
BYLAWS OF THE COCONINO COUNTY DEMOCRATIC PARTY

As Revised July 13, 2019



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ARTICLE I. NAME, PURPOSE, MEMBERS, COMMITTEES

A. NAME

The name of this organization is the Coconino County Democratic Party (hereafter, “County Party”).

B. PURPOSE

The Mission of the County Party is to elect Democrats to public office who embrace the values of the Democratic Party. In order to further this mission, the County Party:

- ✓ Works to increase the number of people registered as Democrats in Coconino County
- ✓ Educates voters and trains members of the County Party
- ✓ Works to Get Out the Vote
- ✓ Recruits, trains, and promotes Democrats as candidates for elected office, supports their campaigns while maintaining neutrality in contested primary elections, and assists them while they hold office
- ✓ Works for and promotes fair elections and access to voting opportunities
- ✓ Conducts other activities to strengthen and promote the aims and objectives of the Democratic Party
- ✓ Raises funds to support the above activities and to advance the mission

C. COUNTY COMMITTEE

The Coconino County Democratic Party Committee (hereafter, “County Committee”) shall consist of the entire number of statutorily elected or appointed PCs of the Democratic Party in Coconino County. The County Committee is the governing body of the County Party.

D. MEMBERSHIP

1. All Democratic Precinct Committeepersons, activists and volunteers who are registered Democrats in Coconino County are Members of the County Party. Voting rights are available only to Precinct Committeepersons.
2. Precinct Committeeperson (hereafter, “PC”) means the elected or appointed “precinct committeeman” established by Arizona statute and shall include individuals of all genders.
 - a. Elected PCs are elected pursuant to the procedures established by statute. The term of office is two years beginning on October 1 following the primary election at which the PC was a candidate.
 - b. Appointed PCs are appointed pursuant statute and to the Vacancies Article of these bylaws and serves until October 1 after the next primary election following their appointment.
 - c. By statute, the minimum duties of a PC shall be to assist the County Party in voter registration and to assist Democratic voters to vote on election days. “Assistance” can take many forms as defined by the Executive Committee of the County Party.

E. EXECUTIVE COMMITTEE and OTHER COMMITTEES

1. The officers elected pursuant to Article III shall constitute the Executive Committee of the County Party following the Reorganization Meeting. In addition, the Chair with concurrence

of a majority of the then existing Executive Committee may appoint additional members of the Executive Committee who will have equal voting rights with the elected officers.

2. There shall be a Budget Committee, which may be the Executive Committee or some portion of the Executive Committee and other Members. The Chair with the concurrence of a majority of the Executive Committee shall appoint the members of the Budget Committee. The Treasurer shall be a member of the Budget Committee.

ARTICLE II. MEETINGS OF THE COUNTY COMMITTEE AND PARTY

A. REORGANIZATION MEETING

1. The Reorganization Meeting of the County Committee required by statute shall be held in Flagstaff, Arizona, no later than the second Saturday of January of the year following a General Election.
2. The Chair, in consultation with the Executive Committee, shall set the date, time and place of the meeting and notice shall be given to each PC as provided by statute.
3. The Reorganization Meeting shall be conducted in the following manner:
 - 1) Meeting called to order by the Chair.
 - 2) Appointment of a Credentials and Rules Committee by the Chair, approval of the appointments by a majority of the Elected PCs in attendance.
 - 3) The Secretary's report of the minutes of the last meeting of the County Committee.
 - 4) Report of the Treasurer.
 - 5) Reports of other officers and committee chairpersons, if any.
 - 6) Verification of proxies by the Credentials and Rules Committee.

- 7) Election of a Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer. If a new Chair is elected, that person immediately becomes the presiding officer of the meeting.
- 8) Election of Arizona Democratic Party State Committee persons.
- 9) Other business.
- 10) Adjournment.

B. REGULAR MEETINGS

1. The County Party shall meet monthly unless circumstances dictate otherwise as determined in the sole discretion of the Chair.
2. The Chair shall choose the times and places of Regular Meetings and notice shall be given as provided in the General Provisions Article of these bylaws.
3. The County Committee shall meet at least quarterly during each year and these meetings shall occur during one of the regular monthly County Party meetings.
4. The Reorganization Meeting may be counted as one of the required quarterly County Committee meetings in the year it is held.

C. SPECIAL MEETINGS

1. Special Meetings of the County Committee may be called by the Chair or by a majority of the Executive Committee.
2. Any officer shall call a Special Meeting upon receipt by that officer of a written request by not less than fifteen percent (15%) of the membership of the County Committee. This written request must specify the purpose or purposes of the requested meeting.

3. Notice of any Special Meeting shall be given to every PC at least ten (10) days prior to the date of the meeting. The Secretary is responsible for preparing and sending the notice. This notice shall set forth the time and place of the Special Meeting and the specific purpose or purposes of the meeting.
4. No business shall be transacted at the Special Meeting other than that specified in the notice of the meeting.

D. VOTING

1. At the Reorganization Meeting, only elected PCs may vote. Decisions regarding whether a PC is entitled to vote at the Reorganization Meeting shall be made by the Credentials and Rules Committee appointed and approved at that meeting. To be entitled to vote, PCs must be present in person, by proxy, or electronically as defined in the General Provisions Article of these bylaws.
2. At all meetings of the County Committee other than the Reorganization Meeting, all duly elected and appointed PCs who are present in person, by proxy, or electronically may vote. Any challenges to PC credentials shall be resolved by majority vote of the Executive Committee members present in person, by proxy or electronically.
3. The method of voting on motions and other matters at any meeting shall be specified by the presiding officer, but a roll call vote shall be held on the request of twenty-five percent (25%) of the PCs present in person, by proxy or electronically.
4. Notwithstanding the previous paragraph, unless the candidate is unopposed voting for the election of officers shall be by individual written secret ballot. The election of shall be by majority vote of all elected PCs present at the Reorganization Meeting in person, by proxy,

or electronically. If no majority is obtained by any candidate on the first or any subsequent ballot, the candidate with the fewest number of votes shall be removed from the next round of voting. Voting by secret ballot shall continue in this manner until some candidate obtains the majority necessary for election.

ARTICLE III. OFFICERS

A. PARTY OFFICERS

The officers of the Coconino County Democratic Party shall be: Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer.

B. TERMS OF OFFICE

Each officer shall serve from the date of the officer's election or appointment until a successor is elected, or when the officer ceases to be a member of the County Committee or is removed pursuant to the removal provisions of these bylaws.

C. QUALIFICATIONS OF OFFICERS

All of the officers shall be qualified electors, registered Democrats, PCs, and residents of Coconino County.

D. DUTIES OF THE ELECTED OFFICERS

In addition to the duties enumerated in this Section, each officer shall have the duties assigned elsewhere in these bylaws, if any.

1. CHAIR

- a. The Chair shall be the principal administrative and executive officer of the County Party and, as such, shall perform all customary and normal duties of such an office. Among

other things, the Chair shall preside at all meetings of the County Committee and the Executive Committee and shall lead the delegation during State Committee meetings.

- b. The Chair may, pursuant to Article I, appoint committees as deemed necessary to carry out the programs and policies of the County Party.
- c. The Chair shall perform all other duties as specified for the Chair in these bylaws and generally do all and everything necessary to the successful operation of the County Party.
- d. The Chair shall submit all major issues to the Executive Committee and shall inform the Executive Committee of the Chair's activities and decisions between meetings of the Executive Committee.
- e. The Chair may delegate any of these duties to the First or Second Vice Chair.

2. VICE CHAIRS

- a. The First Vice Chair or the Second Vice Chair shall serve as Chair during the absence or disability of the Chair, determined by order of rank, *i.e.*, First and Second Vice Chair.
- b. The two Vice Chairpersons shall have authority to execute duties on behalf of the County Party as delegated to them by the Chair.

3. SECRETARY

- a. The Secretary shall keep a record of all meetings of the Party, the County Committee, and of the Executive Committee.
- b. The Secretary shall keep a roll of members of the County Committee and a copy of the formal reports of officers and committees.
- c. The Secretary is responsible for preserving in a safe and secure manner the records itemized in paragraphs a and b of this Section. The records may be electronic.

- d. In the absence of the Secretary, these duties may be delegated to an employee or other PC; however, the Secretary shall regularly review and approve the work that is delegated and bears responsibility for such record-keeping.
- e. The Secretary shall perform any and all other duties which may be assigned by the Chair or Executive Committee.

4. TREASURER

- a. The Treasurer shall receive all monies on behalf of the Party and shall deposit them in such bank or credit union as shall be designated by the Executive Committee. The Treasurer and any authorized credit or debit card holders shall disburse the funds of the Party as approved by the Executive Committee either in the Budget or by specific action recorded in the minutes of an Executive Committee meeting.
- b. The Treasurer shall have the power to approve the issuance of and to revoke debit cards, credit cards, and check signing authority. The Treasurer shall establish procedures for reporting expenditures.
- c. The Treasurer shall keep a record of all receipts and disbursements and shall make a monthly report thereof to the Executive Committee in a customarily acceptable form for financial reporting as approved by the Executive Committee.
- d. The Treasurer shall register the Party with the Arizona Secretary of State as required by law and shall prepare and submit the legally required financial reports to the State of Arizona and, if necessary, to the federal government.
- e. The Treasurer is responsible for preserving all financial records of the Party in a safe and secure manner. These records may be electronic.

- f. The Treasurer shall report the financial condition of the Party to the Reorganization Meeting and to other meetings as ordered by the Chair.
- g. The Treasurer may seek assistance in the performance of the duties specified in this Section from an employee of the Party, from another PC, or from an independent firm; however, the responsibility for these duties shall remain with the Treasurer and the Treasurer shall supervise and review and approve the work of anyone to whom his or her duties are delegated. Any contracts signed by the Treasurer pursuant to this paragraph must be reviewed and approved by the Executive Committee.
- h. The Treasurer's books and records may be audited at such time as the Executive Committee shall determine.

ARTICLE IV. COMMITTEE DUTIES AND ACTIVITIES

A. EXECUTIVE COMMITTEE

1. The Executive Committee established in Article I shall meet at least monthly.
2. The Chair may call meetings of the Executive Committee and a majority of the elected officers of the Executive Committee may call meetings by written notice to all the members the Executive Committee.
3. The Executive Committee shall act as the governing body of the County Party on behalf of the County Committee between meetings of the County Committee. Actions and recommendations of the Executive Committee shall be deemed the actions and recommendations of the County Committee unless the latter shall specifically overrules some actions.

4. The Executive Committee shall adopt a budget which will authorize and limit expenditures by the Party and serve as a strategic planning document for the Executive Committee.

B. BUDGET COMMITTEE

1. The Budget Committee established in Article I shall meet as needed to establish a budget for the purpose of guiding the Executive Committee and Treasurer in their duties.
2. The Treasurer may call meetings upon reasonable notice to all members of the Budget Committee.
3. No formal minutes of Budget Committee meetings are required but the Budget Committee shall submit a written recommendation to the Executive Committee at least annually.
4. Once a budget is adopted by the Executive Committee, the Budget Committee need not meet until work is required on the next budget.

C. OTHER COMMITTEES

1. The committee chair of other committees may call a meeting at any reasonable time pursuant to the notice requirements of these by-laws.
2. The duties and term of other committees established pursuant to Article I shall be determined by the Executive Committee.
3. No formal minutes are required of other committees; however, the Chair or the Executive Committee may require the committee's chair to report on the activities and accomplishments of the committee.

ARTICLE V. AFFILIATED ORGANIZATIONS

The Executive Committee may officially recognize as an affiliated organization a club, group, or other organization that pledges to support the goals of the County Party, provides bylaws that do not conflict with the Party's bylaws, elects its own officers, and files any legally required financial reports. The Executive Committee may cancel recognition should the affiliated organization cease to meet the conditions listed or violate the law.

ARTICLE VI. VACANCIES IN OFFICES

A. VACANCY IN THE OFFICE OF PRECINCT COMMITTEE PERSON

Vacancies in the office of Precinct Committee Person shall be filled by recommendation of the Chair to the County Board of Supervisors, which then appoints replacement PCs pursuant to statute.

B. VACANCY IN THE OFFICE OF CHAIR OR FIRST VICE CHAIR

1. In the event of a vacancy in the office of the Chair, the First Vice Chair shall become Chair for the remainder of the existing term and the Second Vice Chair shall become First Vice Chair.
2. In the event of a vacancy in the office of the First Vice Chair, the Second Vice Chair shall become First Vice Chair for the remainder of the existing term.

C. VACANCY IN OTHER ELECTED OFFICES

In the event of a vacancy in the office of Second Vice Chair, Secretary, or Treasurer, the Chair may appoint a PC to the open office to serve until the next meeting of the County Committee when an election for the open office or offices shall take place. The interim appointee may hold two offices until the election is held.

ARTICLE VII. REMOVAL FROM OFFICE

A. PC RESIDENCY OR REGISTRATION CHANGE

If a PC moves from the precinct from which elected or changes voter registration away from the Democratic Party, the PC shall be deemed to have resigned from office.

B. CAUSE

Any officer, committee appointee, or PC shall be removed from office for dishonesty, malfeasance, statutory violations, or failure to timely perform required duties.

C. UNEXCUSED ABSENCES BY EXECUTIVE COMMITTEE MEMBERS

Any member of the Executive Committee may be removed from the committee — and if an Officer, from that elected office — after three unexcused absences from Executive Committee or County Committee Meetings as recorded in the minutes of the meeting in question. A majority vote of the Executive Committee shall determine whether an absence is excused. Each member of the Executive Committee is required to advise the Chair prior to the meeting if the member is not attending and the reason except in the case of an emergency and then the member shall advise the Chair of the reason for the absence within a reasonable time. Removal under this Section shall be deemed removal for cause.

D. OFFICERS WHO SEEK POLITICAL OFFICE

If an Elected Party Officer files nomination papers pursuant to Arizona statute for political office other than for the office of Precinct Committeeperson, the officer shall be deemed to have resigned as an officer of the Coconino County Democratic Party on the date the papers are filed and shall cease to be a member of the Executive Committee. Notice of the resignation shall be given to the County Committee by the Chair within 10 days of the resignation.

E. PROCEDURE FOR REMOVAL

1. Officers may be removed from office for the reasons stated above by the Chair or, if the Chair is to be removed, by the First Vice Chair with concurrence of a majority of the Executive Committee present at a meeting called with notice that the question of removal of an officer will be addressed during the meeting.
2. Appointed members of the Executive Committee members may be removed from the committee by majority vote of the other members of the Executive Committee who are present at a meeting called with notice that the question of removal of a member will be addressed during the meeting.
3. If removed for cause, an Officer may appeal to County Committee where a vote by a two-thirds majority shall be required to reinstate the officer.
4. If an Officer wishes to protest a deemed resignation, the Officer may appeal to the County Committee where a vote by a two-thirds majority shall be required to reinstate the officer.
5. Officers may be removed from office for any reason by a vote of two-thirds of those present at a duly constituted County Committee Meeting. Such removal shall be affected as soon as the ballots in the removal proceeding are counted and verified.
6. PCs may resign from office with or without cause by sending written notice to the Chair who shall recommend to the County Board of Supervisors that the resignation be accepted, and a vacancy created in the office of PC for that precinct.
7. If the Chair determines there is reason to remove a PC from office pursuant to Sections A or B of this Article, the Chair shall cause a notice of intent to remove the PC from office to be mailed to the PC at the address where the PC is registered to vote. If the PC fails to

respond to the notice within 21 days, the Chair shall recommend to the County Board of Supervisors that the PC be removed from office. If the PC objects to removal, the PC shall be allowed to present the reasons why he/she/they should not be removed from office to the Executive Committee. A majority of the Executive Committee must vote to recommend that the PC be removed from office. The PC may appeal to the County Committee by filing notice with the Chair within 5 days of the Executive Committee's vote to remove of his/her/their intention to present an appeal at the next County Committee meeting. The PC shall continue to hold office until the County Committee meeting where the appeal is heard. The PC may present his/her/their appeal to the County Committee in a written statement or a verbal statement limited to five (5) minutes. A vote of a majority of the those present at County Committee meeting to remove or not shall be final. After this appeal, if the County Committee votes in favor of the Chair's recommendation to remove, the Chair shall recommend to the County Board of Supervisors that the PC be removed from office

ARTICLE VIII. GENERAL PROVISIONS

A. NOTICES

1. Notices of Meetings shall be in writing and may be delivered by email unless prohibited by statute. Meetings of the County Committee shall also be posted on the County Party website.
2. The Notice of Meeting shall state at minimum the date, time, and place of the meeting.
3. Except for Special Meetings, agendas for County Committee Meeting may be distributed

after the Notice required by paragraph A.2 of this Article.

4. Notices of County Committee Meetings shall be given 10 days in advance of the meeting.

Notice of other committee meetings shall be given in a reasonable amount of time in advance of the meeting, generally 7 days, unless there is an emergency established by the presiding officer of the committee.

B. PROXIES

1. Any PC may allow his/her/their vote to be cast by proxy subject to the minimum requirements of state statute which, at the time of this writing, require that the person to whom the proxy is given be a qualified elector residing in the precinct of the PC giving the proxy.
2. The duration of any proxy shall extend only for the length of the meeting for which it is given, and each proxy shall state the date of the meeting for which it is given.
3. Every proxy shall be in writing and shall be attested to by a notary public or two (2) witnesses.

C. QUORUM

1. Twenty percent (20%) of the County Committee membership present in person, by proxy, or electronically at any meeting, shall constitute a quorum for the transaction of such business as may properly come before the meeting.
2. For Executive Committee Meetings, a quorum is established by the presence of 3 officers unless there are fewer than 3 officers in office. Then, all persons holding office must be present to establish a quorum. Proxies may not be given but electronic attendance is permitted pursuant to the provisions for electronic attendance

established elsewhere in these bylaws.

3. A quorum of the Budget Committee requires the attendance in person or electronically of the Treasurer and at least two other members of the Executive Committee. Proxies may not be given.
4. A quorum for meetings of other committees shall consist of the committee's chair and at least one other member of the committee present in person or electronically. Proxies may not be given.

D. ELECTRONIC MEETING PARTICIPATION

County Committee Members may attend and vote at meetings of the County Party through audio-conference, video-conference, or by any other electronic conferencing without physical attendance subject to the rules of this Section. Electronic attendance by County Party Members, including PCs, shall be permitted at any meeting of the County Committee, the Executive Committee, or other committees of the County Party subject to technological feasibility.

1. Permission to attend electronically as provided above is not a guarantee that electronic attendance will be possible, and all Members are urged to attend meetings in person whenever possible and PCs are urged to send proxies to County Committee meetings as a back-up option. Those who plan to attend electronically should notify the presiding officer or organizer of the meeting in advance to facilitate the preparation of equipment.
2. Sufficient security and identification procedures shall be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members

attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote. The Chair or other presiding officer is the final arbiter on this issue.

3. At the time of the meeting, the presiding officer shall ensure that all attendees in person or by electronic means can hear others in the meeting. If this is not possible, those participating remotely will not be allowed to vote during the meeting.
4. PCs attending electronically shall be counted in establishing a quorum for all meetings.
5. Electronic participation is not an email meeting (which is disallowed) but rather a meeting electronically where others can participate in real time. Notwithstanding this provision, documents to be used at the meeting may be emailed in advance or during the meeting for use by remote participants during the meeting.
6. Recording of the meeting by remote attendees is prohibited.

E. ONE PERSON/ONE VOTE

Notwithstanding that an individual may occupy more than one office only one vote shall be exercised by each person on any action or decision.

F. OPEN MEETINGS and RECORDS

1. Meetings of the Executive Committee shall be open to PCs and other invited guests except when the Executive Committee votes to enter executive session for the purpose of discussing (a) personnel matters, (b) litigation matters, (c) whether a registered Democrat running for office falls into the exceptional circumstances for which the party would not endorse that candidate.
2. All party activists and volunteers are encouraged to attend and participate in County Committee Meetings, which are open to all Party Members and other invited guests;

however, the presiding officer may exclude anyone other than a PC from all or part of the meeting in the sole discretion of the presiding officer.

3. Books, records, and minutes of the Party are open for review of any PC upon reasonable notice and during regular office hours or by agreed appointment.

G. PARLIMENTARY AUTHORITY

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with Arizona Revised Statutes, Title 16, these by-laws, or any specific rules of order that this organization may adopt.

ARTICLE IX. VOTE OF NO CANDIDATE SUPPORT

In exceptional circumstances, the Executive Committee may issue a Statement of No Candidate Support when there is a serious question about a candidate's legitimacy and intent. To be approved, a motion to authorize a Statement of No Candidate Support must be agreed to by a 75% majority of the entire Executive Committee. If the motion carries, notice of the Statement shall be sent to all PCs and published on the Party website and in its newsletter, and the candidate may not benefit from Party resources.

ARTICLE X. AMENDMENT OF BYLAWS

- A. These bylaws may be amended or revised at a meeting of the County Committee by the affirmative vote of a two-thirds of those members present in person, electronically, or by proxy.
- B. Only PCs or the Executive Committee may propose bylaw amendments.
- C. Any proposed bylaw amendments must be submitted to the County Committee in writing and

may be distributed electronically to the County Committee in the sole discretion of the Executive Committee.
