

# **Bonneville County Democratic Central Committee Bylaws**

## **[Adopted February 20, 2018]**

### **Preamble**

We, the Bonneville County Democratic Party Central Committee, are committed to the stewardship of a democratic society. Our actions are based on our faith in the people to create a government that serves them in a fair and equitable manner. By acting for people now, we serve the future.

### **Article I: Name, Purpose, and Authority**

#### **Section 1. Name**

The name of this organization shall be the Bonneville County Democratic Central Committee (hereafter referred to as the "Central Committee"). The Central Committee is affiliated with the Idaho State Democratic Party.

#### **Section 2. Function**

The function of the Central Committee is to act as a governing body for any and all members of the Idaho State Democratic Party who are residents of Bonneville County (hereafter referred to as "Bonneville Democrats"). The Idaho State Democratic Party is a political party as defined in Idaho Code 34-501 (1).

#### **Section 3. Goal**

The goal of the Bonneville County Democratic Party Central Committee is to promote the solving of community problems through honest, open dialogue that creates workable, equitable solutions.

#### **Section 4. Mission**

The mission of the Central Committee is to act in collaboration with diverse community organizations to promote the general welfare. As a part of the process of carrying out this mission, the Central Committee will seek out and help to elect candidates for public office who are committed to protecting and promoting the rights of the people and achieving workable, equitable solutions to problems.

#### **Section 5. Authority**

The Central Committee is organized and governed pursuant to the Idaho State Democratic Party Central Committee Bylaws (hereafter referred to as the "Idaho Democratic Party Bylaws") and to Idaho Code 34-502. The Central Committee

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shall act consistently with local, state and federal law and the Idaho Democratic Party Bylaws.

### **Article II: Affirmative Action**

The Central Committee shall ensure the widest and fairest representation of its members in its organization and activities. All rules shall be adopted by procedures that assure the fair and open participation of all interested people. Discrimination in the conduct of Party affairs on the basis of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability is prohibited. All Party meetings shall be open to the public unless otherwise restricted under Article III, Section 7B of these Bylaws.

### **Article III: Central Committee**

#### **Section 1. Membership**

A. The Central Committee shall include the Precinct Captains (See Article IV, Section 1 of these Bylaws.) representing the precincts within Bonneville County and the County Chair and Officers elected by the Precinct Captains.

B. The Legislative District Chair of each legislative district wholly or partly within the County shall also serve as a voting member of the Central Committee.

C. The non-voting members of the Central Committee shall be the Legislative District Vice-Chairs, Precinct Vice-Captains, and ex officio members and committee chairmen.

D. Legislative District Vice-Chairs shall, without a formal proxy, automatically exercise the right to vote as acting Legislative District Chairs of their legislative district at any regular or special meeting of the Central Committee if the Legislative District Chair is absent from that meeting.

E. Ex officio members are the Democratic members of the Idaho State Legislature representing districts entirely or partly in Bonneville County and Democrats who hold elected county office in Bonneville County.

F. The non-voting members of the Central Committee shall have all rights and duties of members except the right to vote on any items lawfully presented to the Central Committee for a vote.

G. Standing as a non-voting member within the meaning of this subsection shall not preclude a person from voting if they otherwise qualify as a voting member, nor shall it preclude them from casting a valid proxy vote of a voting member as provided in Section 5 of this Article.

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### **Section 2. Duties of Central Committee Members**

The Central Committee members shall attend meetings and activities of the Central Committee.

### **Section 3. Meetings**

#### **A. Regular Meetings**

1. The Central Committee shall meet at least nine times a year, at a time and place designated by the County Chair or Acting County Chair.
2. No more than one regular meeting shall be held in a calendar month.
3. A minimum of ten days notice shall be given of all regular meetings of the Central Committee.
4. The Central Committee shall also meet eight or more days after, but within ten days following the state primary elections pursuant to Idaho Code 34-502, which meeting shall be the Organizational Meeting of the Central Committee.

#### **B. Special Meetings**

1. A special meeting of the Central Committee may be called at any time upon written notice to all members of the Central Committee by the County Chair, Acting County Chair, or a quorum of the Central Committee.
2. Such meeting must be held within ten days after such meeting has been called.
3. Such notice must state the reason(s) for the special meeting in the notice.

#### **C. Failure to call a meeting.**

1. If the County Chair or Acting Chair fails to hold a meeting at the request of a quorum of the Central Committee, three members of the Executive Committee may call such a meeting within three days of the Central Committee members' request.

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2. Notice of the meeting must be sent to all members of the Central Committee and must state the reason(s) for the special meeting.

D. Notification of Meetings

1. Notification under this section shall consist of written notices delivered directly or by the U.S. Postal Service. Electronic communications shall constitute written notification when they are sent to the electronic address provided by the Central Committee member for that purpose.

**Section 4. Voting Procedures**

A. Only members of the Central Committee, those possessing valid proxies for a member, Precinct Vice-Captains acting in the absence of Precinct Captains, and Legislative District Vice-Chairs acting in the absence of Legislative District Chairs are eligible to vote at Central Committee meetings.

B. The County Chair, Acting County Chair, or designated presiding officer shall not vote except in the event of a tie.

C. Each member shall have one vote regardless of the number of offices they hold.

**Section 5. Proxies**

A. Any voting member of the Central Committee who is unable to attend and is not automatically represented by their vice-precinct captain may vote by proxy at any meeting of the Central Committee provided that:

1. Such proxy shall be in writing and signed by the voting member giving the proxy.

2. Such proxy shall specifically refer to the meeting by date and to the name of the person to whom the proxy is given.

B. A person voting a proxy for a voting member of the Central Committee must reside in the same precinct as the Central Committee member for whom the vote is cast.

C. No person attending any Central Committee meeting shall have more than one proxy vote.

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### **Section 6. Quorum**

- A. A quorum consists of twenty percent or one fifth of the voting membership of the Central Committee. For determining membership, each person shall count as one member, regardless of the number of offices held.
- B. For a meeting of the Central Committee to proceed there must be a quorum.
- C. Any vacancies in the position of Precinct Captains, Legislative District Chairs, or the County Chair shall not be counted in determining the requisite number for a quorum.

### **Section 7. Executive Session**

- A. The Central Committee, and any of its committees or subcommittees, shall have the power to go into executive session upon approval of the majority of members present. The committee shall designate who shall stay for the executive session.
- B. It is the policy of the Central Committee that all meetings of the Central Committee, and of its committees and subcommittees, should be open to the public, except for reasons substantially similar to those enumerated in the Idaho Open Meeting Law, Idaho Code 67-2345, or for meetings concerning specific candidates or campaigns

## **Article IV: Precinct Captains and Precinct Vice-Captains**

### **Section 1. Definition**

The officers filling the office of "Precinct Committeeman" as outlined in Idaho Code 34-624 shall be referred to in this document as "Precinct Captains" and all such references are to be understood as in accordance with the Idaho Code.

### **Section 2. Candidacy**

Any member of the Idaho State Democratic Party who is eligible in accordance with Idaho Code 34-624 may seek office as a Precinct Captain. Procedures for declaring candidacy are outlined in Idaho Code 34-624.

### **Section 3. Term**

The term of office for all Precinct Captains shall be from the eighth day following the primary election until the eighth day following the next succeeding primary election, or as outlined in Idaho Code 34-624.

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### **Section 4. Vacancies**

- A. In the event of a vacancy in the position of Precinct Captain, any member of the Central Committee may nominate at the next regular or special meeting of the Central Committee any member of the Idaho State Democratic Party who is eligible in accordance with Section 2, above.
  
- B. Such nomination requires the second of another member of the Central Committee.
  
- C. Upon a vote of a majority of all voting members present, including valid proxies, the nominee shall be elected and shall serve as Precinct Captain for the remainder of the term as outlined in Section 3, above.

### **Section 5. Duties**

Precinct Captains shall perform duties as are listed below:

- A. Attend meetings and activities of the Central Committee.
  
- B. Analyze the precinct they represent in order to be familiar with the demographics, voting patterns, and elections in the precinct.
  
- C. Assist the Campaign Committee in recruiting potential candidates and in implementing campaign plans developed by the Campaign Committee.
  
- D. Coordinate and cooperate with Democratic candidates on the ballot in their precinct as said candidates make contact with voters.

### **Section 6. Precinct Vice-Captains**

- A. Any member of the Idaho State Democratic Party who is eligible in accordance with Section 2, above, may be selected as the Precinct Vice-Captain for their precinct. Precinct Vice-Captains are nominated by their Precinct Captains and upon a vote of a majority of all voting members present, including valid proxies, shall be approved as and shall serve as Precinct Vice-Captain. If a Precinct Captain fails to nominate a Precinct Vice-Captain after three consecutive Central Committee meetings, the County Chair may nominate a Precinct Vice-Captain for selection as described above.
  
- B. A Precinct Vice-Captain shall have the right to vote at any regular or special meeting of the Central Committee in the event the Precinct Captain for that precinct is absent from such meeting, without the need to obtain a proxy.

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C. The Precinct Vice-Captain shall serve the same term as defined for Precinct Captain.

### **Article V: Officers**

#### **Section 1. Officers**

The officers of the Central Committee shall be the County Chair, County Vice-Chair, Treasurer, Secretary, County State Committeeman, and County State Committeewoman.

#### **Section 2. Eligibility**

Any member of the Idaho State Democratic Party who is eighteen years of age and is a resident of Bonneville County shall be eligible to hold any of the Central Committee offices.

#### **Section 3. Nomination**

A. Any voting member of the Central committee may nominate a resident of Bonneville County who is a member of the Idaho State Democratic Party for any of the offices of the Central Committee.

B. Such nominations require the second of another voting member of the Central Committee.

C. Each officer shall be elected by a majority vote of all voting members present, including valid proxies.

#### **Section 4. Election of Officers**

The Central Committee, at the Organizational Meeting held in accordance with Article III, Section 3 A 4, shall elect the officers of the Central Committee. They shall elect a Chair, Vice-Chair, a Secretary, a Treasurer, a State Committeeman, and a State Committeewoman. These officers shall hold office at the pleasure of the Central Committee as voting members until their successors are elected. The Chair or Acting Chair may only vote in case of a tie. See Article III, Section 4 B, of these Bylaws.

#### **Section 5. Term of Office**

The term of office for each of the Central Committee officers shall be from their election until the conclusion of the elections of the following Organizational Meeting as required and described in Article 4, Section 3, above.

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### **Section 6. Vacancies.**

A. In the event of a vacancy in any of the offices of the Central Committee, the nomination and election of a successor to fill such vacancies shall take place at the next regular or special meeting of the Central Committee in the same manner in which officers are nominated and elected at the organizational meeting.

B. In the case of the resignation, death, or other vacancy by a County Chair, the County Vice-Chair shall have thirty days in which to call an election of a new Chair to serve for the balance of the unexpired term. If the Vice-Chair fails to complete the election or if the Central Committee does not have a Vice-Chair, the Idaho Democratic Party Chair shall call an election in accordance with the Idaho Democratic Party Bylaws.

C. In the event of a vacancy in the position of County Chair, the County Vice-Chair shall serve as the Acting County Chair until the new Chair is elected.

### **Section 7. Removals**

A. A motion for removal may be submitted by a voting member who can show just cause for removal. The motion must be seconded by another voting member of the Central Committee. The submission of a motion for removal must occur at a regular or special meeting of the Central Committee.

B. The removal motion must be listed as an item of business in the notice of an agenda for that next regular meeting sent to all members of the Central Committee and must be voted upon at the next regular meeting of the Central Committee. Removal of an officer shall take place upon a majority vote of the voting members present including valid proxies.

C. In the event the removal motion calls for the removal of the County Chair, the Vice-Chair shall conduct the voting procedure on the removal motion or shall designate a presiding officer from amongst the members of the Central Committee to conduct such voting procedure.

### **Section 8. Duties of the Officers of the Central Committee**

A. County Chair:

1. The Chair shall attend Central Committee meetings and preside at meetings of the Central Committee and meetings of the Executive Committee.



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2. If the County Chair must be absent from any of these meetings, the Chair shall designate the County Vice-Chair as the presiding officer; or in the event of the absence of the County Vice-Chair or a vacancy in that office, the County Chair may designate a presiding officer from among the Central Committee officers or Legislative District Chairs.
3. The Chair shall appoint the chairs of all standing committees and special committees as provided in Article VI of these Bylaws.
4. The Chair shall submit to the Central Committee the annual budget and a two-year financial projection as proposed by the Budget and Finance Committee. The Central Committee may approve or amend the budget or return it to the Budget and Finance Committee for revision.
5. Unless otherwise stipulated in these Bylaws, the Chair shall act as principal spokesperson and representative for the Central Committee in all relationships and communications with the public, the media, the Idaho Democratic Party, constituent organizations, and other third parties. In doing so, the Chair shall endeavor, to the greatest extent possible under any given circumstances, to seek the advice and consent of the Campaign Committee and/or the Central Committee prior to generating or disseminating press releases, messaging, or advertisements for the Bonneville County Democratic Party.
6. The Chair shall appoint a committee of no fewer than three people, at least once each calendar year, to conduct either a review, or a full and complete audit, of the financial records. Upon completion of the review or audit, this committee will submit a report of its findings to the Central Committee.
7. Pursuant to Idaho Code 34-502, the County Chair shall on or before February 1 of each year in which a general election is to be held, and at such other times changes occur, certify to the County Clerk the names and address of the Precinct Captains on the Central Committee.
8. The Chair shall serve as a voting member of the Campaign Committee.
9. The Chair shall serve as a non-voting member of all other standing committees as listed under Article VI, Section 2, of these Bylaws.
10. The Chair shall delegate appropriate tasks to the chairs of the various standing committees as issues arise.
11. The Chair shall perform any other duties as deemed necessary and lawfully consistent with these Bylaws and the Bylaws of the Idaho

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Democratic Party for effective management of the Bonneville County Democratic Party.

### **B. Vice-Chair**

1. The Vice-Chair shall attend Central Committee and Executive Committee meetings.
2. The Vice-Chair shall perform the duties of the County Chair as Acting Chair in the event of the vacancy in the office of the County Chair until such time as a new County Chair is elected.
3. The Vice-Chair shall perform any and all such lawful duties as may be delegated by the County Chair or the Central Committee consistent with these Bylaws and the Idaho Democratic Party Bylaws.

### **C. Treasurer**

1. The Treasurer shall attend Central Committee and Executive Committee meetings.
2. The Treasurer is the custodian of any funds and property acquired by the Central Committee.
3. The Treasurer will also receive and be responsible for any monies of the Central Committee.
4. The Treasurer shall maintain financial accounts in accordance with procedures approved by the Central Committee.
5. The Treasurer shall maintain accurate records pertaining to the finances of the Central Committee.
6. The Treasurer shall pay any legal obligation as directed and approved by the County Chair or the Central Committee and keep accurate records of expenses.
7. The Treasurer shall assist the Budget and Finance Committee in compiling and reviewing the annual budget.
8. The Treasurer shall prepare all financial disclosure or "Sunshine" reports on behalf of the Central Committee as required by state and local laws.

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9. The Treasurer shall keep all records a minimum of seven years, or as designated by Federal, State or Local laws.

10. The Treasurer shall make a full and complete financial report to the Central Committee of any and all income and expenditures not less than once every other regular meeting. If the treasurer cannot attend a meeting at which a report is to be made, they must submit a written report to the County Chair to be read at the meeting.

11. At the option of the Central Committee, the Treasurer may be bonded in an amount determined by the Central Committee. The cost of such bond shall be borne by the Central Committee.

### **D. Secretary**

1. The Secretary shall attend Central Committee and Executive Committee meetings.

2. The Secretary shall record the minutes of the meetings of the Central Committee and the Executive Committee. If the Secretary is unable to attend a meeting, they should inform the County Chair in advance and designate a member of such committee to record the minutes. In the absence of such designation, the Chair will direct a member to act as Secretary for the purposes of the meeting.

3. The Secretary shall prepare and distribute to all members of the Central Committee, and the Executive Committee, the notice of meetings and the agenda for meetings of the Central Committee and the Executive Committee respectively, unless otherwise directed by the County Chair, the Central Committee, or the Executive Committee. The proposed agenda for Central Committee meetings shall be distributed to members of the Central Committee at least three days before the meeting.

4. The Secretary shall keep all records and minutes of the County Central Committee, and retain them for at least seven years or as designated by Federal, State or Local laws.

5. The Secretary shall keep copies of all policies and procedures of the Central Committee in accordance with Article VII. The Secretary shall make a copy of said documents available for review at the request of the members of the Central Committee and/or the Executive Committee.

### **E. State Committeeman and State Committeewoman**

1. The State Committeeman and the State Committeewoman shall attend meetings and activities of the Central Committee.

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2. The State Committeeman and the State Committeewoman shall act as liaison between State Central Committee and County Central Committee.
3. The State Committeeman and the State Committeewoman shall work closely with the Idaho Democratic Party to improve and strengthen the county organization.

**Article VI: Committees**

**Section 1. Executive Committee**

A. Membership

The Bonneville County Democratic Executive Committee (“Executive Committee”) shall consist of the County Chair, the County Vice-Chair, the Treasurer, Secretary, the County State Committeeman, County State Committeewoman, the Legislative District Chairs for Legislative Districts located in whole or in part in Bonneville County and the ex officio members as described in Article III, Section 1E of these bylaws. The ex officio members shall be non-voting members of the Executive Committee.

B. Meetings

1. The Executive Committee may meet at any time at the request of the County Chair or Acting County Chair. The Executive Committee may act for the Central Committee prior to any regular or special meeting of the Central Committee provided that any actions taken by the Executive Committee on behalf of the Central Committee prior to any regular or special meeting of the Central Committee shall be subject to the approval of the Central Committee at its next regular or special meeting.
2. The Central Committee may authorize the Executive Committee to meet in place of the next regular meeting of the Central Committee provided that any action taken by the Executive Committee at such meeting shall be subject to the approval on the Central Committee at its next regular or special meeting.
3. Legislative District Vice-Chairs shall exercise the right to act for and vote as acting Legislative District Chairs of their legislative district without the need to obtain a proxy at any meeting of the Executive Committee if the Legislative District Chair is absent from that meeting.

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## **Section 2. Other Committees**

### **A. Standing Committees**

There shall be six standing committees of the Central Committee: the Rules and Bylaws Committee, the Finance and Budget Committee, the Activities Committee, the Campaign Committee, the Growth Committee, and the Technology Committee.

### **B. Duties of Standing Committees**

#### **1. Rules and Bylaws Committee**

a. The Rules and Bylaws Committee shall review these Bylaws and recommend to the Central Committee the adoption of amendments and revisions to these Bylaws as appropriate.

b. The Rules and Bylaws Committee shall review delegate selection rules of the Idaho Democratic Party or the National Democratic Party as they apply to or affect Bonneville County and submit a report on these rules to the Central Committee.

c. The Rules and Bylaws Committee shall review any local, state, and national laws or ordinances as they affect elections and to make recommendations as authorized by the Central Committee to the appropriate local, state or federal government official or agency relating to those election laws or ordinances.

d. The Rules and Bylaws Committee shall communicate with Democratic candidates on the ballot in Bonneville County or their campaigns regarding any concerns or problems regarding local, state, or federal law or ordinance or rules of the Idaho Democratic Party or the National Democratic Party.

e. The Rules and Bylaws Committee shall nominate from among the members of the Rules and Bylaws Committee, subject to the approval of the Central Committee, one or more representatives to represent the Central Committee on the Rules and Bylaws Committee of the Idaho Democratic Party.

f. The Rules and Bylaws Committee shall coordinate and implement in Bonneville County the objectives of Affirmative Action policies and requirements of the Idaho Democratic Party.

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### **2. Budget and Finance Committee**

- a. Budget and Finance Committee shall propose methods of fund raising on behalf of the Central Committee.
- b. Budget and Finance Committee shall review periodically the financial records of the Central Committee kept by the Treasurer, the County Chair, or the Central Committee.
- c. Budget and Finance Committee shall prepare and submit to the County Chair and the Central Committee an annual budget. The Central Committee is responsible to approve the annual budget and to adjust the budget as circumstances warrant.
- d. The Budget and Finance Committee shall submit to the County Chair and the Central Committee a two-year projected budget. This projection is to provide a guideline of revenue goals and expenditures required to promote and achieve the mission and goals of the Bonneville Democratic Party.
- e. Budget and Finance Committee shall implement and oversee the Bonneville County Democratic pledge fund or other similar funds.

### **3. Activities Committee**

- a. The Activities Committee shall, in conjunction with the Central Committee, plan, coordinate, and publicize events, including fundraisers, and social events-
- b. The Activities Committee shall plan, coordinate, and publicize events by and for candidates for local, state, or national office.
- c. The Activities Committee shall approve, print for the Central Committee, and post online a yearly and monthly planning schedule showing dates of events and meetings related to the activities and/or goals of the Bonneville County Democratic Party.

### **4. Campaign Committee**

- a. The Campaign Committee shall, as needed, seek assistance and counsel of the State Candidate Recruitment Committee guidelines.
- b. The Campaign Committee shall identify people who are residents of Bonneville County who may be qualified to run as Democrats for any county or state office, to encourage such people

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to run, and to coordinate the assistance that may be provided to the candidates by the Central Committee.

c. The Campaign Committee shall identify people who may be qualified to manage, coordinate, or otherwise assist the campaigns of Democratic candidates on the ballot in Bonneville County and encourage such people to be involved.

d. The Campaign Committee shall provide or coordinate training opportunities regarding communications, including such things as assistance with editing, coordinating media contacts, and facilitating advertising and publicity for potential candidates and campaign personnel.

e. The Campaign Committee shall advise and counsel the Executive Committee on the use and distribution of campaign funds and assist candidates to raise funds.

f. The Campaign Committee shall generate and coordinate publicity, media messaging, press releases, and advertising for the Bonneville County Democratic Party.

g. The Campaign Committee shall, in conjunction with the Central Committee and the Technology Committee, establish protocols for the posting of articles, editorials, etc. on the Internet.

h. The Campaign Committee shall seek and submit to the Technology Committee for posting on the website and social media sites articles, editorials, and Internet links relevant to the mission and goals of the Bonneville County Democratic Party.

### **5. Technology Committee**

a. The Technology Committee shall plan, coordinate, and implement technological solutions to satisfy Central Committee requirements where appropriate.

b. Obtain and operate website services, telephone services, networking systems and other technologies as needed for the Central Committee's mission and the activities of the various standing committees.

c. The Technology Committee shall advise the Central Committee regarding potential technological capabilities that may enhance the activities of the various standing committees and the achievement of the mission and goals of the Central Committee.

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d. All equipment, services, and applications proposed by the Technology Committee are subject to approval, funding, and oversight by the Central Committee.

6. Growth Committee

a. The two primary purposes of the Growth Committee are to increase membership in the Bonneville County Democratic Party and to recruit and coordinate volunteers for the various party functions.

b. The Growth Committee shall, in conjunction with the other standing committees, recruit and coordinate volunteers for the activities of the Bonneville County Democratic Party.

c. The Growth Committee shall seek volunteers to serve as active precinct captains.

d. The Growth Committee shall coordinate the effective use of the Vote Builder system.

e. The Growth Committee shall develop a Voter Support Group in each election year. The Voter Support Group's responsibilities include promoting voter registration, maintaining a working relationship with the Bonneville County Elections Office, and organizing, training, and coordinating poll watchers on Election Day.

f. The Growth Committee shall coordinate and staff phone banks in conjunction with the Campaign Committee.

C. Special Committees

Special committees may be formed from time to time as deemed necessary by the County Chair or the Central Committee to perform any lawful duty delegated to it by the County Chair or the Central Committee consistent with these Bylaws and the Bylaws of the Idaho Democratic Party.



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### **D. Membership on Committees**

1. The County Chair shall appoint the members of all Standing and Special Committees in consultation with the committee chairs. In addition the chair of each committee may appoint additional members as needed.
2. The County Chair shall appoint the Chair of each Standing Committee and Special Committee other than the Campaign Committee and such appointment shall be subject to the approval of the Central Committee at the next regular meeting of the Central Committee.
3. The Chairs of a Special or Standing Committee may appoint a Vice-Chair from amongst the membership of that committee and may appoint any such other officers as the Committee Chair deems necessary to fulfill the obligations of the committee.
4. The membership of the Campaign Committee shall include the legislative district chairs of each legislative district wholly or partly within the county, one of whom shall be appointed as the Chair of the Campaign Committee by the Central Committee. The County Chair serves as a member-at-large and as a voting member of this committee. They may not hold any leadership position of the Campaign Committee such as chair or vice-chair of the committee or any of its sub-committees.

### **E. Committee Meetings.**

The chair of a committee shall call and preside over all meetings of that committee or shall appoint the vice-chair or other member of the committee to preside. Minutes shall be recorded for all formal meetings. Committee actions shall be reported to the Central Committee on a regular basis.

### **F. Subcommittees**

1. Any standing or special committee may appoint from among its membership subcommittees to perform one or more duties delegated to that committee.
2. The chair of each committee shall have the authority to appoint the members and the chair of any subcommittee created by the committee.

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### **Article VII: Policies and Procedures**

#### **Section 1. Approval of Central Committee Policies and Procedures**

The Central Committee may approve, by majority vote, policies and/or procedures governing committee operations. Policies and procedures will govern applicable Central Committee operations. Policies and procedures will contain a statement about the period for which they will remain in effect.

#### **Section 2. Documentation of Policies and Procedures**

Policies and procedures will be maintained by the Secretary of the Bonneville County Democratic Party.

#### **Section 3. Availability of Policies and Procedures**

Current policies and procedures will be made available to all officers, committee chairs, and the membership. When non-sensitive, they will be made available through the Bonneville County Democrats website.

#### **Section 4. Review and Retention of Policies and Procedures**

Policies and procedures in effect will be reviewed at the first regular Central Committee meeting after each Primary Election. Policies and procedures will be retained by the Secretary of the Bonneville County Democratic Party while in effect, and for a period of seven years thereafter.

### **Article VIII: Procedural Authority**

#### **Section 1. Governing Rules**

The most recent edition of Robert's Rules of Order shall guide procedures of the Central Committee and the Executive Committee.

#### **Section 2. Procedural Authority**

The procedural authority in the conduct of all meetings of the Central Committee and the Executive Committee shall be vested in the County Chair or a presiding officer designated by the County Chair.

#### **Section 3. Other Procedures**

A. When any matter is properly presented for a vote before the Central Committee or the Executive Committee, the County Chair or the designated presiding officer may ask if there is any objection to the matter so presented. If there is no objection, the matter is passed.

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B. If there is objection, or at the discretion of the presiding officer, a voice vote, show of hands, or roll-call vote will be performed

### **Article IX: Amendments to the Bylaws**

#### **Section 1. Proposed Amendments**

Any member of the Central Committee may propose an amendment to these Bylaws. The proposed amendment must be submitted in written form to the County Chair or Acting County Chair prior to the regular meeting at which the proposed amendment is to be presented. The Central Committee may refer the proposed amendment to the Rules and Bylaws Committee or reject it.

#### **Section 2. Committee Review**

Prior to the next regular Central Committee meeting after referral, the Rules and Bylaws Committee shall deliberate upon the merits of the proposed amendment. During deliberation, consideration shall be given to the requirements of Idaho Statutes and of the Bylaws of the Idaho Democratic Party. The Rules and Bylaws Committee shall report the results of its deliberations, which may include a recommendation respecting the passage of the proposed amendment, to the Central Committee.

#### **Section 3. Adoption**

At the next regular meeting of the Central Committee after referral, the member proposing the amendment or the Chair of the Rules and Bylaws Committee may make a motion for passage of the amendment. This motion requires a second. The proposed amendment shall be approved only upon a vote of a majority of voting members present, including valid proxies, and shall become effective as of the next regular meeting of the Central Committee unless otherwise provided in the amendment.

#### **Section 4. Distribution**

Upon passage of the amendment, the Secretary shall distribute the amendment as approved to all members before the next regular meeting of the Central Committee. Distribution may be electronic, but printed copies will be provided where requested.