

BYLAWS of the 4th District Democratic Central Committee OF THE IOWA DEMOCRATIC PARTY

December 9, 2020

ARTICLE I – NAME and AUTHORITY

Section 1: Name

The name of the organization shall be the 4th District Democratic Central Committee (hence forth the IDP4CC) of the Iowa Democratic Party.

Section 2: Authority

The IDP4CC shall be the governing body of the Party when the 4th District Convention is in adjournment.

Section 3: Compliance

These bylaws and all actions by the IDP4CC shall be in accordance with the expressed policies of the 4th District Convention and shall be bound by the Constitution of the Iowa Democratic Party and the Statutes of the State of Iowa & the USA.

ARTICLE II – MEMBERSHIP

Section 1: Voting membership shall consist of:

- A. The IDP4CC Voting Membership shall consist only of Representatives of the 39 counties chosen by the County Parties.
- B. Each County shall be entitled to choose a minimum of three (3) members, or more if determined by the IDP.
- C. Normally the membership includes the County Chair and Vice Chair, but this is not required.
- D. Members must be registered Democrats, reside in the 4th District, and may not have publicly supported a candidate for public office running against a nominee of the Democratic Party in the last two (2) years.

Section 2: Membership terms:

The term of office of a member of the IDP4CC shall begin immediately after their election by their county (ordinarily at the odd-numbered year organizational meeting) and continue until the next successors are elected or until removed (see Section 5 B).

Section 3: The members of the IDP4CC shall be responsible for the following duties:

- A. Provide the leadership and work to elect Democrats to all levels of government, especially within the 4th District.
- B. Attend meetings of the IDP4CC and any assigned subcommittee(s).
- C. Provide a conduit for information flow between the IDP4CC and the State and County Central Committees.

BYLAWS of the 4th District Democratic Central Committee OF THE IOWA DEMOCRATIC PARTY

- D. Review and approve an annual budget.
- E. Develop, review, and approve a strategic plan to meet the organization's goals.
- F. Assist with the successful completion of fundraising projects.
- G. Develop, implement, and assist with trainings, including but not limited to: staff, district and county CC members, caucus trainings, absentee ballot training, and GOTV.
- H. Work to develop and implement programs to build the party.

Section 4: Termination:

- A. Resignation by a voting member of the IDP4CC must be in writing or by email and received by the 4th District Chair and 4th District Secretary.
- B. A member of the IDP4CC may be removed by majority vote of the IDP4CC for: i) failure to attend three (3) consecutive IDP4CC meetings without notice, ii) changing residency to outside the 4th District or iii) public support of a candidate for public office that is running against a candidate nominated by the Democratic Party.
- C. The Secretary of the IDP4CC shall include in the report to the IDP4CC if there are any member(s) who have met any of the criteria for removal.
- D. Any member that possesses materials belonging to the IDP4CC must return these materials to the IDP4CC upon ending membership in the IDP4CC for any reason.

Section 5: Vacancies:

- A. When there is a vacancy on the IDP4CC that has occurred other than at the expiration of a regular term, a new member shall be elected to the IDP4CC by the County CC in the county in which the vacancy occurs.
- B. Balloting may be accomplished in the manner the County CC chooses provided that each County CC member is informed at least ten (10) days prior to the election.
- C. Balloting may be done in person or via mail or email.

Section 6: Compensation:

No IDP4CC member shall receive compensation for time or service. Reimbursement for out of pocket expenses may be given at the discretion of the IDP4CC.

ARTICLE III – MEETINGS

Section 1: Regular Meetings:

- A. The IDP4CC shall meet at least once every three (3) months.
- B. Regular meetings, at stated times and places, may be scheduled by a majority vote of the IDP4CC in attendance at an official meeting.
- C. A member of the IDP4CC who is unable to attend in person may request to attend a IDP4CC meeting by electronic means and shall be afforded full participation in all aspects of the meeting. This provision is inapplicable to IDP4CC meetings held only electronically.

BYLAWS of the 4th District Democratic Central Committee OF THE IOWA DEMOCRATIC PARTY

Section 2: Special Meetings:

- A. Special meetings may be called by the Chair.
- B. A special meeting shall occur if ten (10) members of the IDP4CC provide a signed petition stating the purpose of the meeting and the time and place it will occur.
- C. Notification of a special meeting called by petition or by the Chair is to be given to all other members and officers of the IDP4CC no less than seven (7) days before the proposed meeting if sent by mail or no less than three (3) days before if sent by email.

Section 3: Notice and Agenda:

- A. The Chair shall cause seven (7) days' notice by mail or three (3) days' notice by electronic mail or telephone, to be given to each member and officer of the IDP4CC for all meetings, regular or special.
- B. The notice shall include the agenda for the meeting.

Section 4: Quorum:

- A. The IDP4CC shall pass no motions (except as below) in the absence of a quorum.
- B. A quorum shall consist of 40% of the elected voting members (not necessarily 40% of the possible number of members).
- C. In the absence of a quorum at a regular (not special) meeting, and in the case of an urgent issue where deferring action until a later meeting is impractical, a unanimous vote of the members present may suspend the quorum rule and allow binding actions to be taken.
- D. Any actions taken in the absence of a quorum may be contested by any member of the IDP4CC at any future meeting. If the action can be reversed, the vote must be retaken.

Section 5: Meeting Procedures:

- A. Except as otherwise provided in these by-laws, Robert's Rules of Order (the most recent revised edition), shall be the rules of procedure in all meetings of IDP4CC.
- B. All disbursement of IDP4CC funds, elections of officers, formation of subcommittees, determination of the date and time of the next meeting, etc. require passage of a motion by majority vote of members in attendance.
- C. Proxy or absentee votes are not permitted. Secret ballots shall not be used; when paper ballots are used, they must be signed by the voter.
- D. Guests may be invited by an IDP4CC member to attend and may participate in discussions, though they may not vote.
- E. If an issue arises between meetings requiring IDP4CC approval and it is impractical to wait until a regular meeting to resolve it, the Chair or any three (3) members may make a motion and call for a vote on it by phone/email. All IDP4CC and officers shall receive an email or phone call giving the exact text of the motion to be voted on and requesting their vote. A minimum of three (3) days' notice must be given. Passage of the measure shall require a majority of the

BYLAWS of the 4th District Democratic Central Committee OF THE IOWA DEMOCRATIC PARTY

votes cast and either: 1) enough votes cast to constitute a quorum, or 2) affirmative votes consisting of >20% of the number of elected members (i.e. >50% of a quorum).

ARTICLE IV – OFFICERS

Section 1: Election of Officers

- A. The IDP4CC shall meet and elect officers no later than thirty (30) days following the adjournment of the 4th District Convention each even numbered year.
- B. Voting members of the IDP4CC shall elect, in this order, a Chair, Vice-Chair(s), a Secretary, and a Treasurer, and such other officers that they may deem necessary.
- C. If there is more than one Vice-Chair, they shall be designated first, second, etc.
- D. Possible other offices include: Parliamentarian, Web Manager, and Historian.
- E. All officers are normally members of the IDP4CC. This is not required, but they must meet the requirements for IDP4CC membership (II.1.D).
- F. At least one of the other officers must be of a different gender than the Chair.
- G. Officers that are not IDP4CC members may not vote.

Section 2: Terms of Office:

- A. The term of office of each officer of the IDP4CC shall be for two (2) years or until removed (Section 5).
- B. Officers may be reelected.

Section 3: Duties:

The duties of each officer of the IDP4CC are as follows:

- A. The Chair shall:
 - I. Set the agenda for IDP4CC meetings. Any item submitted by any IDP4CC member at least ten (10) days prior to the meeting shall be put on the agenda.
 - II. Send the agenda to all IDP4CC members at least seven (7) days prior to the meeting. Normally, it will be sent by email. Any IDP4CC member may request to receive the agenda by U.S. mail instead.
 - III. Preside over IDP4CC meetings, or arrange for another officer to preside in the following order: Vice-Chair, Treasurer, and Secretary.
 - IV. Be the recognized spokesperson for the 4th District.
 - V. Serve as temporary chair of the 4th District Convention.
 - VI. Provide leadership for the IDP4CC and direct its activities.

BYLAWS of the 4th District Democratic Central Committee OF THE IOWA DEMOCRATIC PARTY

B. The Vice-Chair(s) shall:

- I. Assume the duties of the Chair during that officer's absence, first Vice-Chair first, then second, etc.

C. The Secretary shall:

- I. Keep records of all IDP4CC actions, including the taking of minutes at all IDP4CC meetings.
- II. Distribute copies of minutes and the agenda to each IDP4CC member.
- III. Maintain a record of member attendance.
- IV. In the absence of a Historian, assure that records are maintained for future reference as necessary.
- V. Serve as Temporary Secretary to the 4th District Convention.

D. The Treasurer shall:

- I. Collect funds raised and deposit in a bank account in the name of the 4th Congressional District Democrats. Keep all records for this account and monitor it.
- II. Disburse funds from the 4th District bank account as directed by the IDP4CC.
- III. Make a report to each regular meeting of the IDP4CC.
- IV. Make written or electronic accounts of all receipts and disbursements subsequent to the last previous report available to the members of the IDP4CC at each regular meeting.
- V. Assist in the preparation of the budget.
- VI. Ensure that all financial reporting required by law and by Iowa Democratic Party rules are properly made.
- VII. The IDP4CC shall cause an audit of all financial records and transactions of the 4th District accounts to be made by a certified public accountant at such times as may be directed by the IDP4CC. A copy of each audit shall be sent to each member and officer of the IDP4CC upon completion.

Section 4: Termination:

- A. Resignation by an officer of the IDP4CC must be in writing or by email and received by the 4th District Chair and the 4th District Secretary.
- B. An officer of the IDP4CC may be removed by majority vote of the IDP4CC for: i) failure to attend three (3) consecutive IDP4CC meetings without notice, ii) changing residency to outside the 4th District, or iii) giving public support to a candidate for public office who is running against a candidate nominated by the Democratic Party.
- C. An officer may also be removed by a 2/3 vote of the IDP4CC for dereliction of duty.
- D. Removal as an officer does not necessarily mean removal as a IDP4CC member, but removal as a member may occur at the same time.
- E. The Secretary of the IDP4CC shall include in the report to the IDP4CC if any officer has met any of the criteria for removal.

BYLAWS of the 4th District Democratic Central Committee OF THE IOWA DEMOCRATIC PARTY

- F. Any officer that possesses materials belonging to the IDP4CC must return these materials to the successor upon ending their officership for any reason.

Section 5: Vacancies:

Vacancies in the Chair, Vice-Chair(s), Secretary, Treasurer, and other elective offices of the IDP4CC shall be filled by the IDP4CC upon a majority vote of the members present and voting at an official meeting for which prior notice of the election was properly made in the agenda for the meeting.

ARTICLE V – SUBCOMMITTEES

- A. The IDP4CC may form subcommittees from time to time to accomplish particular tasks.
- B. The membership of the subcommittees shall be determined by the IDP4CC and include members of multiple genders to the extent possible.
- C. Each subcommittee shall elect a Chair from among its members.
- D. The Chair of each subcommittee shall facilitate the meetings of that subcommittee and report the subcommittee's activities and recommendations for action to the full IDP4CC membership for their consideration.

ARTICLE VII – ADOPTION AND AMENDMENT

Section 1: Adoption:

- A. These Bylaws shall be provided to all IDP4CC members.
- B. Their adoption requires a majority vote of the IDP4CC at a regular or special meeting of the IDP4CC at least three (3) weeks after distribution of the proposed bylaws to all IDP4CC members and officers and to all County Central Committee Chairs and Vice-Chairs for counties within the 4th District.

Section 2: Amendment:

- A. These bylaws may be amended at a regular or special meeting of the IDP4CC.
- B. Amendment requires a 2/3 vote of IDP4CC members in attendance.
- C. The text of the proposed amendment must have been provided in the agenda for the meeting at least seven (7) days prior to the meeting.
- D. Approval in the absence of a quorum is not allowed unless the affirmative votes number more than 2/3 of the votes cast and is >27% of the total IDP4CC membership (i.e. > 2/3 of a quorum).
- E. They may also be amended by a majority vote of the 4th District Convention.

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