

Standing Rules of the First District Democrats

Article I: Official Committees

Section 1: The Standing Committees of the First District Democrats, and their purviews, shall be:

- A. *Communications & Technology* — management of the website, publications and mail/e-mail preparation and posting.
- B. *Elections* — voter registration, election preparation, candidate and volunteer recruitment, campaign coordination, research, and endorsements.
- C. *Issues* — local, state, and federal bill tracking, ballot measures, legislation research, news updates, educational and outreach efforts, speaker/presentation facilitation, and resolution review.
- D. *Membership* — attendance tracking, PCO and membership recruitment and training, collection of dues, and credentials verification.

Section 2: The Standing Committees shall perform their mandated functions and any other assignments given to them by the Executive Board. The Standing Committees shall refrain from making decisions that could affect the overall policies and external relations of the First District Democrats without first consulting the Chair or Executive Board.

Section 3: The Standing Committees shall have open membership for First District Democrats members.

Section 4: The Standing Committees shall create and implement rules of procedure for the purposes of committee organization and direction, as they deem necessary. They shall elect their own Chairs. The Standing Committee Chairs shall have a vote in meetings of the Executive Board. The Chair or the Executive Board may appoint a temporary Chair if the position is vacant, to be vote on or replaced at the next regular meeting of that Standing Committee. The Standing Committees may not elect the Chair of the First District Democrats to chair any of the Standing Committees.

Section 5: The Standing Committees must submit budget proposals to the Executive Board. The Executive Committee and Membership shall approve the budget proposals in accordance with the Bylaws.

Section 6: The Standing Committees work with the Treasurer on financial matters. The Standing Committees shall submit copies of all receipts for Standing Committee purchases within thirty days (30) of purchase.

Section 7: The Standing Committees shall communicate and coordinate amongst each other as necessary. If the divisions of responsibility and/or authority are unclear, the Chair or the Executive Board will arbitrate.

Section 8: The Standing Committees shall have regular meetings, held at least quarterly, that the committee chairs shall publicize beforehand. The Standing Committees shall record their proceedings in minutes.

Section 9: The Chair or the Executive Board may create temporary ad hoc committees as necessary in order to fill a void in the responsibility or authority of the Executive Board or

49 the Standing Committees, or in order to delegate certain tasks. The Chair or Executive Board
50 shall determine the composition and mandate of the ad hoc committees. Ad hoc committees
51 shall record their proceedings in meeting minutes. Ad hoc committees shall dissolve on
52 completion of their mandates, they shall immediately submit their records to the Secretary,
53 and they shall immediately give their physical assets to the Chair.
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55 **Article II: Treasury**

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57 Section 1: The Treasury shall be the recipient of all annual dues, donations, and fund-raising
58 profits.
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60 Section 2: The Treasurer shall complete the financial statements of the First District
61 Democrats, and shall submit monthly summaries to the Membership.
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63 Section 3: The Treasurer must sign all outgoing checks.
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65 Section 4: A Finance Committee comprising the Chair, First Vice Chair, and Treasurer has
66 the authority to make emergency allocations of no more than \$250 from the First District
67 Democrats' Treasury when it is impossible to wait for the next meeting of the Executive
68 Board or Membership. The Chair shall immediately make notice of such allocations to the
69 Executive Board.
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71 Section 5: For the purposes of the First District Democrats, the fiscal year is the calendar
72 year.
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74 **Article III: Annual Dues**

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76 Section 1: All non-PCOs must pay dues to become a member. The following types of
77 memberships are available:

- 78 \$30.00 single person
- 79 \$50.00 couple
- 80 \$20.00 student regardless of age
- 81 \$20.00 age 25 and under
- 82 \$20.00 age 75 and older

83 Any dues paid from December 1 of the preceding year through November 30 shall be valid
84 for the membership year.
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86 Section 2: The First District Democrats strongly encourages, but does not require, elected
87 and appointed PCOs to pay dues as well.
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89 Section 3: The Executive Board may choose to waive, reduce, or reject the dues of an
90 individual or a family.
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92 **Article IV: Procedures of Regular Meetings**

93 Section 1: The Chair, or his/her replacement as per the Bylaws, shall preside over regular
94 meetings.
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96 Section 2: The Chair, or a person or committee that the Chair appoints for the purpose, must
97 publicize the agenda for regular meetings at least one (1) week in advance. The Chair shall
98 have overall responsibility for the content of the agenda.

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Section 3: Nobody may address the Membership while a regular meeting is in session without recognition by the presiding officer.

Section 4: The Chair or the Executive Board must approve distribution of any literature at regular meetings.

Section 5: Only members of the First District Democrats may initiate a motion. A member may make a motion to suspend the parliamentary rules in order to expedite the business of the meeting. The suspension will only last for the duration of the meeting. A motion cannot suspend any rule covered by the Bylaws.

Section 6: The First District Democrats shall hold regular meetings on a monthly basis. The Chair shall publicize notification of the next meeting time and place one (1) month in advance.

Article V: Transition Procedures

Section 1: The Executive Board and the Standing Committees shall prepare budgets as necessary to carry over into the year following a reorganization meeting in order to provide continuity and fiscal transparency. The Membership must adopt new budgets, per the Bylaws and Article I, Section 5 of these Standing Rules, following the reorganization meeting.

Section 2: The Chair or Executive Board shall appoint an Audit Committee no later than January 31 to review the financial status of the organization.

Section 3: The Executive Board, the Standing Committees, and the ad hoc committees shall submit their records to the Secretary for archival no later than December 15 of each year.

Section 4: The Executive Board shall convene within forty-five (45) days of the reorganization meeting.

Section 5: The Standing Committees shall submit budget proposals to the Executive Board within thirty (30) days of the first Executive Board meeting.

Section 6: The Executive Board must submit an annual budget proposal for the First District Democrats at the regular meeting held in March of each year. It will take a majority vote of the Membership to adopt a budget proposal.

Section 7: Standing Committees and ad hoc committees shall create and maintain, in addition to meeting minutes, an annual report of their activities and recommendations for future planning.

Section 8: The Officers of the Organization shall submit reports of their activities periodically to the Executive Board and Membership

Section 9: The Executive Board shall undertake measures that it deems necessary to facilitate training of Officers, Standing Committee Chairs, and other important functionaries.

Section 10: When an officer resigns or is not reelected to his/her position, the Executive

149 Board shall arrange as necessary for the return of District property, including records.

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151 These rules presented to, edited by, voted on, and approved by the First District Democrats

152 membership on 3/13/2017.