

Lee County Democratic Central Committee Bylaws
Adopted August 6, 2020

Article 1. NAME AND PURPOSE

Section 1.1. Name – The name of the committee is the Lee County Democratic Central Committee, hereinafter referred to as the LCD. The LCD may, in all its public pronouncements, refer to itself as the Lee County Democrats or the Central Committee. The LCD is made up of Elected Precinct Committeepersons, Appointed Precinct Committeepersons, and Associates consistent with Section 2.3.

Section 1.2. Mission – The mission of the LCD is as follows:

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

Article 2. MEMBERSHIP

Section 2.1. Elected Members – Elected members are Elected Precinct Committeepersons (EPC). EPCs are representatives of the precincts within Lee County corresponding to the boundaries as administered by the Lee County Clerk and Recorder's Office and are elected by the voters residing in their respective precincts. The election process and length of each EPC's term shall be in accordance with the laws of the State of Illinois as defined in 10 ILCS sub. 5/7-8, paragraph B. EPCs must reside in the precinct they are elected to represent at the time of election. A change in residency within Lee County after election shall not disqualify an EPC from serving the remainder of his/her term. Only EPCs vote when vote is weighted.

- 2.1.1. As per Illinois Compiled Statutes, "a person is ineligible to hold the position of committeeperson in any committee established pursuant to this Section (10 ILCS 5/7-8(k)) if he or she is statutorily ineligible to vote in a general election because of conviction of a felony. When a committeeperson is convicted of a felony, the position occupied by that committeeperson shall automatically become vacant."

Section 2.2. Appointed Members – When a precinct is not represented by an EPC, the Chair may appoint a representative to act on behalf of the voters in said precinct. Such members are known as Appointed Precinct Committeepersons (APC). APCs are equivalent to their elected counterparts in all matters excluding the ability to cast a weighted vote of the precincts they represent. To be eligible for appointment, candidates must

2.2.1. Be a Democrat on file with the local County Clerk.

2.2.2. Reside in Lee County, Illinois, at the time of their appointment. A change in residency after appointment may not disqualify APCs from serving the remainder of their terms as long as they continue to reside within Lee County.

2.2.3. Not currently be an EPC.

Section 2.3. Associates – Associates are Democrats who live in Lee County. They may participate in meetings and serve on any standing committees or subcommittees. Associates do not serve as representatives for the voters of a precinct.

Article 3. VOTES and VOTING STRENGTH

Section 3.1. Membership Voting Strength

3.1.1. Elected Precinct Committeepersons –Weighted votes apply only during the County Convention.

3.1.2. Appointed Precinct Committeepersons – APCs shall be equivalent to their elected counterparts in all matters, except weighted votes.

3.1.3. Associates – Associates do not serve as representatives for voters of a precinct and consequently cannot vote under this Article.

Section 3.2. Types of Votes

3.2.1. A simple majority of votes cast may decide any issue at any meeting except as otherwise required by statute, the State Board of Elections, or these Bylaws. The person chairing the meeting shall have one vote, which may be used in case of a tie.

3.2.2. Adoption of Bylaws and removal of officers require a majority vote of both EPCs and APCs. Modification of Bylaws requires a 3/5 majority vote of all PCs.

3.2.3. When situations arise that render in-person meeting difficult, a phone or web-based meeting may be substituted.

3.2.4. Absentee/Proxy voting – A proxy form needs to be filled out and signed by the PC who is delegating voting rights and signed by the PC who is receiving voting rights.

Article 4. ELECTION OF OFFICERS

Officers shall be elected at the County Convention to be held in accordance with Illinois Revised Statutes 10 ILS 5/7-8 on the 29th day after the primary at which Precinct Committeepersons are elected.

Article 5. EXECUTIVE OFFICERS

Section 5.1. The Executive Committee consists of the Chair, Vice Chair, Recording Secretary, and Treasurer. The Chair may appoint the following Committee Directors: Director of the Finance Committee, Director of Voter Outreach, and Director of Fundraising/Events. The Chair has the option to invite Directors to become members of the Executive Committee at his/her discretion.

Section 5.2. In case of a vacancy in the Executive Committee, the Chair will appoint someone to fill the open vacancy. If the vacancy is the Chair, the 1st Vice-Chair will fill the opening.

Section 5.3. Duties – Committeepersons and Associates may be elected to the Executive Committee, except that the Chair and Vice Chair must be Elected Committeepersons.

Section 5.4. Description of Positions

5.4.1. Chair

5.4.1.1. Is an Elected Committeeperson.

5.4.1.2. Has the authority to appoint Committeepersons to represent those precincts without representation.

5.4.1.3. Is the Chief Executive Officer and official representative of the organization

5.4.1.4. Chairs the Executive Committee.

5.4.1.5. Has such powers and duties vested in the office by law and is responsible for directing all activities of the Organization.

5.4.1.6. Presides at all meetings of the LCD and convenes special committee meetings when necessary. The Vice-Chair may preside at meetings if the Chair is absent.

5.4.1.7. Appoints standing committees and any other committees that are deemed necessary and is ex officio chair of all committees and sub committees.

5.4.1.8. Has the authority to approve all necessary bills and expenses for payment. All disbursements made without the approval of the full committee will be reported by the Treasurer during the next regularly scheduled meeting.

5.4.1.9. May appoint one PC or Associate to serve as the Sergeant at Arms if deemed necessary.

5.4.1.10. The Chair has the right to schedule the order of business for each regular or committee meeting.

5.4.1.11. Should a vacancy occur in the Secretary or Treasurer position, the Chair may appoint someone to fill that vacancy.

5.4.1.12. May co-sign all disbursements along with the Treasurer.

5.4.1.13. May appoint a 2nd Vice-Chair and so on, as needed to support the organization.

5.4.2. Vice-Chair

5.4.2.1. Is an Elected Precinct Committeeperson.

5.4.2.2. Will assume the duties and responsibilities of the Chair in the case of absence or incapacity, excluding the ability to appoint PCs.

5.4.2.3. Will assist the chair in attending monthly Illinois Democratic County Chair Association meetings or any other event requested by the Chair.

5.4.2.4. Will provide to the secretary a brief update of activities in which they have participated so the activities may be included in the monthly newsletter.

5.4.3. Recording Secretary

5.4.3.1. Is responsible for keeping minutes of monthly LCD and Executive Committee meetings.

5.4.3.2. Is responsible for maintaining the membership list and notifying all active members of meetings and all special events when required.

5.4.3.3. Shall publish and disseminate a regular newsletter describing activities of the LCD.

5.4.3.4. Is allowed \$200 per month for incidental expenditures with approval from the Chair.

5.4.4. Treasurer

5.4.4.1. Has custody of all funds of the Organization and keeps a full accounting of all receipts and disbursements.

5.4.4.2. Is responsible for the completion and filing of campaign disclosure and other reports as required by the Illinois Revised Statutes.

5.4.4.3. Shall submit regular monthly reports to the full committee.

5.4.5. Directors

5.4.5.1. Directors shall be the chairpersons of standing committees, including the Voter Outreach Committee and the Events/Fundraising Committee. Directors shall report committee activities to the Executive Committee and the full membership, including dates, times and locations of meetings.

5.4.5.2. Directors shall be appointed by the Chair.

5.4.5.3. Directors shall be Elected or Appointed Precinct Committeepersons.

Article 6. COMMITTEES

Section 6.1. Executive Committee

6.1.1. Consists of all Officers and Directors described in Article 5.

6.1.2. Functions as the Board of Directors of the LCD and may be referred to as such.

6.1.3. Coordinates activities for the LCD.

6.1.4. Schedules and oversees all internal LCD elections.

Section 6.2. Voter Outreach Committee

6.2.1. The Director of Voter Outreach shall be appointed by the Chair by the second meeting after the Convention. The Director will report to the Executive Committee and will report to the full committee about all activities at monthly meetings.

6.2.2. The Committee shall complete all duties related to voter outreach including, but not limited to, canvassing and distribution of candidate signs and literature, recruiting and training Precinct Committeepersons, and recruiting poll watchers, as needed.

6.2.3. Will submit a budget to the Finance Committee no later than 90 days prior to each general election.

Section 6.3. Finance Committee

6.3.1. The Director of the Finance Committee shall be appointed by the Chair by the first meeting after the Convention. The Treasurer may serve as the Director of the Finance Committee. The Director will report to the Executive committee and will report all activities to the membership at the monthly meetings.

6.3.2. The Committee shall complete all duties related to Finance. The Committee shall create an operating budget.

Section 6.4. Fundraising/Events Committee

6.4.1. The Director of Fundraising/Events shall be appointed by the Chair by the second Meeting after the Convention. The Director will report to the Executive Committee and to the membership about all activities at the monthly meetings.

6.4.2. The Committee shall complete all duties related to events including, but not limited to, organizing all fundraising events for LCD, maintaining a fundraising/events calendar, acting as co-chair of any fundraising subcommittees, organizing public relations events such as festivals and parades, and other PR (including social media postings and events).

6.4.3. Will submit a fundraising goal and budget to the Finance Committee annually.

Article 7. PRECINCT COMMITTEEPERSONS

Section 7.1. Responsibilities of Precinct Committeepersons:

- 7.1.1. Serve on committees assigned by the Chair.
- 7.1.2. Assist in fund raising efforts for the LCD.
- 7.1.3. Coordinate all efforts of the LCD within their precinct.
- 7.1.4. May receive training on Vote Builder.
- 7.1.5. Recruit Democratic election judges for their precincts.
- 7.1.6. Recruit Democratic candidates for office.
- 7.1.7. Participate in LCD events such as parades, cook-outs, social, golf-outing, etc.

Article 8. ELECTION OF OFFICERS

Section 8.1. When a Chair position becomes vacant, the Vice-Chair will become the Chair.

Section 8.2. In the event the Vice-Chair refuses the position of Chair, an election will be called to vote on a new Chair. The Chair will be elected by a majority of EPCs and APCs.

Article 9. MEETINGS

Section 9.1. Meetings will be conducted using the parliamentary procedures described in Robert's Rules of Order.

Section 9.2. Regularly Scheduled Meetings

- 9.2.1. A six-month calendar of meetings may be established at the Organizational Meeting following the election of officers. A new calendar of meetings may be established every six months. The location, date, and time will be included on the meeting calendars.

Section 9.3. Quorums

- 9.3.1. A quorum shall be deemed to exist at any meeting where a 50% plus one of Precinct Committeepersons and 2/3 of the Executive Committee are present.

Article 10. ENDORSEMENTS AND RATINGS

Section 10.1. Endorsements and ratings in a primary election cycle.

10.1.1. It is the Primary Election itself which determines which candidates will be endorsed by the Democratic Party; therefore, it is the LCD’s policy to refrain from endorsing one Democratic candidate over another Democratic candidate in a Primary election cycle. This policy shall not prohibit individual members, associates, or affiliated groups from making such endorsements. This policy shall not prohibit the Executive Committee from endorsing or opposing specific ballot initiatives or taking other issue-related positions.

10.1.2. Endorsements and ratings in a general election cycle. All acceptable Democratic nominees may be considered to be endorsed by the LCD.

Article 11. AMENDMENT AND REAUTHORIZATION OF BYLAWS

Section 11.1. These Bylaws shall, to the extent not inconsistent with statutory law, govern the organization, operation, and function of the LCD.

Section 11.2. Bylaws shall be distributed to all Precinct Committeepersons and Executive Board Members at the Organizational Meeting and to all newly appointed Precinct Committeepersons upon appointment.

Section 11.3. The Bylaws may be amended by a majority of all elected and appointed Precinct Committeepersons, provided that notification has been sent at least 5 days prior to the meeting at which the voting takes place.

Section 11.4. These Bylaws shall remain in force until new Bylaws are approved.