

PALM BEACH COUNTY DEMOCRATIC EXECUTIVE COMMITTEE BYLAWS

(Revised November 2010)

ARTICLE I – NAME, POWERS AND PURPOSE

Section 1. Name:

The name of this organization shall be the Palm Beach County Democratic Executive Committee, hereinafter referred to as the D.E.C.

Section 2. Powers:

The D.E.C. shall be the governing body for the Democratic Party in Palm Beach County and shall perform such duties as are allowed for not-for-profit organizations and as are specified for county executive committees by Florida Law and for County Democratic Executive Committees by the Charter and Bylaws of the Florida Democratic Party, and these Bylaws.

Section 3. Purpose:

The Purpose and mission of the D.E.C. shall be:

- To afford all members of the Democratic Party full, timely, and equal opportunities to participate in decisions concerning the selection of Democratic candidates, the development of Democratic programs and policies, and the conduct of other Democratic affairs in Palm Beach County.
- To coordinate Florida Democratic Party affairs in Palm Beach County.
- To seek out Democratic candidates to run for public office and provide them with assistance and financial support when available.
- To elect Democrats.
- To encourage the organization of Democratic Clubs composed of Democrats registered to vote.
- To foster and increase participation in the Democratic Party by young registered Democrats.
- To promote the countywide election of D.E.C. members regardless of race, creed, color, sex, sexual orientation, age, national origin, physical disability, or economic status, appointing additional members to achieve equitable representation of all persons, groups and areas.
- To develop and promote Democratic positions regarding local, state and national issues that affect the quality of life in Palm Beach County.

ARTICLE II – D.E.C. MEMBERSHIP

Section 1. Elected Members:

- (a) Members of the D.E.C. shall qualify and be elected to office at such times and in such manner as prescribed by Florida Statutes and the Charter and Bylaws of the Florida Democratic Party.
- (b) 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:

“1.1.2 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. They shall be elected by a plurality vote on the First Primary Ballot of each presidential election year. 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.”

- (c) Elected members of the D.E.C. shall take office on the first day of the month following each presidential general election and shall serve for a term of four (4) years. Such members may be reelected or, upon resignation or expiration of their term, be appointed as a member of the D.E.C. in accordance with these Bylaws.
- (d) 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 duration of 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:

- (a) Membership of the D.E.C. 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.
- (b) 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 D.E.C. present and voting.

(c) 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 D.E.C. in accordance with these Bylaws.

(d) Selection of such appointees shall serve to achieve balance in the minority, demographic, economic, geographic, and political representation within the D.E.C.

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

Section 3 Vacancies:

(a) Any vacancy on the D.E.C. shall be filled by action of the D.E.C. within sixty (60) days in accordance with Florida Statutes and the Charter and Bylaws of the Florida Democratic Party.

(b) 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. An absence is excused for reason of illness, business, out-of-town or other reasonable excuse, with prior notification to the chair or an officer.

(c) Members who have 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 D.E.C. concerning removal or retention.

Section 4. Removal:

(a) Any member of the D.E.C. may be removed and such member's seat declared vacant upon two-thirds majority vote of the entire membership at any meeting where a quorum is present Any member who is the subject of a removal vote shall be given at least ten (10) days written notice that he or she will be the subject of a removal vote at the forthcoming meeting.

(b) 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 involving moral turpitude.

Section 5. Automatic Members:

(a) All members of the state Legislature who are residents of Palm Beach County and registered Democrats shall, and all other elected public officials who hold partisan office and are registered Democrats in Palm Beach County may, automatically be members of the D.E.C. during their terms of public office. Such membership shall be separate and apart from the elected memberships or the appointed memberships. All members who are public officials shall be entitled to the same membership privileges accorded all other members except holding elected office of the D.E.C.

(b) The president of the County Democratic Black Caucus, the president of the Palm Beach County Young Democrats, the presidents of all Palm Beach County clubs chartered by the Democratic Women's Clubs of Florida. Inc., the president of the Palm Beach County Puerto Rican Democratic

Club, presidents of duly chartered Democratic clubs in good standing shall automatically be members of the D.E.C. during their terms of office. Such membership shall be separate and apart from elected memberships or appointed memberships. All such presidents shall be entitled to the same membership privileges accorded all other members except holding elected office of the D.E.C.

(c) Automatic members shall not be required to meet attendance requirements and shall not be computed when determining a quorum of the D.E.C.

Section 6. Responsibilities:

(a) 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.

(b) All members are encouraged to serve on at least one Committee of the D.E.C., to communicate and meet with registered Democrats in the precinct represented, to participate actively in voter education and registration and become involved in other activities of the D.E.C.

ARTICLE III – MEETINGS

Section 1. Organizational Meetings:

(a) Within thirty (30) days after the elected members of the D.E.C. take office, a meeting shall be called the Chair of the D.E.C. for the purpose of organization of the D.E.C. in accordance with the Charter and Bylaws of the Florida Democratic Party.

(b) The incumbent Chair shall preside at such organizational meeting until the election of the successor to such office, who shall then assume office as the new chair and preside over the remainder of such organizational meeting.

(c) Agenda: The organizational meeting shall be called to order by the county Democratic Executive Committee chair who shall then assume the chair. The order of business shall be as follows:

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| (1) Invocation; | (7) Election of State Committeeman; |
| (2) Pledge of Allegiance; | (8) Election of Vice Chair; |
| (3) Roll Call; | (9) Election of Secretary; |
| (4) Credentials Report; | (10) Election of Treasurer; and |
| (5) Election of Chair; | (11) Election of Any Other Officers. |
| (6) Election of State Committeewoman; | |

Section 2. Regular Meetings:

(a) Regular meetings of the D.E.C. shall be held within the first week of each month at a place designated by the Chair. The meeting shall begin at 7:30 PM and adjourn by 9:30 PM unless extended by a majority vote of the membership present. Notice of the meetings shall be sent to the members at least ten (10) days prior to the meeting (and) shall state where the meeting will be held.

(b) Upon majority vote by the membership present, future meetings may be canceled provided that the D.E.C. shall meet at least once every calendar quarter. Chair may cancel a regularly scheduled meeting in the event of an emergency or a conflict with a holiday. No more than two consecutive meetings may be canceled by the chair.

Section 3. Special Meetings:

(a) Special meetings of the D.E.C. may be called by the Chair, or by petition signed by not less than thirty (30) percent of the members of the D.E.C. to the Chair or to the State Committeeman or Committeewomen, at a place designated either by the Chair or the members petitioning for the meeting.

(b) Notice of any such meetings must be sent to all D.E.C. members no later than ten (10) days prior to the intended meeting time and shall state the time and date of such meeting, the place such meeting will be held, and the purpose of such meeting. This stated purpose shall be the only business of such special meeting.

Section 4. Proxies:

Any member of the D.E.C. who is unable to attend any meeting may execute a written proxy in accordance with the provisions of the charter and Bylaws of the Florida Democratic Party. Such proxy shall be sworn to before a notary, or, in the alternative, may be validated by two (2) registered Democrats signing as witnesses. Incomplete proxies shall be returned to the member issuing the proxy and that member shall be notified immediately by phone or facsimile that the proxy is incomplete. The holder of the proxy shall be a qualified Democrat not a member of the D.E.C. before which said proxy is presented. No person shall be permitted to hold more than one proxy.

Section 5 – Quorum:

(a) A quorum for the conduct of business at any meeting of the D.E.C. shall be thirty percent (30%) of the current membership. Proxies may not account for more than fifteen percent (15%) when computing a quorum.

(b) At the option of the Chair, the roll may be established by voice response or by signature of the member on a designated membership list which the Membership Committee shall maintain in order to report the number of members present and proxies present at each meeting if called upon to do so.

Section 6. Agenda:

(a) At all regular meetings there shall be the following agenda:

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| 1. Call to order | 7. Reports: Chair, Officers, Committee |
| 2. Pledge of allegiance to the Flag | 8. Unfinished business |
| 3. Roll call | 9. New business |
| 4. Minutes of the previous meeting | 10. Program |
| 5. Treasurer's report | 11. Motion to adjourn |
| 6. Introductions and presentations | |

(b) The agenda may be changed or waived upon a two-thirds majority vote of the D.E.C. members present and voting or at the discretion of the Chair, subject to objection by a majority of the members present and voting.

Section 7. Rules of Procedure:

The current edition of “Robert’s Rules of Order, Newly Revised” shall govern all questions of parliamentary procedure not specifically provided within these Bylaws. The D.E.C. may, by a two-thirds (2/3) vote of those present and voting, adopt special rules to organize discussion and voting on resolutions brought before the D.E.C.

Section 8. Records:

Minutes shall be kept of all meetings and shall be presented at the next meeting for approval. Copies shall be sent to the State Chair within twenty (20) days following such meeting.

ARTICLE IV – OFFICERS

Section 1. Designation and Duties:

The following officers shall be elected by the D.E.C. and shall perform the following duties:

(a) Chair:

1. Shall preside at all meetings of the D.E.C. and conduct them in accordance with the Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and the Bylaws.
2. Shall call each meeting to order only upon the appearance of a quorum, as provided by these Bylaws.
3. Shall make such committee appointments as authorized by these Bylaws, serve as ex-officio member on all committees, and, upon failure or refusal of the committee chair to do so, call a committee to meet for the conduct of its business.
4. Shall countersign all checks drawn on D.E.C. funds and require a full accounting of receipts and disbursements thereof.
5. Shall refer any questions for study, at his or her discretion, to an appropriate committee.
6. Shall be the official spokesperson for the D.E.C. and represent it whenever necessary, a duty which he or she may delegate.
7. Shall perform such other duties as are provided by Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws.

(b) Vice Chair:

1. Shall be the opposite sex of the Chair, unless filling the unexpired term of either officer.
2. Shall assist the Chair in the performance of such duties as may be requested by the Chair from time to time.
3. Shall act as Chair in the event of a vacancy in that office, with full powers as Acting Chair until such vacancy is duly filled.

4. Shall preside at all meetings of the D.E.C. in the absence of the Chair and perform such other duties as may be assigned by the Chair or prescribed by Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws.

(c) Secretary:

1. Shall keep an accurate, complete, and permanent record of all proceedings of the D.E.C.
2. Shall receive and file all correspondence, reports, voting tabulations membership rolls, attendance records, and proxies.
3. Shall mail notices of meetings and prepare copies of the minutes and other communications as requested by the Chair.

(d) Treasurer:

1. Shall be the custodian of all D.E.C. funds, receiving and depositing such funds in the manner prescribed in these Bylaws.
2. Shall disburse the funds of the D.E.C. as authorized.
3. Shall keep an accurate, complete, and permanent record of all receipts deposits, and disbursements of such D.E.C. funds, verifying such records with the Chair each month, and making such records available to any member of committee of the D.E.C. upon reasonable request submitted in writing.
4. Shall countersign with the Chair all checks drawn against D.E.C. funds.
5. Shall present a written report of all receipts, disbursements, and the balance on hand at each regular meeting of the D.E.C.
6. Shall provide, within (30) days after taking office, and maintain an adequate bond as required by law.
7. Shall perform such other duties as may be assigned by the Chair or prescribed by Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws.

Section 2. Qualifications, Elections and Terms of Office:

(a) Any candidate for election as an officer of the D.E.C. shall meet all qualifications set forth by the Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws for the position which he or she seeks.

(b) Elections of the Chair, the Vice Chair, the Secretary, and the Treasurer shall be conducted at the organizational meeting of the D.E.C. and at the first regular meeting of December two years after the organizational meeting, at which officers shall be elected by a majority vote of the D.E.C. members present and voting, or voting by proxy. Election of officers shall be conducted in accordance with the provisions of the Florida Statutes and the Charter and Bylaws of the Florida Democratic Party and shall be the first item of new business at such meeting.

(c) Terms of office shall be for two years. All officers shall be eligible to success themselves.

(d) Upon election of a successor each officer shall promptly deliver to such successor all records of the D.E.C. which such officer is responsible for.

Section 3. State Committeeman and Committeewoman:

- (a) One man and one woman shall be elected from among the elected members of the D.E.C. to serve as State Committeeman and State Committeewoman, respectively.
- (b) The election of the State Committeeman and State Committeewoman shall occur at the organizational meeting of the D.E.C. for a term of office of four (4) years, in accordance with the provisions of Florida Statutes and the Charter and Bylaws.
- (c) The State Committeeman and State Committeewoman shall be accorded all of the honor and privileges of elected officers of the D.E.C. They shall represent the D.E.C. at all scheduled meetings of the Florida Democratic Party and express the opinion and votes of the D.E.C. in all matters.

Section 4. Additional Officers:

The Following officers shall be appointed by the Chair to perform the following duties, such appointments expiring at such time as the Chair may direct but not later than the expiration of the term of the Chair who made such appointment.

- (a) Parliamentarian: Shall interpret Robert's Rules of Order (latest edition), the Charter and Bylaws of the Florida Democratic Party, and these Bylaws for the operation of meetings of the D.E.C.
- (b) Recording Secretary: Shall keep the minutes of the D.E.C. meetings when appointed and shall submit such minutes to the Secretary for inclusion in the permanent records of the D.E.C.
- (c) Sergeant at Arms: Shall encourage and maintain order at D.E.C. meetings in order to promote the productive and efficient conduct of business.

Section 5. Removal:

Any officer may be removed from office in the same manner as the removal of a D.E.C. member as outlined in Article II, Section 4, of these Bylaws.

Section 6. Vacancy:

In the event of a vacancy in an elected office, such vacancy shall be filled by majority vote of the D.E.C. members present and voting at the next regular meeting. The election of officers shall be the first item of new business at such meetings, provided that at least ten (10) days notice of such election shall be given to each member of the D.E.C.

Special Procedures for Chair vacancy:

In the event of a vacancy in the office of county Democratic Executive Committee chair, a meeting shall be held within forty-five (45) days, upon written notice to members of at least fifteen (15) days, to elect a new chair. Notice of vacancy shall be sent by certified mail to the State Chair within ten (10) days of said vacancy. In the event that a vacancy in the office of county Democratic Executive Committee chair is filled by a person of the same sex as the county Democratic Executive Committee

vice chair, or vice versa, the requirement that they be of the opposite sex shall be waived for the unexpired term.

Section 7. Leave of Absence:

Any officer of the county Democratic Executive Committee seeking the Democratic nomination for public office shall take a leave of absence from the county Democratic Executive Committee office commencing at the time of opening a campaign account for said public office and extending for the duration of the campaign. The vacancy created shall be filled by the county Democratic Executive Committee for, the interim period.

ARTICLE V – COMMITTEES

Section 1. Advisory Board:

(a) The Advisory Board shall consist of the officers of the D.E.C., the State Committeeman and State Committeewoman, and the standing and special committee chairs, vice chairs and club presidents. The Chair of the D.E.C. shall preside over all meetings of the Board.

(b) The duties of the Board shall include:

1. Defining the goals and objectives of the D.E.C. and presenting them to the members in an Annual Plan of Action no later than the first regular meeting in February of each year.
2. Being knowledgeable about these Bylaws and ensuring compliance by all members, committees, and clubs.
3. Reviewing standing and special committee plans and performance
4. Developing the annual budget for the D.E.C. no later than October of each year.
5. Performing such other duties as may be designated by the D.E.C.
6. All records kept by the Advisory Board shall be submitted to D.E.C. for approval.

Section 2. Standing Committees:

The following standing committees shall perform the duties outlined:

(a) **Program committee:** Shall plan an annual Calendar of Events and plan special programs for the meetings of the D.E.C.

(b) **Campaign Committee:** Shall develop an overall campaign plan, provide information and assistance to all Democratic candidates' campaigns, recommend to members of the D.E.C. ways and means to further these campaigns and participate in any reapportionment of Palm Beach County to advance the future election of Democrats to public office. The committee shall seek candidates to run for every partisan elected office in Palm Beach.

(c) **Young Democrats committee:** Shall be responsible for carrying out programs to increase participation by persons under forty (40) years of age in the Democratic Party in Palm Beach County and for liaison with other organizations of young people.

(d) **Membership Committee:** Shall verify the credentials of candidates for D.E.C. membership and applicants for vacant seats, review applications for membership within (30) thirty days after receipt, report to the Chair those applicants who are qualified and shall be considered at the next meeting of the D.E.C., obtain and keep custody of the written loyalty oaths of all members, provide orientation to new members of the D.E.C., maintain permanent membership records and distribute membership cards, report to the Chair any vacancies which may occur, and receive and report the number of members and proxies present at each meeting in accordance with these Bylaws.

(e) **Finance committee:** Budget and Finance Committee: Shall prepare, after consultation with the various officers and committee chairs an annual program of proposed fund raising activities, to be submitted to the D.E.C. for approval and adoption no later than December of each year, monitor the annual income and expenditures of the D.E.C., and perform such other duties as may be requested by the treasurer, who shall serve as ex-officio member of the committee. The Budget and Finance Committee shall convene with the Chair and the Treasurer at least quarterly to assure that all proper financial reports have been dully prepared and submitted to the proper authorities. Where possible, at least one member of this Committee should be knowledgeable in accounting principles.

(f) **Legislative committee:** Shall submit to the D.E.C. recommendations for the consideration of existing or proposed resolutions, ordinances, statutes, and laws pertaining to local, state, and national issues, consistent with the policies and objectives of the D.E.C., which if adopted by the D.E.C. shall be

forwarded by the Chair of the D.E.C., or by such person designated by the Chair, to all existing Legislative Committees of the Democratic Clubs in the County, to the Democratic Executive Committee of Florida, and to the proper legislators and public officials (depending upon the nature of the resolution) representing the area, and shall be responsible to report back to the D.E.C. the response received to its recommendations adopted by the D.E.C.

(g) **Voter Education and Registration committee:** Shall plan, coordinate, and conduct countywide continuing voter education and registration programs designed to reach all segments of the population and recruit new deputy registrars from among members of the D.E.C.

(h) **Ethnic & Diversity Committee:** In order to ensure equitable representation of all persons and groups regardless of political, minority, demographic, economic, gender, sexual, and geographic considerations, the committee shall acknowledge persons of foreign birth or descent, also known as ethnic communities, women, and gays, lesbians, bisexuals, and transgender people; heighten the visibility of ethnic communities, women, and gays, lesbians, bisexuals, and transgender people as core constituencies of the Democratic Party; restore and exceed the ethnic base vote in elections; ensure that the Party's message speaks to and resonates with ethnic communities, women, and gays, lesbians, bisexuals, and transgender people; and recommend actions to the Palm Beach County Democratic Party Executive Committee as appropriate.

(i) **Public Relations committee:** Shall publicize regularly the activities of the D.E.C. in local newspapers, on radio, and on television, both broadcast and cable, and publish a newsletter which shall be mailed to all D.E.C. members not less than once each calendar quarter.

(j) **Clubs and Community Relations committee:** Shall develop and maintain an informational statement of Club privileges and responsibilities, foster communication and cooperation among Democratic Clubs in Palm Beach County in joint efforts and activities, and identify issues and concerns which should be addressed jointly by the D.E.C. and by local Democratic Clubs.

(k) Rules Committee:

(1) Any D.E.C. member can file a written complaint or grievance with the Chair involving another D.E.C. member. Any written complaint or grievance filed with the Chair against a D.E.C. member shall be referred by the Chair to the Rules Committee for review and recommendation.

(2) The Rules Committee may assist the Chair with the preparation of the agenda for the D.E.C. meeting.

(l) Precinct Coordinating Committee: Shall recruit, train, and maintain a team of Precinct Workers to deliver the Party's message, to listen to their neighbors, and to assure the maximum vote for our candidates. The Precinct Coordinating Committee shall enter into a written agreement with any Democratic Club that wishes to be a Geographic Club specifying the precincts in which it will be responsible for the success of the Party's candidates.

(m) Education Committee: shall advise the D.E.C. on education issues, work with public schools and head start programs to improve the children's educational experience, and propose legislation and budget initiatives to the Legislative Committee.

Section 3. Special Committee:

(a) Special committees may be created by the Chair or by petition of not less than ten (10) percent of the members of the D.E.C., submitted in writing to the Chair or to the D.E.C. at a regular meeting. The size of such special committees shall be determined by the Chair, if they are formed at the initiative of the chair, or by a majority vote of the D.E.C., if they are formed by petition.

(b) For special committees created by petition, the Chair shall appoint not more than half of the members of such special committees and the remainder shall be elected by a majority vote of the D.E.C. Elective members of special committees may be nominated and elected at the first regular meeting after the creation of the special committee.

(c) Special committees shall have an organizational meeting called by the Chair not later than thirty (30) days after they are elected and/or appointed, at which, if created by petition, they shall elect by majority vote a chair and a vice-chair.

(d) Special committees shall make reports to the Chair as requested and the D.E.C. upon the initiative of the Chair, or by written petition of ten (10) percent of the membership of the D.E.C.

(e) Special committees may be disbanded when the Chair has determined that their function has been fulfilled, but for special committees created by petition, by a two-thirds vote of the members of the D.E.C. present and voting at a regular meeting.

Section 4. Appointments:

The Chair of the D.E.C. shall appoint all chairs and vice-chairs of the standing and special committees. The size of each committee shall be determined by the Chair in consultation with the committee chairs. The Chair shall appoint all members of standing and special committees, but may declare any of the seats on these committees, up to two-thirds of their membership, open for election by a majority vote of the D.E.C. Nothing in this subsection shall contravene any other

provision of these Bylaws which provides for an alternative method of appointment or selection of committee chairs or members.

Section 5. Term of Office:

Members of special or standing committees shall serve a term of not more than one year, commencing when elected or appointed and ending on December 31st of the year in which they are elected or appointed. Such members may be reappointed or reelected, without limit on the number of successive terms they may serve.

Section 6. Removal:

Any appointed member of a standing or special committee may be removed from a committee in the same manner as provided for the removal of a D.E.C. member as outlined in Article II, Section 4 of these Bylaws or by decision of the Chair.

Section 7. Committee Reports and Records:

(a) All standing and special committees shall make written reports to the Chair as requested and to the D.E.C. upon the initiative of the chair or the individual committee chair. Under no circumstances will a standing committee report to the D.E.C. less than twice in any calendar year.

(b) Every committee shall keep an accurate, complete, and permanent record of its proceedings, including membership attendance at all meetings of the committee. A copy of such record shall be open to the inspection of any member of the D.E.C. upon written request to the Chair.

Section 8. Campaign Coordinating Committee:

(a) For campaign coordination purposes, the county shall be divided into ten (10) to fifteen (15) zones. The number of zones and which contiguous precincts shall constitute each zone shall be determined by the Chair of the D.E.C. upon recommendation of the Precinct Coordinating Committee and with the approval of the D.E.C. The zones shall be approved biennially at the February meeting in each odd numbered year except that in 2007 the action of the Chair and the Committee shall be sufficient.

(b) Up to three leaders for each zone shall be appointed by the Chair of the DEC, upon recommendation of the Precinct Development Committee and with the approval of the D.E.C. members from that zone.

(c) The Zone Leaders shall meet regularly with the Precinct Coordinating Committee and the Campaign Planning Committee to recruit, train, and maintain a team of Precinct Workers.

(d) The Zone Leaders shall be responsible for recruiting Precinct Workers and for coordinating plans and work to organize their zones to get out the maximum vote for all Democratic candidates and those endorsed by the D.E.C.

ARTICLE VI – FINANCES

Section 1. Receipts:

All contributions and receipts from fund-raising activities as well as all other funds received by the D.E.C. as provided by law shall be deposited in a qualified banking institution in Palm Beach County designated by the Chair.

Section 2. Disbursements:

(a) All disbursements of funds belonging to the D.E.C. in excess of \$100.00 to any one payee in any calendar quarter, with the exception of hall rental, postage, etc. (normal operating expenses) shall be approved by a majority vote of the members present and voting at any D.E.C. meeting.

(b) Disbursements authorized by the D.E.C. shall be made upon the signature of the Chair and the Treasurer.

(c) The Chair of the Palm Beach County Democratic Executive Committee shall be authorized to use funds belonging to D.E.C. not to exceed \$500.00 on party business without vote of D.E.C., in any one quarter.

Section 3. Records:

(a) Audits: There shall be annual audits of the financial condition of every county Democratic Executive 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 Democratic Executive Committee. Audits shall be conducted in substantial compliance with standard accounting procedures. Copies shall be retained by the chair of each county Democratic Executive Committee for the examination of any member thereof and copies shall be furnished to the Supervisor of Elections and to the State Chair prior to April 1 of the ensuing year. The State Chair may have a qualified examiner conduct an audit of a County Democratic Executive Committee for any reason at the expense of the Florida Democratic Party.

(b) Records: All financial records of the D.E.C., including a full copy of the annual audited financial report, shall be available for examination by any member upon written request to the Chair.

Section 4. Campaign Plan:

By not later than December of every odd numbered year or as otherwise directed by the chair, the Campaign Committee in conjunction with the Budget and Finance Committee, shall prepare in writing a campaign plan detailing the expenditure of party assessment fees to be received by the D.E.C. and other income to be submitted to the D.E.C. at the first regular meeting of the following year for ratification. Upon approval by a majority of the D.E.C. members present and voting at such meeting, the Campaign Plan shall be sent by the Chair to the State Chair and to any others required by the Charter and Bylaws of the Florida Democratic Party.

ARTICLE VII – CLUBS

Section 1. Charters:

A Democratic club, organization, or caucus, which has a majority of members who are Democrats registered to vote in Palm Beach County, may submit to the Certification Committee, composed of the Chair and the State Committeeman and State Committeewoman, an application for a Charter, complying with the requirements of the charter and Bylaws of the Florida Democratic Party. After signed concurrence by two of the Certification Committee's prescribed officers, a recommendation to approve or reject the application shall be made to the members of the D.E.C. for ratification. After approval, the application for charter and other required materials shall be sent by the Chair to the State Chair and to any others required by the Charter and Bylaws of the Florida Democratic Party. The charter shall be presented to the President of the club, organization, or caucus at a regular meeting of the D.E.C.

State Bylaws and Charter Requirements are as follows:

It shall be the duty of the county Democratic Executive Committees to provide Democratic clubs with copies of the standard bylaws, applications for chartering and re-certification and procedural guidelines for same, and any other forms and information necessary for establishing and operating said club. Democratic club bylaws shall be in compliance with county Democratic Executive Committee bylaws, the Charter and Bylaws of the Florida Democratic Party, and Florida Statutes and shall include the following, unless otherwise provided herein; the antidiscrimination policies of the Florida Democratic Party, a provision prohibiting endorsement in primary elections and prohibiting the endorsement of anyone other than the Democratic nominee in general elections, a provision requiring votes by secret ballot for officers and directors only; a provision for adding amendments to the standard bylaws, a provision prohibiting proxy voting, and a provision that the quorum of any meeting of a Democratic club shall be twenty-five percent (25%) of the total membership. With the exception of the organizational meeting, the standard club bylaws shall include a forty-five (45) day membership requirement prior to a member being permitted to vote or participate in any club election for officers or board members. Prior to being chartered, prospective clubs must submit a packet that includes a copy of the completed standard bylaws, an application for a charter, and a list of officers and members to the Certification Committee, composed of the chair, state committeeman, and the state committeewoman of the Democratic Executive Committee in the county in which the club is to be chartered. Should one (1) person hold two (2) of these offices, the vice chair of the county Democratic Executive Committee shall be a member of the Certification Committee. With at least two (2) of the county Democratic Executive Committee officers signing the application, a recommendation to approve or to reject the club shall be submitted to the county Democratic Executive Committee for ratification. Upon approval, the signed application for charter and the club packet of information shall be sent by the county Democratic Executive Committee chair to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. The Committee on Clubs, Organizations, and Caucuses shall review the packet and shall recommend approval or disapproval to the State Chair. Once the State Chair approves, the Central Committee shall make the final decision. Certificates of charter for approved clubs shall be sent to the appropriate county Democratic Executive Committee chair for presentation to the club.

Section 2. Annual Assessments:

Clubs, organizations, and caucuses shall be assessed an amount annually to be paid to the D.E.C., consistent with that mandated by the Charter and Bylaws of the Florida Democratic Party.

The Florida Democratic Party Charter and Bylaws states:

In January of each year, each Democratic club chartered under the rules of the Florida Democratic Party shall pay an annual contribution based on membership as of December 31 of the preceding year to the Democratic Executive Committee in the county of charter based on the following:

Clubs with 0 to 50 members.....	\$25.00
Clubs with 51 to 100 members	50.00
Clubs with 101 to 300 members	75.00
Clubs with 301 to 500 members	100.00
Clubs with 501 to 750 members.. ..	150.00
Clubs with 751 to 1000 members	250.00
Clubs with over 1000 members	500.00

Any club chartered after January 1, 1985, will pay a contribution based on the number of members at the time of chartering which is consistent with the annual party contribution fee schedule. Eighty percent (80%) of the contribution shall remain with the county Democratic Executive Committee and twenty percent (20%) shall be remitted to the Florida Democratic Party no later than April 1 of that year.

Section 3. Charter Re-Certification:

In July of every odd-numbered year, each club must apply to the Certification Committee for charter recertification in accordance with the Charter and Bylaws of the Florida Democratic Party. Failure to obtain re-certification shall result in forfeiture of all rights and privileges of the use of the words “Democrat”, “Democratic”, or any derivative thereof.

The Charter and Bylaws of the Florida Democratic Party states:

In July of every odd numbered year, Democratic Clubs shall submit an application for a Certificate of Compliance to determine their compliance with the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, and bylaws of the county Democratic Executive Committee. Clubs shall submit applications for re-certification with a copy of their current bylaws, officers, and membership to the Certification Committee. The Certification Committee shall review the application and bylaws and shall issue a Certificate of Compliance unless it is determined the club is in violation of the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, or the bylaws of the county Democratic Executive Committee. If it is determined a club is in violation, it shall be so notified and shall have sixty (60) days from receipt of notification to correct the violations(s). If the violation(s) is not corrected by the end of the said period, the Certification Committee may recommend the revocation of the club’s charter to the county Democratic Executive Committee. In the event such recommendation is made, said club shall be so notified. Notice of revocation shall also be given to the State Chair

and to the Chair of the Committee on Clubs, Organizations, and Caucuses. Charter revocation shall result in the forfeiture of all rights and privileges of the use of the word Democrat, Democratic, or derivative thereof

Section 4. Dissolution:

Upon dissolution, a club's assets and funds, after satisfaction of debts, shall become the property of the D.E.C.

Section 5. Grievances:

Unless otherwise provided herein or in the Florida Democratic Party Charter and Bylaws, disputes and grievances involving Democratic clubs, organizations, or caucuses may be resolved by the chair, state committeeman, and state committeewoman of the county Democratic Executive Committee in the county of charter. Should one (1) person hold two (2) of these offices, the vice chair of the county Democratic Executive Committee shall also be involved in said resolution. Such resolution may be appealed to the county Democratic Executive Committee whose decision shall be final unless appealed to the Judicial Council no later than forty-five (45) days from the date of said decision.

ARTICLE VIII – AMENDMENTS

Section 1. Proposal:

All proposed amendments to these Bylaws shall be submitted in writing to all D.E.C. members by mail at least twenty-five (25) days before a regular meeting, at which the proposed amendments may then be read and acted upon.

Section 2. Adoption:

A vote of three-fifths of the members present and voting at a regular meeting shall be required to adopt any proposed amendment to these Bylaws.