional ten percent (10%) of the total elected membership, who shall qualify and be appointed to office at such times and in such manner as prescribed by the Charter and Bylaws of the Florida Democratic Party.

**2.2** Appointed members shall serve at large and enjoy all voting and other privileges and responsibilities of membership except holding office. Appointed members shall be registered Democrats residing in the County. Appointed members shall be appointed by the chair and approved by a majority of the county COUNTY COMMITTEE present and voting.

**2.3** Appointed members shall serve for (1) one year, commencing with the date of appointment but expiring not later than the commencement of the organizational meeting prescribed by these Bylaws. Such members may be reappointed or, upon resignation or expiration of their term, seek election as a member of the COUNTY COMMITTEE under these Bylaws.

**2.4** Selection of such appointees shall achieve balance in the minority, demographic, economic, geographic, and political representation within the COUNTY COMMITTEE.

**2.5** Special At-large Status: Special At-large Status members shall be selected according to the terms and as prescribed by the Charter and Bylaws of the Florida Democratic Party (Article V, Section 1.3.3).

Special At-Large Status: At any time after the election of officers, a county Democratic Executive Committee 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. Such positions shall not be included in a county Democratic Executive Committee’s appointed

membership quota. If the elected official is an elected member of the county Democratic Executive Committee, a vacancy would be created in the district or precinct that he or she represents. Said vacancy shall be filled under that county Democratic Executive Committee's bylaws."

### SECTION 3. Automatic Members:

**3.1** Definition: Automatic members shall be defined as those who are members by virtue of Florida Statutes or those who are members by virtue of county Democratic Executive Committee bylaw provision naming county Democratic 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 county Democratic Executive Committee.

**3.2** Attendance: Automatic members shall not be required to meet attendance requirements and shall not be computed when determining a quorum of the COUNTY COMMITTEE.

**3.3** By virtue of holding Automatic Membership of the COUNTY COMMITTEE, Automatic Members vacate any other membership status of the COUNTY COMMITTEE.

### SECTION 4. Vacancies:

**4.1** Any vacancy on the COUNTY COMMITTEE shall be filled by action of the COUNTY COMMITTEE within sixty (60) days in accordance with Florida Statutes and the Charter and Bylaws of the Florida Democratic Party.

**4.2** A seat shall be deemed vacant when a member accumulates three (3) unexcused absences in any one (1) calendar year. Members who expect to be absent for good and sufficient reason shall submit or make prior notification to be excused.

**4.3** Excused Absences: An absence is excused for illness, business, out-of-town, or other reasonable excuse, with prior notification to the chair or their designee.

**4.4** Members with more than three (3) excused absences or who use more than three (3) proxies within a calendar year shall be referred to the Membership Committee for investigation and report to the COUNTY COMMITTEE concerning removal or retention.

### SECTION 5. Removal:

**5.1** Any non-Elected member of the COUNTY COMMITTEE may be removed, and such member's seat may be declared vacant upon a two-thirds majority vote of the entire membership at any meeting where a quorum is present.

**5.2** Any Elected member of the COUNTY COMMITTEE may have their vote suspended upon a two-thirds majority vote of the entire membership at any meeting where a quorum is present.

5.3 The removal shall be for cause including, but not limited to, malfeasance, misfeasance, neglect of duty, incompetency, permanent inability to perform official duties, violation of the terms of the loyalty oath, or conviction of a felony.

5.4 Any member subject to a removal vote shall be given at least ten (10) days" written notice that they will be the subject of removal or suspension of voting privileges at the forthcoming meeting.

#### SECTION 6. Responsibilities:

6.1 All members, elected, appointed, and automatic, shall execute by written oath or affirmation the loyalty oath in the form included in the Bylaws of the Florida Democratic Party before taking office.

6.2 All members are encouraged to serve on at least one Committee of the COUNTY COMMITTEE, to communicate and meet with registered Democrats in the precinct represented, to participate actively in voter education and registration, and to become involved in other activities of the COUNTY COMMITTEE.

6.3 If an elected precinct committee member is absent from a meeting, they should attempt to secure a proxy from their precinct to attend a COUNTY COMMITTEE meeting in their place.

### **ARTICLE IV - OFFICERS & STATE COMMITTEE MEMBERS**

#### SECTION 1. List of Officers and State Committeeman/Committeewoman

The elected officers and state committeeman/committeewoman of the COUNTY COMMITTEE shall consist of:

- Chair
- First Vice Chair
- Second Vice Chair
- Recording Secretary
- Corresponding Secretary
- Treasurer
- State Committee Members
- Such other officers as the By-Laws may provide.

#### SECTION 2. Eligibility & Term of Office

Only elected members of the COUNTY COMMITTEE shall be eligible to hold office. The election and term of officers shall be four years, with the term expiring at the Organizational Meeting held in December during an even-numbered year.

### SECTION 3. Role and Powers of the Chair

3.1 The Chair shall be the Chief Executive Officer of the COUNTY COMMITTEE and an ex-officio member of all standing committees and subcommittees. The Chair shall have the authority and duties implied by such title and express or implied by these By-Laws and the Charter and By-Laws of the Florida Democratic Party. No later than one month after taking office, the Chair shall obtain a bond in the amount of ~~TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)~~ ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) payable to the COUNTY COMMITTEE, the cost of which shall be borne by the COUNTY COMMITTEE. Records of the COUNTY COMMITTEE in the Chair's possession shall be delivered to his or her successor before the bond may be released. (Change is the currently existing amount and was approved by the majority)

3.2 The Chair may deposit funds to the credit of the COUNTY COMMITTEE as may be necessary. Funds may be disbursed by bank draft or check drawn by the Chair. For these rules, electronic wire transfers or credit card purchases shall be treated the same as checks. The Chair shall appoint a certified public accountant, with the approval of the Management Committee, to conduct ~~said~~ annual audit. Audit reports shall be maintained for five (5) years. Copies of the same shall be distributed to members of the Management Committee and the Florida Democratic Party within the time provided for filing the same with the Florida Department of State. (!annual" was added and approved by the majority; questions about Zelle were settled as considered an !electronic wire" transfer).

3.3 Upon budget approval, the Chair shall be authorized to expend funds consistently therein. The Chair is authorized to expend up to twenty-five hundred dollars (\$2,500) on any non-budgeted item without the approval of the Management Committee. Any non-budgeted items of more than twenty-five hundred dollars (\$2,500) and less than five thousand dollars (\$5,000) expended by the Chair shall be presented at the next meeting of the Management Committee for approval. Expenses above \$5,000.00 for non-budgeted items shall not be allowed. (approved by the majority)

The Chair shall appoint, with the approval of the Management Committee:

3.4 Standing committees and subcommittees, their Chairs and Vice Chairs, except the Management Standing Committee whose membership is set forth below or as outlined in Article VIII.

3.5 One or more Parliamentarians ~~from the membership~~, who are registered Democrats shall be seated next to the Chair. They shall advise the Chair, other officers, and members upon their request. Each Parliamentarian shall be required to take the Loyalty Oath.

3.6 One or more Sergeant(s)-at-Arms.

### SECTION 4 Role and Powers of the First Vice Chair

The First Vice Chair ~~who must identify as the opposite sex~~ shall be of a different gender from that of the Chair, shall perform the duties of the Chair in his/her r absence or vacancy in the office, and shall perform all other duties assigned by the Chair. The First Vice Chair, however, when acting in the absence of the elected Chair, shall not change the Standing Committee or subcommittee assignments nor make any At-Large appointments or Special At-Large appointments. Further, within one month after taking office, the First Vice Chair shall obtain a bond of ~~TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)~~, ONE HUNDRED THOUSAND DOLLARS

(\$100,000.00), the cost of which shall be borne by the COUNTY COMMITTEE payable to the COUNTY COMMITTEE. All records of the COUNTY COMMITTEE in the First Vice Chair's possession shall be delivered to his or her successor before the bond may be released.(changes approved by the majority)

#### **SECTION 5 Role and Powers of the Second Vice Chair**

The Second Vice Chair shall perform all duties the Chair assigns. In the absence of the Chair and First Vice Chair, or in the case of vacancies in both offices, the Second Vice Chair shall perform the duties of the Chair. ~~A Special Election will be held within forty-five days of the occurrence of the vacancy, no less than fifteen days of written notice to all members.~~ . The Second Vice Chair, however, when acting in the absence of the elected Chair and/or the elected First Vice Chair, shall not change Standing Committee or subcommittee assignments nor make any At-Large appointments or Special At-Large appointments. The Second Vice Chair shall be responsible for coordinating all Area Leaders shall meet periodically with all Area Leaders, and shall report to the Chair and the Management Committee on such meetings.

**SECTION 6 Role and Powers of the Recording Secretary, The Recording Secretary** shall keep accurate, complete, and permanent records and minutes of all of the proceedings of the COUNTY COMMITTEE and Management Committee, receive and file all subcommittee reports and proxies, and shall perform such other duties as may be incidental to the office or as directed by the Chair, from time to time. The Recording Secretary shall deliver all records of the COUNTY COMMITTEE to his or her successor upon the end of the Recording Secretary's term. The permanent records, minutes, and policies of the COUNTY COMMITTEE shall be kept at the official headquarters of the COUNTY COMMITTEE.

#### **SECTION 7 Role and Powers of the Corresponding Secretary**

The Corresponding Secretary shall have full responsibility for preparing outgoing correspondences and receiving incoming correspondences under the direction and authorization of the Chair. The Corresponding Secretary shall prepare all notices of meetings of the COUNTY COMMITTEE and such Standing Committees and subcommittees as the Chair or Management Committee may direct. The Corresponding Secretary shall prepare and send copies of all meeting agendas to the members not less than Fourteen (14) ~~ten (10)~~ days prior to any ~~general~~ regular or special meeting in accordance with Article 15.03 of this Bylaws. All notices of meetings to be sent to the members shall be approved by the Chair prior to their distribution. (approved by the majority).

#### **SECTION 8 Role and Powers of the Treasurer**

The Treasurer shall have the responsibility of the collection and payment of all funds for the COUNTY COMMITTEE and shall report, at each regular meeting, the receipts, disbursements, and financial status of the COUNTY COMMITTEE. The responsibilities of the Treasurer include but are not limited to, the signing of checks in conjunction with the Chair for all expenditures approved by the membership or the Management Committee, the maintaining of all cash disbursements, cash receipts and general journals, payment of all salaries, including the withholding of all taxes required by law, and the reconciliation of all bank accounts every month. The Treasurer shall prepare, file, and pay on a timely basis all federal, state, and local taxes that may be due, including but not limited to any payroll, unemployment, social security, or sales taxes. The Chair shall have the authority to assign any of the Treasurer's record-keeping duties to a bookkeeper, accountant, Assistant Treasurer, or other competent individual. Within one (1) month after taking office, the Treasurer and Assistant Treasurer shall obtain a bond of ~~TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)~~ ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) payable to the COUNTY COMMITTEE, the cost of which

shall be borne by the COUNTY COMMITTEE. The Treasurer shall deliver to any successor, before the release of the bond, all financial records of the COUNTY COMMITTEE.

## **SECTION 9 Role and Term of State Committee Members**

The State Committee Members are elected members of the County Democratic Executive Committee (DEC) and shall represent the County Democratic Executive Committee at the State Executive Committee meetings of the Florida Democratic Party and any other state party committees on which they serve and to represent the County's Democratic voters on matters before the state party.

### **State Committee Member Election:**

All registered Democrats residing in Florida shall be eligible to run for State Committee Member in their county of residence through elections held by their respective county Democratic Executive Committee. The county Democratic Executive Committee members shall elect the State Committee Members from among the DEC membership and may also consider other county Democrats. Each county's policy shall be that its elected representatives on the State Executive Committee reflect the diversity among the registered Democrats within the county. To that end, without limitation, each county shall establish a minimum goal of having members from a racial/ethnic group approximately equal to that group's percentage of the total registered Democrats in the county. Such goals, if any, of each county shall be applied to its quadrennial election of state committee members and the filling of any subsequent vacancies, based on the most recent county data posted on the Florida Department of State website or such other source as the county chooses. Racial/ethnic and other historically underrepresented groups whose numbers in particular counties are insufficient to qualify mathematically for a specified goal shall still be eligible for consideration under the general inclusion and outreach provisions of Article II, Section 2.1.4 of the Charter. (FDP)

State Committee Members, referred to as "Delegates," shall consist of one (1) Lead Committeeman, one (1) Lead Committeewoman, and thirty-nine (39) Members. Each State Committee Member shall file paperwork with the County Committee on the Tuesday after Labor Day of the Presidential year.

The Broward County Democratic Executive Committee (DEC) shall elect two-Lead State Committee Members who self-identify as different genders, who shall be responsible for representing the COUNTY EXECUTIVE COMMITTEE at all State Executive Committee meetings. Each State Committee Member shall serve a term of four (4) years commencing with the Organizational meeting. State Committee Members may be elected no more than 7 days after the Organizational meeting in December.

### **Vacancies**

If a Vacancy occurs among the State Committee Members, the County Committee shall fill the vacancy within forty-five days (4) of the date on which the County Committee has received notice of a Vacancy. The County Committee shall maintain the diversity of the State Committee Members Delegation.

## **SECTION 10 Additional Duties of the Officers**

All officers shall perform such other duties as may be assigned by the Chair and as provided by Florida Statutes, national and state Democratic Party rules, or as otherwise provided in these By-Laws.

## **SECTION 11 Financial Powers of the Officers**

The Chair shall be authorized to sign checks with the Treasurer or the First Vice Chair. In the absence of either the Chair or the Treasurer, the First Vice Chair shall be authorized to co-sign checks for the COUNTY COMMITTEE.

## **ARTICLE V - FISCAL YEAR - AUDIT - BUDGET**

### **SECTION 1** Definition of the Fiscal Year

The fiscal year of the COUNTY COMMITTEE shall be from January 1 through December 31.

### **SECTION 2** Audit Requirements

In accordance with the Bylaws of the Florida Democratic Party, there shall be annual audits of the financial condition of the COUNTY COMMITTEE for each calendar year ending December 31 in compliance with applicable Florida Statutes and conducted by qualified examiners who shall not be members of the COUNTY COMMITTEE. Audits shall be conducted in substantial compliance with standard accounting procedures. Copies shall be retained by the Chair of the COUNTY COMMITTEE for the examination of any member thereof and copies shall be furnished to the Management Committee, Supervisor of Elections and to the State Chair of the Florida Democratic Party prior to April 1 of the ensuing year. The State Chair may have a qualified examiner conduct an audit of a COUNTY COMMITTEE for any reason at the expense of the Florida Democratic Party.

### **SECTION 3** Budget Requirements

The Chair shall prepare and submit to the Management Committee and to the COUNTY COMMITTEE an annual budget estimate of expenditures and revenues. The budget may be reviewed and amended by the Management Committee and then presented to the COUNTY COMMITTEE for approval. Said budget estimate shall be prepared and submitted to the COUNTY COMMITTEE no later than the regular meeting in the month of December of each year, except for years in which the Organizational Meeting is held. In that case, the said budget estimate shall be prepared and submitted by the incoming Chair to the COUNTY COMMITTEE no later than the second meeting of the new fiscal year. If the COUNTY COMMITTEE lacks a quorum to approve the budget estimate, the Management Committee shall have the authority to approve the budget on a month-to-month basis until the COUNTY COMMITTEE has a quorum to approve the annual budget.

## **ARTICLE VI - REMOVAL. REPRIMAND AND OTHER SANCTIONS OF MEMBERS AND OFFICERS**

### **SECTION 1** Membership and Powers

Disputes and grievances may be resolved by the Grievance Committee composed of the chair, ~~state~~ Lead Committeeman, and ~~state~~ Lead Committeewoman of the county. Should the chair be the subject of the grievance in question, the first vice chair of the county Democratic Executive Committee shall serve on the grievance committee in their place for said grievance. Should either the ~~state~~ Lead Committeeman or the ~~state~~ Lead Committeewoman be the subject of the grievance in question, the chair shall appoint their substitution to resolve said grievance. Resolutions may be appealed to the COUNTY COMMITTEE whose decision shall be final unless appealed to the Judicial Council no later than forty-five (45) days from the decision date.



## **SECTION 2** Filing a Grievance

Charges against any member or officer may only be submitted by a member of the COUNTY COMMITTEE, in writing, by certified mail to the mailing address of the county Democratic Executive Committee addressed to the Grievance Committee. Upon receipt thereof, the Grievance Committee shall investigate the complaint and charges. The complainant, the accused and all witnesses shall be ineligible to serve on the Grievance Committee.

## **SECTION 3** Grievance Timeline

The Grievance Committee must meet and make their recommendations not less than thirty (30) days nor more than sixty (60) days from the date of the complaint.

## **SECTION 4** Due Process

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 forthwith notify the Corresponding Secretary, who shall promptly forward, by certified mail, to the accused member or officer, a copy of the Grievance Committee's finding and recommendations, together with notice of the time and place at which the matter will be considered by the COUNTY COMMITTEE. The accused shall be provided notice of the hearing before the COUNTY COMMITTEE no less than ten (10) days before such hearing. The Corresponding Secretary shall, simultaneously with the notice to the accused, notify the Chair of the action and/or recommendations of the Grievance Committee.

# **ARTICLE VII - AREA LEADERS**

## **SECTION 1** Definition of the Area and Qualifications for Area Leader

**1.1 Definition of the Area:** The Chair, with the advice and consent of the majority of the elected officers shall divide the County into not less than ten (10) Areas of contiguous precincts as compact as is practicable.

**1.2 Qualifications for Area Leader:** Any member of the COUNTY COMMITTEE in good standing.

## **SECTION 2** Term of Office and Responsibilities

Area Leaders shall be elected for a term of two (2) years, by and from the COUNTY COMMITTEE members registered to vote in that Area. Election of the Area Leader shall be held at a COUNTY COMMITTEE meeting called by the Chair no later than the month of February of each odd numbered year. The Area Leader shall be responsible for calling meetings of the Area, and making reports to the Chair and keeping minutes of all meetings. The Area Leader shall be accountable for such other duties and responsibilities as the Chair may direct from time to time, and shall carry out their duties in accordance with the Area Leader guidelines established by the Management Committee. The Area Leader shall have primary responsibility for voter registration, education and Get-Out-The Vote programs in their Area.

## **SECTION 3** Districts and District Leaders

Area Leaders shall divide their Area into Districts with the advice and consent of the Second Vice Chair of the COUNTY COMMITTEE. Area Leaders shall designate a District Leader who is a member of the COUNTY COMMITTEE no later than April of each odd numbered year. The District Leader shall be responsible for

calling all meetings of the District, for the making of reports and minutes, and shall be accountable for such duties and responsibilities to the Area Leader. The District Leader shall also be responsible for such other duties and responsibilities as the Area Leader may assign from time to time. The District Leaders serve at the discretion of the Area Leader.

#### **SECTION 4** Removal of Area Leaders

A petition bearing the signatures of ten (10%) percent of COUNTY COMMITTEE members of their Area may request the removal, for cause, of an Area Leader. The petition shall be submitted to the Management Committee. The Area Leader may be removed by majority vote of the members of the COUNTY COMMITTEE from that Area present and voting at a meeting called for that purpose by the County Chair.

### **ARTICLE VIII - STANDING COMMITTEE AND SUBCOMMITTEES**

#### **SECTION 1** Management Committee

1.1 The Management Committee shall be composed of the following:

Chair,  
First Vice Chair,  
Second Vice Chair,  
Corresponding Secretary,  
Recording Secretary,  
Treasurer,  
Chair of the C.O.L.A. Committee,  
Chair of the Diversity, Equity, & Inclusion Committee,  
a representative appointed by the County chair from the Democratic Womens' Clubs in Broward County,  
the President of the Council of Presidents of Democratic Clubs & Caucuses of Broward County  
the President of the Young Democrats of Broward County,  
the State Committeeman  
the State Committeewoman  
Area Leaders  
Democratic National Committee Members who are permanent residents of Broward County  
And the County Chair may appoint any member of the COUNTY COMMITTEE to represent a constituency group as non-voting members.

Each of the officers of the COUNTY COMMITTEE shall have one vote on the Management Committee; all other members of the Management Committee shall have one-half (1/2) vote. A quorum shall consist of at least ten (10) members.

1.2

The Management Committee is empowered to transact the business of the COUNTY COMMITTEE between its regular and special meetings and to adopt, publish and disseminate to the members of the COUNTY COMMITTEE policies and guidelines that are consistent with these By-Laws and with the Charter and By-Laws of the Florida Democratic Party.

8.01.3 Minutes of the Management Committee meetings or a summary thereof shall be read at the next regular meeting of the COUNTY COMMITTEE.

8.01.4 Meetings of the Management Committee shall be called by the Recording Secretary or the Corresponding Secretary upon request of the Chair or a majority of its members. Meetings may be held at any place in the County. The Corresponding Secretary shall notify the members of the Management Committee of the time and place of the meetings.

8.01.5 The Management Committee may not expend any funds in excess of FIVE THOUSAND DOLLARS (\$5,000.00) on any project without the prior approval of the membership of the COUNTY COMMITTEE. The Management Committee shall have authority to raise, receive, accept, solicit, borrow, maintain, and expend such funds as may be provided from any source not prohibited by law.

## **SECTION2 Standing Committees**

The Standing Committees shall be the  
Management Committee;  
Grievance Committee;  
Finance Committee;  
Education Committee;  
Campaign Committee;  
Screening Committee;  
Platform Committee;  
Legislative Committee;  
(COLA) Labor Committee;  
Legal Committee;  
By-Laws Review Committee;  
Young Democrats Committee  
Diversity, Equity, and Inclusion/Affirmative Action Committee.

The Chair shall have the right to establish temporary or special committees or subcommittees as deemed necessary, from time to time.

## **SECTION 3. Standing Committee Membership & Quorum**

The Chair, Vice Chair and members of the Standing Committees (except the Management Committee and The Young Democrats Committee) shall be appointed by the COUNTY COMMITTEE Chair, with the consent of a majority of the Management Committee. Membership on the COUNTY COMMITTEE shall not be a prerequisite to serving on any committee except the Management Committee, Screening Committee and Grievance Committee. All appointed members of any committee shall serve at the discretion of the Chair of the COUNTY COMMITTEE with the consent of a majority of the Management Committee. Unless otherwise specified, each Standing Committee or subcommittee shall be composed of a Chair and not less than four (4) members or as otherwise specified in these bylaws. A quorum at Standing Committee shall consist of at least thirty (30%) percent of the members of such Standing Committee.

Standing Committees shall submit proposed processes, procedures, and policies to the Management Committee. The Management Committee shall present each such processes, procedures or policies to the COUNTY COMMITTEE accompanied by its recommendation for ratification.

## SECTION 4 Standing Committee Duties and Responsibilities

4.1 The Grievance Committee shall act in accordance with the provisions of ARTICLE VI of these By-Laws.

4.2 The Finance Committee shall plan and coordinate all fundraising and report regularly to the Management Committee. Within forty-five (45) days after the completion of each fundraising operation, the Chair of the Finance Committee shall submit to the Management Committee an accounting of the fundraising operation, summarizing all receipts and disbursements, actual and accrued, and shall set forth a net figure of profit or loss.

4.3 The Education Committee shall devise and conduct educational programs concerning the duties of the members of the COUNTY COMMITTEE.

4.4 The Campaign Committee shall establish and staff the campaign headquarters of the COUNTY COMMITTEE and assist Democratic candidates for public office. This committee shall include all Area Leaders and the Second Vice Chair.

4.5 The Screening Committee shall investigate each applicant to fill a vacancy of the COUNTY COMMITTEE, except Automatic and Special At-Large members, and report thereon to the COUNTY COMMITTEE, within one hundred twenty (120) days, and recommend approval or rejection of an applicant. This committee shall inquire into absences of COUNTY COMMITTEE members and make recommendations to the COUNTY COMMITTEE as to whether those absences shall be excused.

8.02.6 The Platform Committee shall prepare recommendations on issues which, upon adoption, will be incorporated into the COUNTY COMMITTEE'S platform. It shall also review proposed resolutions submitted by members of the COUNTY COMMITTEE and its committees prior to submission to the Management Committee.

8.02.7 The Legislative Committee, which shall consist of no less than ten (10) persons and at least three (3) members of the State House of Representatives or the State Senate, shall keep the COUNTY COMMITTEE advised of pending legislation, as well as proposed and recommended legislation vital to the interests of the citizens of Broward County.

8.02.8 The Labor Committee (C.O.L.A.) shall consist of lay persons and representatives of various labor unions. The duties of the committee shall be to propose and advise the COUNTY COMMITTEE on all matters pertinent to labor unions and the working people.

8.02.9 The Legal Committee shall consist of three(3) or more members of the Florida Bar and non-legal professionals whose function it will be to advise and make recommendations to the Management Committee and the membership of the COUNTY COMMITTEE on all legal matters.

8.02.10 The By-Laws Review Committee shall consist of members of the COUNTY COMMITTEE whose function it shall be to review all proposals for By-Law changes and to make recommendations, in writing, to the Management Committee and to the COUNTY COMMITTEE.

8.02.11 The Affirmative Action (Diversity, Equity, and Inclusion) Committee shall be responsible for implementing the affirmative action policy of the Democratic National Committee and the Florida Democratic Party.

8.2.12 The Young Democrats Committee shall consist of the current officers and directors of the Young Democrats of Broward County and shall be permanent liaison for Young Democrats with the COUNTY COMMITTEE.

## **ARTICLE IX - VACANCIES**

9.1 Vacancies on the COUNTY COMMITTEE shall be filled by appointment of the Chair and confirmed by an affirmative vote of at least two-thirds of those Members present and voting at a duly held regular or special meeting of the COUNTY COMMITTEE. If the vacancy is in an elected seat, then the vacancy shall be filled expeditiously by an action of the COUNTY COMMITTEE at a regular or special meeting. Those persons appointed or elected to fill precinct vacancies must be registered Democrats residing within the precinct that they are appointed to represent.

9.2 In the event of a vacancy in an elected office of the COUNTY COMMITTEE, the Chair, -, may appoint acting officers until a successor is elected by the COUNTY COMMITTEE. A successor shall be elected by the COUNTY COMMITTEE at a regular or special meeting to be held within forty-five (45) days of the occurrence of the vacancy, and upon not less than fifteen (15) days written notice of such vacancy and proposed election being furnished to all members.

9.3 In the case of a vacancy in the Office of Chair, the First Vice Chair, acting as Chair, shall abide by the requirements of this Article.

## **ARTICLE X - VOTING**

The Chair or presiding officer must declare the results of all votes before proceeding with any other order of business, except that routine business may be conducted when written ballots are being tallied.

## **ARTICLE XI - BROWARD COUNTY DEMOCRATIC EXECUTIVE COMMITTEE FUNDRAISING FUNCTIONS**

The Chair, with the assistance of the Management Committee, must conduct fundraising programs, including, but not limited to, the annual Obama-Roosevelt Day Dinner. In order to avoid a conflict between any fundraising events, dates and times of all fundraising events must be approved by the Management Committee.

## **ARTICLE XII - CHARTERED DEMOCRATIC CLUB REQUIREMENTS**

12.01 Annual Party Contribution. In January of each year, every Democratic club chartered, under the rules of the COUNTY COMMITTEE, shall pay an annual contribution based on membership as of December 31st of the previous year at the following rate:

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

Over 1000 members \$500.00

Eighty (80%) percent of the contribution shall remain with the COUNTY COMMITTEE and twenty (20%) percent of the contribution shall be remitted to the Florida Democratic Party no later than April 1st of each year.

12.02 In order to vote in any club election for officers or board members, a person must have been a member of the club for at least forty-five (45) days prior to any such election. A person is considered a member upon the ratification by the general membership of the club.

12.03 All Democratic clubs chartered through the COUNTY COMMITTEE must, at a minimum, follow the standard by-laws approved by the Florida Democratic Party and meet the following requirements.

12.03.1 All application forms shall be completed as required by State and local by-laws.

12.03.2 Membership shall be twenty-five (25) or more. A minimum of seventy-five (75%) percent of said membership shall not be affiliated with or have been affiliated with any other Broward County Democratic Club at least one (1) year prior to the date application is submitted.

12.03.3 Upon recertification of charter, all Democratic clubs shall show evidence of good faith and efforts to recruit new members. Recertification will not occur if the membership does not meet the twenty-five (25) member requirement.

12.03.4 There shall be no geographic limits imposed on the membership or on the number of chartered clubs in any geographic area. However, clubs that are in the same COUNTY COMMITTEE Area shall not have identical meeting dates.

12.03.5 Officers and board members of a Democratic club applying for charter shall not be officers or board members of any other Broward County Democratic Club at the time charter application is submitted or for a period of six months after charter ratification.

### **ARTICLE XIII - AMENDMENT TO BY-LAWS**

13.01 The By-Laws may be amended by a two-thirds (2/3) vote of the members of the COUNTY COMMITTEE present and voting at any meeting, provided that the recommendation for a change, deletion or addition has been submitted in writing to the Chair of the By-Laws Committee or Management Committee, who shall, within sixty (60) days after receipts, present same to the general membership with the Management Committees' recommendation.

13.02 At least fourteen (14) days written notice shall be given to the membership prior to a meeting in which a proposed change will be voted upon. Such notice shall set forth the specific change(s) to be voted upon.

### **ARTICLE XIV - RULES OF PROCEDURE**

14.1 Roberts' Rules of Order are hereby adopted for the conduct of business at meetings of the COUNTY COMMITTEE, except when they are in conflict with Florida Statutes, the Rules and Bylaws of the State Executive Committee or the By-Laws of the COUNTY COMMITTEE.

## **ARTICLE XV - MEETINGS AND NOTICES**

15.1 Unless modified by the Management Committee, regular meetings of the COUNTY COMMITTEE shall be held on the third Tuesday of each month, and upon at least fourteen (14) days prior written notice to the members. Special meetings shall be held at the call of the Chair or the Management Committee or by at least fifteen (15%) percent of the total membership of the COUNTY COMMITTEE declaring a clear purpose in writing. Any petition for a special meeting shall be submitted to the Management Committee, after which a meeting shall be called within thirty (30) days, and upon fourteen (14) days prior written notice to the members.

15.2 The order of business at any regular meeting of the COUNTY COMMITTEE shall be as follows:

15.2.1 Invocation (non-religious)

15.2.2 Pledge of Allegiance

15.2.3 Officer Reports

15.2.4 Reading of Minutes of previous  
Membership Meeting and Management  
Committee meeting

15.2.5 Committee Reports

15.2.6 Unfinished Business

15.2.7 New Business

15.2.8 For the Good of the Party

15.2.9 Adjournment.

15.3 Where possible, items to be brought before the membership shall be sent to the COUNTY COMMITTEE Headquarters at least fourteen (14) days prior to the meeting at which it is to be considered.

15.4 The agenda, as set forth in Paragraph 15.02 above, may be modified by the Chair or by a motion carried by a majority of the members present and voting.

15.5 A special program may be held at any time at the Chair's discretion. The Chair may waive the above agenda format for special programs.

15.06 The Quorum at the regular membership meeting shall constitute twenty-five percent (25%) of the Democratic Executive Committee (DEC) membership. (new addition, suggested by

## **ARTICLE XVI**

16.01 Loyalty Oath

Members of the Broward County Democratic Party, including Party officers, Party candidates, including candidates of all non-partisan races with the exception of judicial elections, elected Democratic officials, members of Party committees and commissions, officers and directors of clubs shall execute by written oath or affirmation the loyalty oath in the form included in the By-Laws of the Broward County Democratic Party before taking office, or, in the case of a candidate running for the Party's nomination, at the time of qualifying. Said oath or affirmation may be amended in the same manner as provided for amending the By-Laws of the Broward County Democratic Party. The loyalty oath shall read as follows:

LOYALTY OATH

County of Broward  
State of Florida

I, \_\_\_\_\_, having been duly sworn, say that I am a member of the Democratic Party, that I am a qualified elector of Broward County, Florida, that during my term of office, I will not support the election of the opponent of any Democratic nominee, I will not oppose the election of any Democratic nominee, nor will I support any non- Democrat against a Democrat in any election other than in judicial races; that I am qualified under the Constitution and Laws of the State of Florida and the Charter and By-Laws of the Florida Democratic Party to hold the office I am seeking, or to which I have been elected; that I have not violated and will not violate any of the laws of the State of Florida relating to elections or the Charter and By-Laws of the Florida Democratic Party.

\_\_\_\_\_  
Signature

Sworn to and subscribed before me this day of \_\_\_\_\_,  
20\_\_ in \_\_\_\_\_ County, Florida.

\_\_\_\_\_  
Signature of Officer  
Administering Oath



