

# **BY-LAWS OF THE LA CROSSE COUNTY DEMOCRATIC PARTY**

## **ARTICLE I – EXECUTIVE BOARD**

**SECTION 1** - A quorum for Executive Board meetings shall consist of one-half of its total membership at any particular time.

**SECTION 2** - All meetings of the Executive Board, and all official party committees, commissions and bodies shall be open to all members and invited guests with the exception of closed sessions on matters of personnel, campaign and party strategy and finance.

**SECTION 3** - Hereinafter any reference to a singular officer may also apply to co-officers where applicable.

**SECTION 4** - Those appointments made by the Chair which are subject to the approval of the Executive Board shall serve at the pleasure of the Chair until removed by a majority vote of the Executive Board or until a successor is appointed, whichever shall occur first.

**SECTION 5** - The time and place of Executive Board meetings shall be set by the Chair unless previously set by the Executive Board itself.

**SECTION 6** - Rules regarding information on members and contributors of the La Crosse County Democratic Party (hereinafter "LCDP") shall be as follows:

- a) A list of party officers shall be available to anyone on request, and
- b) Other lists shall only be available to requesters under policies established by the state executive committee within guidelines set by the State Administrative Committee of the Democratic Party of Wisconsin (hereinafter "DPW") and Article I, Section 6 (d-f) of the by-laws of the DPW. Such guidelines shall be on file and available for review through the LCDP.

**SECTION 7** - The Chair is the sole spokesperson of the Executive Board and the LCDP. No other Executive Board member may make any commitments with regard to the Executive Board or the LCDP without approval of the Executive Board.

**SECTION 8** - Residence for purposes of serving on the Executive Board shall be defined as a member in good standing of the LCDP for a period of three months or more. If a question of seating a member on the Executive Board occurs at any time, it shall be settled by a majority vote of the Executive Board.

**SECTION 9** - Minutes of all Executive Board meetings shall be distributed no later than 21 days after said meeting to all Executive Board members.

**SECTION 10** - The Executive Board may upon the motion of any of its members vote to award a stipend to the Chair as compensation for time spent attending to LCDP business.

## **ARTICLE II – OFFICER’S DUTIES**

**SECTION 1** - The Chair shall preside at all regular and Executive Board meetings, set the agenda, provide written notification to all party members of the date, time and location of all LCDP meetings, enforce the observance of the Constitution and By-Laws, decide all questions of order, offer for consideration all motions regularly made, call all meetings, and perform such duties as the office may require. The Chair shall have a copy of the State/Local Constitutions and By-Laws available at all meetings. Only the Chair may make and/or authorize distribution of copies of the LCDP membership list.

**SECTION 2** - The Vice Chair shall act as Chair in case the Chair resigns or is absent. In the temporary absence of the Vice Chair, an executive board member, as designated by the Chair, shall act as Chair. The Vice Chair or a member appointed by the Chair shall serve as Parliamentarian and Constitution/By-Laws reference source at all meetings.

**SECTION 3** - The Secretary shall keep accurate minutes of all regular, Executive Board and special meetings, act as custodian for all documents and records as designated by the Chair or the Executive Board, and have access to the LCDP membership list and keep current all names, addresses, phone numbers and email addresses of all current party members.

**SECTION 4** - The Treasurer shall have charge of and shall receive all money belonging to the LCDP, keep an account of all dues and receipts and expenditures, and shall deposit all money in the bank designated by the organization. He/She shall write all checks in payment of bills ordered paid by the Executive Board. The Treasurer shall be permitted to keep a copy of the current LCDP membership list as updated by the Secretary and furnished to him/her by the Chair/DPW. The Treasurer, with prior Executive Board approval, shall be permitted to avail himself/herself of current and future financial conveniences. All checks shall be issued only by the Treasurer or Chair and for such expenditures as have been authorized by the Executive Board or general membership. He/She shall make a written report of the state of the treasury at each meeting and endorse the date the report was prepared on the report. The Treasurer shall be responsible for any financial reports required by government agencies or Democratic organizations.

## **ARTICLE III - FINANCES**

**SECTION 1** - At the end of each calendar year, or upon the resignation of the current treasurer, the Chair shall appoint a three person review committee to review the financial records of the party. This review committee shall submit a written report to the Executive Board prior to the February Executive Board meeting. The members of this review committee shall not be Executive Board members.

**SECTION 2** - No expenditure shall be reimbursed to party officers, party members, or vendors without the presentation of itemized vouchers and the approval of the Executive Board. Such vouchers will be honored only if submitted no later than three months after the expenditure has been incurred. The Chair may, without the consent of the full Executive Board, approve reasonable operating expenditures in an amount up to \$100.00 and such invoices be presented to the full Executive Board at the next regularly scheduled meeting. LCDP members are encouraged to absorb any expenses they can, but reimbursement for attendance at out of town meetings authorized by the Executive Board shall be allowed as follows:

- a) Any registration fee required to be paid for meeting attendance; and
- b) Any other expense deemed necessary by a majority vote of the Executive Board.

**SECTION 3** - All expenses for all committees must be approved and paid for by the Executive Board. Any funds raised by a committee must be turned in to the Treasurer.

## **ARTICLE IV – MEMBERSHIP AND DUES**

**SECTION 1** - Membership dues for the LCDP shall be as designated by the DPW and the membership shall be informed by the Executive Board by September 1 of each year or as soon as notice is given of an increase in dues.

**SECTION 2** - Residence for purposes of membership shall be defined as that required for voting in state elections. Individuals who reside in Wisconsin counties contiguous to La Crosse County and who are not members in any other county, shall also be eligible for membership in the LCDP provided they meet all other membership requirements and the provisions contained in the by-laws of the DPW, which shall govern this issue. Such by-law reads in relevant portion "such an arrangement shall be in writing between the chairperson of the two counties, and a copy of the agreement shall be filed with state headquarters. No person shall be a member of more than one county unit".

**SECTION 3** - If a member changes residence from one county to another, membership may be transferred to the unit of the new residence without further payment of dues by applying in writing to the state party headquarters which shall then notify both the new and the old unit of the change. The old unit will retain its share of the membership dues. The change of residency is effective on the date the application is received by the state party headquarters.

## **ARTICLE V- AMENDMENTS**

**SECTION 1** - Any proposed amendment to the LCDP by-laws can be introduced onto the floor at any regular meeting of the LCDP with a written version being provided to the Chair. Upon such introduction and seconding, said proposed amendment shall be referred to the Executive Board for recommendation before being considered by the general membership. The proposed amendment must be reported back to the general membership for a vote within four months of having first been introduced.

**SECTION 2** - Proposed amendments shall be submitted in writing to all members at least 10 days in advance of the regular meeting at which the vote will be taken.

**SECTION 3** - Amendments to the by-laws shall require two readings and the affirmative vote of a majority of the members present at the meeting called for that purpose. Notice of the meeting shall follow the same requirements as an election meeting.

## **ARTICLE VI - ELECTIONS**

**SECTION 1** - At the regular meeting of the LCDP held in September, the Chair shall appoint a nominating committee of three members. The said nominating committee shall ask each prospective nominee whether he/she would be willing to serve and if so, report the names of the nominees at the regular October meeting. Prior to the October meeting all members shall be notified in writing that nominations will take place at the October meeting. Additional nominations can be made from the floor at the regular October meeting. All candidates whether nominated or write-in shall be allowed to make a statement to the membership prior to balloting at the November meeting. No further nominations shall be made thereafter and balloting upon the nominees shall take place at the November meeting. No nominations may be made from the floor at the November meeting. Nomination must have prior consent of the nominee. Failure to obtain prior consent shall invalidate the election of a person so nominated.

**SECTION 2** - If there is more than one candidate for an office, the Secretary shall prepare ballots, and election shall be by secret ballot. Only one ballot shall be prepared where all nominated candidates for the Executive Board will be listed. A person may be nominated for only one position on the ballot. A committee of three to tally the votes will be appointed by the Chair and approved by majority by those in attendance at the November regular meeting.

**SECTION 3** - All elections of officers shall be determined by a majority of all votes cast. If necessary, runoff contests shall be held eliminating the candidate with the least votes until a majority for a candidate results. If a two person election results in a tie, a coin flip or drawing of lots shall determine the majority.

**SECTION 4** - In regard to the election of the at-large members of the Executive Board, the five candidates receiving the highest number of votes cast shall be elected to the Executive Board. In the event that there shall be a tie vote for the last position being filled in such election, run-off

elections shall be held until a candidate receives a plurality. If only two people, appearing alone on the ballot, tie for the last position, a coin flip or drawing of lots shall determine the election.

**SECTION 5** - In the event a vacancy occurs in any elected office except Chair, the Executive Board shall appoint a person to fill the unexpired term, subject to the approval of the members at the next meeting of the organization. In the event the members reject the Executive Board's choice, the members can place in nomination any member in good standing and a vote shall be held by the members in good standing at the same meeting of the organization. In case the members select three or more candidates, the one candidate receiving the highest number of votes cast shall be elected to the Executive Board. In the event of a tie, a coin flip or drawing of lots shall determine the election.

**SECTION 6** - In the event a vacancy occurs in the Chair, the Vice Chair shall serve as Chair for the remainder of the year.

**SECTION 7** - All Executive Board members shall be current members of the LCDP and shall vacate such office immediately upon loss or termination of party membership.

**SECTION 8** - The term of office shall be one year and officers and Executive Board members shall assume office at the January Executive Board meeting after the election.

**SECTION 9** - In case of dispute, objections raised or appeals must be properly made at the meeting at which the violation occurs, and a written protest must be submitted to each member of the Executive Board within 10 days of the election. Only a defeated candidate for party office may challenge the election. Such challenge must be filed in writing with the LCDP and a copy sent to the person being challenged within 10 days of the election. The challenge must state the reason the election is being challenged. The Executive Board at its next regular meeting must consider such challenge.

## **ARTICLE VII – REGULAR MEETINGS**

**SECTION 1** - Members shall be given written notice of meetings. Notice shall be mailed or electronically provided to each member at least three days prior to the meeting. The meeting time shall be set by a majority vote unless discretion is granted to the Chair by the same vote.

**SECTION 2** - Regularly scheduled meetings for which notice has been sent shall not be cancelled by the Chair without consent of the Executive Board.

**SECTION 3** - The time and place for all meetings of the LCDP shall be publicized fully and in such manner as to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all LCDP members and large enough to accommodate all interested persons.

**SECTION 4** - Robert's Rules of Order shall be used unless other rules have been adopted by a majority vote. Voice vote, show of hands, division of the house, or secret ballot shall decide

questions. Any one of these may be demanded by a member. New business shall be in order at every business meeting.

**SECTION 5** - There shall be an agenda provided at all meetings and the Chair shall conduct the meeting according to the terms of the agenda, if possible.

**SECTION 6** - A quorum shall consist of 10 members.

**SECTION 7** - Any proposed resolution can be introduced onto the floor at any regular meeting by a member of the LCDP with a written version being provided to the Chair. Upon such introduction and seconding, said proposed resolution shall be referred to the Executive Board for recommendation before being considered by the general membership. The proposed resolution must be reported back to the general membership for a vote within four months of having been first introduced.

**SECTION 8** - Such resolutions shall be one hundred words or less in length.

#### **ARTICLE VIII - COMMITTEES**

**SECTION 1** - The Chair shall appoint an Executive Board member as convener of all permanent committees.

**SECTION 2** - The convener of any ad-hoc committee shall be appointed by the LCDP Chair and need not be an Executive Board member, but simply a party member in good standing.

#### **ARTICLE IX – OPEN PARTICIPATION**

**SECTION 1** - All public meetings at all levels of the LCDP are open to all members of the DPW.

**SECTION 2** - No test of membership in, or any oaths of loyalty to, the DPW or the LCDP shall be required or used that has the effect of requiring prospective or current members of the DPW or the LCDP to acquiesce in, condone, or support discrimination on any basis.

**SECTION 3** - The LCDP on all levels shall support the broadest possible voter registration without discrimination on any basis

**SECTION 4** - The LCDP shall publicize fully and in such manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of the LCDP Executive Board and representatives on all levels. Publication of these procedures shall be done in such fashion that all prospective and current members of the LCDP will be fully and

adequately informed of the pertinent procedures in time to participate in each selection procedure of the LCDP.

**SECTION 5** - It shall be the duty of the Chair and all other party officers and Executive Board members by affirmative steps to encourage young people, women, and minority groups to seek election as delegates to party conventions and as members of the LCDP in reasonable relationship to their presence in La Crosse County and the 3rd Congressional District.

**SECTION 6** - In the selection of delegates to any convention or members of any committee of the LCDP, there shall be insofar as possible equal representation of the sexes.

## **ARTICLE X – ENDORSEMENT OF CANDIDATES**

**SECTION 1** - No endorsement of primary candidates for any partisan or non-partisan political office will be made by this organization, the Chair or other spokespersons, unless approval is granted by the DPW Administrative Committee.

**SECTION 2** - Section 1 of this Article shall not be construed as prohibiting officers and members from being active as individuals on behalf of a primary candidate for any partisan or non-partisan political office.

**SECTION 3** - No Executive Board member or designated spokesperson may publicly endorse a non-Democrat for any partisan election.

**SECTION 4** - The Executive Board shall determine a course of action with regard to violations of this article.

**SECTION 5** - Any Executive Board member who declares his/her candidacy for a partisan political office shall be required to take a leave of absence from the Executive Board for the duration of time that he/she remains a candidate.

## **ARTICLE XI – NATIONAL CONVENTION DELEGATES**

**SECTION 1** - National Convention delegates shall be selected in accordance with the rules of the Democratic National Committee, the DPW, and the 3<sup>rd</sup> Congressional District.

Amended at General Meeting on July 17, 2017

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Susan Goeldner, Co-Chair

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J.D. Wine, Co-Chair

Copy to DPW on August 17, 2017 by Diane Oldani Wulf, LCDP Treasurer