
Kootenai County Democratic Central Committee

Bylaws

February 10, 2020



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KootenaiDemocrats.org

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Article I: Name, Purpose and Authority

Section 1. Name

The name of this organization shall be the Kootenai County Democratic Central Committee (KCDCC) herein referred to as the "Central Committee" or KCDCC. The Central Committee is affiliated with the Idaho Democratic Party.

Section 2. Purpose

The purposes of the Central Committee are:

1. To facilitate election of Democrats at all levels of government.
2. To act as the governing body for Democrats and Democratic activities within Kootenai County.

Section 3. Authority

The Central Committee is organized and governed pursuant to the Bylaws of the Idaho Democratic Party and Idaho Code 34-502. The Central Committee shall act consistently with local, state, and federal law and the Bylaws of the Idaho Democratic Party.

Any reference to "days" in regard to notices required in this document will refer to calendar days unless specifically noted otherwise.

Article II: Membership

Section 1. Non-discrimination

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, gender identity, economic status, philosophical persuasion or physical disability shall be prohibited. All Party meetings shall be open to the public with the exception of executive sessions called during such meetings.

Section 2. Eligibility for Precinct Chair and Precinct Vice-Chair

Any registered Democratic voter who supports the values and goals of the Idaho Democratic Party, who is a citizen of the United States, who has reached the age of eighteen and has resided in his or her precinct for six months preceding the state primary election, is eligible to be elected as the Democratic Precinct Committee Person for such precinct in accordance with Idaho Code 34-624.

Section 3. Membership

1. The Precinct Committee Persons representing the precincts within the county and the County Chair elected by the Precinct Committee Persons.
2. The County Vice-chair, County Secretary, and County Treasurer.
3. The State Committeeman and the State Committeewoman.

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4. The Legislative District Chair of each legislative district, wholly or partly, within the county.
5. The Legislative District Vice-Chairs, Precinct Vice-Committee Persons. These members shall have all the privileges of membership except the right to vote.
6. The Democratic members of the Idaho State Legislature representing districts entirely or partly in Kootenai County and Democrats who hold elected county office in Kootenai County. These members shall have all the privileges of membership except the right to vote.
7. Standing as a non-voting member within the meaning of this subsection shall not preclude a person from voting if he or she otherwise qualifies as a voting member, nor shall it preclude him or her from casting a valid proxy vote of a voting member as provided in Article III, Section 4 of these bylaws.
8. No member is entitled to more than 1 vote and one proxy.

Section 4. Duties of the Precinct Committee Person

1. Canvas the precinct he/she represents as needed.
2. Assist the Candidate Recruitment/Support Committee in recruiting Democratic candidates from the precinct he/she represents.
3. Communicate with Democratic candidates in his/her precinct as they make contact with the voters in the precinct.
4. Attend all meetings and activities of the Central Committee, and his/her Legislative District Central Committee.
5. Perform any such duties as may be necessary and lawfully consistent with these bylaws and the Bylaws of the Idaho Democratic Party.

Section 5. Term

The term of office for all Precinct Committee Persons, except those who are elected to fill a vacancy, shall be two years and such term shall begin on the eighth day following the state primary election and run until the eighth day following the next succeeding state primary election two years hence.

Section 6. Vacancies

Vacancies in the Precinct Committee Persons seats shall be filled in the following manner:

1. In the event of a vacancy in the position of a Precinct Committee Person any voting member of the Central Committee may nominate, at the next regular or special meeting of the Central Committee, any registered Democratic voter who is a resident of the precinct where the vacancy has occurred, who is a citizen of the United States, who, by the date of the next state primary election, will have reached the age of eighteen and will have resided in such precinct for at least six months.
2. Such nomination requires the second of another voting member of the Central Committee.
3. Upon a vote of a majority of all voting members present, including valid proxies, the nominee shall be elected and shall serve as Precinct Committee Person until the next regular election of Precinct Committee Persons.
4. Following election of a Precinct Committee Person the County Chair shall notify the County Clerk or otherwise as provided by law.

Section 7. Precinct Vice-Committee Person

1. A Precinct Vice-Committee Person shall have the right to vote at any regular or special meeting of the Central Committee in the event the Precinct Committee Person for the precinct is absent from such meeting.
2. The Precinct Vice-Committee Person shall be elected in the manner prescribed in Article II, Section 6, of these bylaws for filling the vacancies in the Precinct Committee Person positions.
3. The Precinct Vice-Committee Person shall carry similar duties and serve the same term as defined for Precinct Committee Persons.

Article III: Meetings

Section 1. Regular Meetings

1. The Central Committee shall meet at least nine times a year. The County Chair or Acting County Chair shall designate the time and place of regular meetings of the Central Committee.
2. These meetings shall be the regular meetings of the Central Committee.
3. No more than one regular meeting shall be held in a calendar month.
4. A minimum of fourteen (14) days' notice shall be given of all regular meetings of the Central Committee. All notices will be sent via e-mail and posted to the KCDCC calendar. The fourteen (14) day notice will be considered met if a regular schedule of time and place of the meetings for the coming 2-year term is posted and e-mailed following the organizing meeting described below. Any deviation from this schedule in either time or place would require the fourteen (14) day notice.
5. Organizing Meeting: The Precinct Committee Persons within each county shall meet at the county seat within (10) days after the primary election and at the time and date designated by the incumbent chair, shall organize electing a Chair, Vice-Chair, Secretary, Treasurer, State Committeeman, State Committeewoman, and other officers, as they may desire, who shall hold office at the pleasure of the Central Committee or until their successors are elected. At this time the regular meeting dates for the coming 2-year term (primary to primary) will be established.

Section 2. Special Meetings/Emergency Meetings

1. The County Chair, Acting County Chair, or a quorum of the Central Committee may call a special meeting of the Central Committee at any time upon formal notice to all members of the Central Committee. Such notice shall state the reason(s) for the special meeting.
2. A minimum of fourteen (14) days' notice shall be given of all special meetings of the Central Committee. All notices will be sent via e-mail and posted to the KCDCC calendar.
3. The agenda for the special meeting shall be limited to the reasons provided in the formal notice.
4. If the presiding officer refuses or fails to call a properly requested special meeting, the Quorum calling the meeting shall elect a temporary chair to preside over the meeting.
5. Emergency meetings called upon shorter notice shall be deemed properly called if two-thirds (2/3) of the Central Committee Members (not including vacant positions) are present or duly represented.

Section 3. Voting Procedures

Only those voting members of the Central Committee or their proxies who are present shall be eligible to vote at any regular or special meeting of the Central Committee. The County Chair, Acting County Chair, or designated presiding officer shall not vote except in the event of a tie. If a person holds more than one office, they shall have only one vote excluding validly held proxies.

Section 4. Proxies

Any voting member of the Central Committee may vote by proxy at any meeting of the Central Committee provided that such proxy shall be in writing, signed by the voting member giving the proxy which specifically refers to the meeting by date and name of the person to whom the proxy is given, and provided that:

1. 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.
2. No person attending any Central Committee meeting shall have more than one proxy vote.
3. A Precinct Vice-Committee Person or a Legislative District Vice-Chairperson, shall automatically exercise the right to vote as Acting Precinct Committee Person or Legislative District Chairperson of his/her precinct or district, without the need to obtain a proxy, at any regular or special meeting of the Central Committee if the Precinct Committee Person or Legislative District Chairperson is absent from that meeting.

Section 5. Quorum

1. A quorum consists of twenty-five percent of the voting membership of the Central Committee.
2. For any vote to occur at any regular or special meeting of the Central Committee there must be a quorum.

Section 6. Executive Session

Any Kootenai County Committee shall have the power to go into executive session upon approval of the majority of voting members present. The committee shall designate who shall stay for the executive session. All votes must be taken in open session.

Article IV: Officers

Section 1. Officers

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

Section 2. Eligibility

Any legal resident of the state of Idaho, who is neither a candidate for, nor incumbent in the office of the United States Senator, United States Representative, or any position elected from the state at-large, shall be eligible to be a County Officer.

Section 3. Nomination and Election

1. Any voting member of the Central Committee may nominate a resident of Kootenai County who is a member of the Idaho Democratic Party for any of the offices of the Central Committee.

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2. Such nominations require the second of another voting member of the Central Committee.
3. Each officer shall be elected by roll call vote of a majority of all voting members present, including valid proxies.

Section 4. Term of Office

The term of office for each of the Central Committee officers, except those elected to fill a vacancy shall be two years and such term shall commence immediately following the organizational meeting referred to in Article III Section 1, subsection 5 above, and terminate when their successor takes office.

Section 5. Vacancies

1. When a vacancy exists in the office of the Central Committee Chair it shall be the duty of the Vice-Chair to call a meeting, within 30 days of the vacancy, of the Central Committee of the county, and the Precinct Committee Persons shall proceed to elect a Chair of the Central Committee for the balance of the unexpired term.
2. In the event of a vacancy in the position of the Central Committee Chair prior to a regular meeting of the Central Committee, the County Vice-Chair shall become the Acting County Chair until the election shall take place in accordance with Article IV 4.3.6 of the Idaho Democratic Party Bylaws and these bylaws.
3. In the event of a vacancy in the position of County Vice-Chair, Treasurer or Secretary prior to a regular meeting of the Central Committee, the County Chair may make a temporary appointment to a position and such capacity until the position is filled by nomination and election at the next regular meeting of the Central Committee.

Section 6. Removal

Any Central Committee officer or appointed precinct chair may be removed from office in accordance with the following procedure:

1. Action shall be initiated by a petition specifying the reasons for removal and bearing the signatures of one-quarter or more of the Precinct chairs of the Central Committee. The completed petition shall be delivered to the Central Committee office.
2. Within seven (7) days of delivery of a petition meeting the criteria in Section 1 above, the Central Committee Chair shall call and set a date, time and location for a special meeting of the Central Committee. The meeting shall occur within thirty (30) days of the Central Committee Chair's receipt of the petition. If the Central Committee Chair fails to call such a meeting, any other Central Committee Officer may do so. If all the Central Committee Officers fail to call a meeting, the petitioners may issue the call.

The Central Committee Chair shall provide a notice of any special meeting where a petition for removal of an officer is to be considered together with a copy of the petition to all members of the Central Committee at least fifteen (15) days prior to the date of the meeting.

3. Removal of an officer or appointed precinct chair shall take place upon a majority vote of the voting members present including valid proxies.
4. The nomination and election of a successor to fill the unexpired term of any removed officer of the Central Committee or an appointed precinct chair shall take place at the same meeting in which such officer or appointed precinct chair was removed unless no eligible person is nominated and seconded at that meeting, in which event the procedures to fill vacancies in the position shall be followed.

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5. In the event the removal motion to be voted upon 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 among the members of the Central Committee to conduct such voting procedure.

Section 7. Duties of Executive Officers

1. The County Chair shall:
 - a. Preside at all meetings of the Central Committee and all meetings of the Executive Committee,
 - b. Appoint, in consultation with the Executive Committee,, the Chairs of all Standing Committees and Special Committees as provided in Article VI of these Bylaws. The Chair will be an ex officio member of each Committee.
 - c. Submit an annual budget to Central Committee members to be proposed at a November meeting and voted on at the December Central Committee meeting.
 - d. Appoint an Audit Committee of not less than three people in the first quarter of each fiscal year to conduct a full and complete audit of the financial records and upon completion of the audit a report will be made to the Central Committee of their finding. This Audit Committee shall not include members of the Executive Committee.
 - e. On or before February 1 of each year in which a general election is held, and at such other times as changes occur, certify to the county clerk the names and addresses of the precinct committeemen and committeewomen. Failure to notify the county clerk shall not nullify the validity of the appointment (see Idaho Code 34-502).
 - f. Perform any duties as deemed necessary and lawful consistent with these bylaws and the Bylaws of the Idaho Democratic Party for the consistent and effective management of the Kootenai County Democratic Party. Perform duties customarily delegated to the office of County Chair.
 - g. Serve on the Idaho Democratic Party State Central Committee in accordance with IDP bylaws, Article III, Sect. 3.3.1.1.
2. The Vice-Chair shall:
 - a. Perform the duties of the County Chair as Acting Chair in the event of the absence or vacancy in the office of the County Chair until such time as a new County Chair is elected.
 - b. Perform duties delegated by the County Chair and/or the Central Committee consistent with these bylaws and the Bylaws of the Idaho Democratic Party; Perform duties customarily delegated to the office of County Vice-Chair.
3. The Treasurer shall:
 - a. Receive all monies and be the custodian of all funds and property belonging to the Kootenai County Central Committee.
 - b. Pay any legal obligation as directed and approved by the County Chair and/or the Central Committee.
 - c. Keep accurate records of expenses.
 - d. Prepare all financial disclosure and/or "Sunshine" Reports on behalf of the Central Committee as required by state and local laws.

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- e. Keep all records a minimum of seven years, or as designated by Federal, State, or Local laws. The treasurer's report and the approved budget shall become part of the permanent record of Kootenai County Democratic Party.
 - f. 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.
 - g. Treasurer shall serve on the Budget and Finance Committee.
 - h. Perform duties delegated by the County Chair and/or the Central Committee consistent with these bylaws and the bylaws of the Idaho Democratic Party.
4. The Secretary shall:
- a. Perform duties of the County Chair in the absence of the County Chair and the County Vice-Chair.
 - b. Record the minutes of all meetings of the Central Committee and the Executive Committee or designate a member of such committee to record the minutes.
 - c. Prepare and distribute to all members of the Central Committee and the Executive Committee, the notice of meetings, the minutes of Regular, Special and Executive meetings, and the agenda for meetings of the Central Committee and the Executive Committee respectively, unless otherwise directed by the County Chair or the Central Committee or the Executive Committee. Distribution of meeting notices should be sent at least 7-10 days before any meeting.
 - d. Be responsible for any and all correspondence in relation to the needs of the Central Committee, and the Executive Committee as directed by the County Chair.
 - e. Keep all records and minutes of the County Central Committee for at least seven years or as designated by Federal, State, or Local laws. In addition to any of these records/minutes in the possession of the secretary, these records/minutes will be kept at the KCDCC offices.
 - f. It shall be the duty of the Secretary to have complete copies of the Bylaws, addendums, amendments, and any appropriate material ready to distribute to any new or first time officer elected to the Executive Board or voting member of the Central Committee as the need arises. .
 - g. Perform duties delegated by the County Chair and/or the Central Committee consistent with these bylaws and the bylaws of the Idaho Democratic Party. Perform duties customarily delegated to the office of County Secretary.
5. The State Committeeman and State Committeewoman shall:
- a. Attend all meetings and activities of the Kootenai County Democratic Central Committee and meetings of the State Central Committee.
 - b. Act as liaison between State Central Committee and County Central Committee;
 - c. Work closely with State organization to improve and strengthen county organization.
 - d. Serve on the Idaho Democratic Party State Central Committee in accordance with IDP bylaws, Article III, Sect. 3.3.1.1

6. The Legislative District Chairs shall:
 - a. Perform the duties as outlined in Article IV, Section 4.2, of the Idaho State Democratic Party Bylaws (see addendum).
 - b. Serve on the Idaho Democratic Party State Central Committee in accordance with IDP bylaws, Article III, Sect. 3.3.1.2.

Article V: Executive Committee

Section 1. Membership

The Kootenai County Democratic Central Committee Executive Committee shall consist of the County Chair, County Vice-Chair, Treasurer, Secretary, County State Committeeman, County State Committeewoman, the Legislative District Chairs for Legislative Districts located in whole or in part in the county, and the immediate past County Chair.

Section 2. Meetings

1. The Executive Committee may meet at any time at the request of the County Chair or Acting County Chair and may act for the Central Committee prior to any regular or special meeting of the Central Committee. 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. If any of the foregoing officers should miss three consecutive regular meetings without having been excused by the County Chair, the County Chair (or presiding officer) may declare that position vacant and the Central Committee shall proceed to fill the vacant position pursuant to procedures established for the removal of Central Committee Officers in Article IV, Section 6 of these bylaws.
3. The Central Committee may authorize the Executive Committee to meet in place of the next regular meeting of the Central Committee and any action taken by the Executive Committee at such meeting shall be subject to the approval of the Central Committee at its next regular or special meeting.
4. A Legislative District Vice-Chair shall automatically exercise the right to vote as acting Legislative District Chair of his/her legislative district at any regular or special meeting of the Central Committee or Legislative District Central Committee if the Legislative District Chair is absent from that meeting, without the need to obtain a proxy.

Article VI: Other Committees

Section 1. Standing Committees

The standing committees of the Central Committee shall include, at a minimum: the Precinct Organization Committee, the Budget and Finance Committee, the Activities & Community Outreach Committee, the Candidate Recruitment/Support Committee, the Rules and Bylaws Committee, the Communications Committee, and the Strategic Planning Committee.

Reports and recommendations from standing committees should be brought to the Central Committee for approval prior to implementation. No standing Committee shall have the power to act on behalf of the Central Committee unless the Central Committee expressly grants such power in writing. All standing committees should operate within their budget as approved by the Central Committee.

Section 2. Duties of the Standing Committees

The Central Committee Chair or his or her designee shall, in consultation with the Executive Committee and the respective Standing Committee Chair, designate the objectives and duties of the Standing Committees.

Section 3. Special Committees

Any special committee may be formed from time to time as deemed necessary by the Central Committee Chair in consultation with the Executive Committee. Such committees may perform any lawful duty delegated to it by the Central Committee Chair consistent with these bylaws and the Bylaws of the Idaho Democratic Party.

Section 4. Membership

1. The Central Committee Chair shall appoint all Standing and Special Committee Chairs in consultation with the Executive Committee. Committees may have co-chairs as deemed appropriate. Committee Chairs shall serve at the discretion of the Central Committee Chair. The County Chair may appoint the other committee members or delegate to the Committee Chair the authority to appoint the members of his/her committee.
2. The Chair of a Standing or Special Committee may conduct an election by the members of the committee to fill the office of Vice-Chair of such committee, and may appoint any additional officers as the Committee Chair deems necessary to fulfill the obligations of the committee.
3. All committee appointments including the chair shall terminate on the election of a County Chair.

Section 5. Meetings

The Chair of a Standing or Special Committee shall call and preside over all meetings of such committee. In the absence of the Committee Chair, the Committee Vice-Chair shall preside.

Section 6. Subcommittees

1. Any Standing or Special Committee may appoint, from among its membership, any subcommittee to perform one or more duties delegated to that committee.
2. The Chair of a Standing or Special Committee shall have the authority to appoint the members and the Chair of any sub-committee created by the committee.

Article VII: Procedural Authority

Section 1. Governing Rules

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

Section 2. Procedural Authority

The procedural authority on the conduct of meetings of the Central Committee and the Executive Committee shall be vested in the County Chair or acting County Chair.

Section 3. Disputes

Any dispute as to the interpretation of these Bylaws or Robert's Rules of Order may be resolved by the County Chair or acting County Chair, who may seek the advice of the Parliamentarian.

Section 4. Parliamentarian

The County Chair may appoint, in consultation with the Executive Committee, a Parliamentarian to serve at Executive, Central, and other designated meetings.

Article VIII: Amendments

Section 1. Amendment Procedure

The following procedure shall govern the approval of any amendments to these by laws:

1. Proposed amendments to the Bylaws by a member of the Central Committee shall be submitted in written form to the County Chair or Acting County Chair, who shall submit the proposal, in whole, to the Rules and Bylaws Committee. Any proposal submitted by the Rules and Bylaws committee need not be submitted to the County Chair.
2. The Rules and Bylaws Committee shall meet within 60 days and deliberate upon the merits of any properly submitted proposal.
 - 2.2 A copy of the proposed amendment(s), approved by the By-Laws Committee, together with the portion of the bylaws it would change, shall be sent to each Committee Member not less than (10) days prior to the next Central Committee meeting, and
 - 2.3 "Sent" is defined as: mailed, e-mailed or served in person at a meeting.
3. The proposed amendment shall be approved upon a vote of a two-thirds majority of voting members present, including valid proxies, and shall become effective at the next regular meeting of the Central Committee, unless otherwise provided in the vote of the amendment.
4. Upon passage of the amendment, the Secretary or other person designated by the County Chair will distribute a copy of the amended by-laws to members of the Central Committee.

Article IX: Addendum

Section 1. Idaho Statutes

Title 34, Elections, Chapter 5, Political Parties – Organization (sections 34-501 and 502)

Political Party defined:

<http://legislature.idaho.gov/idstat/Title34/T34CH5SECT34-501.htm>

County Central Committee – Members – Officers — Duties of Chairman – Notice to Chairman:

<http://legislature.idaho.gov/idstat/Title34/T34CH5SECT34-502.htm>

Time of Elections – Officers Elected:

<http://legislature.idaho.gov/idstat/Title34/T34CH6SECT34-624.htm>

Section 2. Bylaws of the Idaho Democratic Party

<http://idahodems.org/about/bylaws/>