

Preamble

We, the Maricopa County Legislative District 18 Democrats, in order to help establish our country as a society that values every human being, embraces public policies that protect and assist our most vulnerable members, protects the environment, and seeks innovations that improve the quality of life of our citizens, hereby establish these Bylaws. We support democratic values as set forth in the Charter of the Democratic Party of the United States, most particularly in the Preamble and the Credo.

The term committeeperson(s) used throughout these bylaws will equate to the term “committeeman” in the statutory title.

Article I Name

The name of this organization is the Maricopa County Legislative District 18 Democrats, hereafter referred to as MCLD18D.

Article II Mission

The mission of the MCLD18D is to elect to public office Democrats who embrace the values of the Democratic Party.

In order to further this mission, the MCLD18D:

- Works to increase the number of people registered as Democrats in the State of Arizona
- Recruits, trains, and promotes registered Democrats as candidates for elected office, supports their campaigns, and assists them while they hold office
- Works for and promotes accurate, transparent, and fair elections
- Raises funds to support the above activities and to advance the mission
- Conducts other activities as appropriate to strengthen and promote the aims and objectives of the Democratic Party
- Works to Get Out the Vote
- Serves the community in ways that highlight Democratic concern and compassion for society’s most vulnerable

Article III Members

Section 1: Membership and Voting

All Democratic Precinct Committeepersons (hereafter called PCs), activists and volunteers in the Democratic Party in Arizona Legislative District 18 are members of MCLD18D. Voting rights are restricted to Elected, and Appointed, Precinct Committeepersons.

Section 2: Associate Precinct Committeepersons

Precincts will oftentimes have more Democrats applying for election or appointment to the office of Precinct Committeeperson than the statutory quota will allow. Any registered Democrat who resides in a precinct whose quota of PCs has been filled within MCLD18D, and who has been approved by majority vote of the members present at a District Committee meeting, will be an Associate Precinct Committee Person. Associate PCs shall have all the duties of elected and appointed PCs and may chair committees and serve on the Executive Board in an advisory manner, and are eligible to vote on District business.

Section 3: Duties of Membership

Members shall be actively involved in the business of the party including attending Democratic meetings and performing those duties set forth in Article IV section 2.

Section 4: Affirmative Action

Discrimination in membership and in the conduct of Democratic Party affairs on the basis of sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity, ethnic identity or disability is prohibited.

Article IV Organization and Governance

Section 1: Legal environment

MCLD18D operates within the laws of the United States and the State of Arizona and under the Charter and Bylaws of the Democratic National Committee and the Arizona Democratic Party.

Section 2: Precinct Committee (A.R.S. § 16-822)

1. In each precinct there shall be a precinct committee consisting of the elected and appointed Precinct Committeepersons (PCs), Democratic precinct volunteers and other party volunteers. These members may elect a Precinct Captain. PCs are ballot-elected according to A.R.S. § 16-821 during primary elections. PC vacancies are filled by appointment.
2. The County Board of Supervisors appoints PCs from a list of names submitted by the MCDP Chair. The MCDP Chair compiles the list from names submitted by District Chairs. Nominees who have been approved by the majority of members voting at a scheduled District Committee meeting to fill vacancies in the various Precinct Committees will be submitted by the District Chair to the MCDP Chair. The MCDP Chair may directly appoint Precinct Committeepersons to vacant precinct

committee positions in the event the District Committee is unable to do so or fails to do so.

3. Each appointed precinct committeeperson shall sign a nomination form, which states: "I agree to serve as a Precinct Committeeperson. I have read and understand the duties of precinct committeeperson as set forth in these bylaws.
4. Whether or not the quota for PCs in a precinct has been met, Democratic precinct volunteers are welcome and encouraged to participate in district and MCLD18D meetings.
5. Members and volunteers are to assist the party in voter registration and assist Democratic voters on Election Day (A.R.S. §16-822).
6. In addition, PCs are expected to attend meetings, support Democratic candidates and assist with fundraising activities.

Section 3: District Officers, Election or Appointment

Elected District officers are the Chair, Vice Chairs, Secretary, and Treasurer. One person may serve as Secretary and Treasurer.

The ballot elected PCs of each district shall meet no earlier than the second Saturday after the General Election in November and no later than the first Saturday in the following December for the purpose of electing from their number a District Chair, two Vice Chairs, Secretary, Treasurer.

No later than fifteen (15) days before the district organizational meeting, each incumbent Legislative District Chair shall designate a time and a place for the meeting provided for in the foregoing paragraph and shall notify the MCDP Chair of said time and place. The MCDP Chair shall mail written notice of the time and place of each district meeting provided for in this section, 10 days in advance, to all PCs of each district who were elected at the primary election. (See Article VII Section 3 B for email notification) In the event that the District Chair fails to comply with the preceding paragraphs, the MCDP Chair shall designate the time and place for the meeting of the district and shall notify the PCs as provided for above.

Section 4: Vacancy - District Officers

Whenever a District Officer position becomes vacant, the position will be filled at the next District Committee meeting. The method used will be the same as indicated for "Election Procedures for LD18 Officers" found in Article IV, Section 8 with the following exception: Elected, Appointed, and Associate PCs shall have be eligible to vote for vacant District Offices. Elected and Appointed PCs shall be eligible to be elected to a District Office.

Section 5: Duties of the District Chair

The duties of the District Chair shall include but not be limited to:

- A. Lead the district on behalf of the Democratic Party and its candidates.
- B. Support all nominated Democratic candidates within LD18.
- C. Maintain communication and mutual support between MCLD18D and ADP, MCDP, other legislative districts, and allied organizations and clubs.
- D. Actively recruit and maintain roster of PCs and state committee persons.
- E. Hold district meetings at least every other month in off election years and once each month during election years unless canceled in advance at a regular district meeting. In the event that the Chair is unable to attend a District meeting, the Chair shall advise one of the Vice Chairs to call and conduct the meeting.
- G. Schedule speakers for the district meetings.
- H. Arrange for the district meeting venue, physical setup, taking down, and storage of LD18 materials, including badges and signage.
- I. Cooperate with affiliated Democratic Parties to achieve our mission and carry out our goals
- J. Attend all Executive Committee meetings called by the MCDP Chair or send a statutory officer who will have voting rights as a designee.
- K. Assist in the organization, maintenance and support of Democratic Clubs at the County and District levels.
- L. Organize and promote voter registration drives within the district.
- M. Encourage financial support of the Legislative District, ADP and MCDP.
- N. Hold District Executive Board meetings at least three (3) times per year to set District goals and priorities.
- O. Identify and nominate Democrats to be Election Board workers (poll workers) from each precinct in the District if not done by the PCs in a timely manner. (See Article X)
- P. Encourage District participation in MCDP and ADP committees, caucuses and activities.

Section 6: Duties of District Officers other than Chair

- A. Vice Chairs - The vice chairs shall assist the Chair in the performance of their duties, act as Chair in their absence and perform such other duties as may be assigned by the District Chair.
- B. Secretary - The duties of the secretary shall include but not be limited to the following:
 - 1. Secretary shall electronically record and archive minutes of all meetings of the Legislative District Committee and the District Executive Board.
 - 2. The secretary shall also keep electronic records of the district organization, including the names of all precinct captains, precinct committee persons, and other party volunteers.
 - 3. The secretary shall correspond with and keep record of communications with the District Committee and MCDP Committee, and all other allied organizations. Clubs, and districts.
 - 4. The secretary shall perform such other duties as may be assigned by the District Chair.

- C. Treasurer – The duties of the treasurer shall include but not be limited to the following:
1. The treasurer shall receive all monies of the District Committee, giving receipts where necessary, and shall deposit them in such FDIC insured banks as shall be designated by the Executive Board.
 2. The Treasurer shall maintain a bank checking account with a FDIC insured bank in the district's name in which the district's funds will be deposited to and withdrawn from. At least one other District Officer will be a signer on the account to insure access to funds in the event that the Treasurer is incapacitated.
 3. The treasurer shall disburse the funds of the District Committee in the amounts and manner approved by the District Committee or the Executive Board and shall keep a record of all receipts and disbursements for the purposes of filing a monthly written report of these transactions to the District Committee.
 4. The treasurer shall register the district as a continuing political organization and prepare and submit the required financial reports to the Secretary of State.
 5. The treasurer shall be removed from office for dishonesty, malfeasance, or the failure to timely perform statutorily required duties. No treasurer shall permit an unlawful political contribution.

D. Quartermaster – The duties of the Quartermaster shall include but not be limited to the following:

1. Maintain an electronic record of LD18 inventory and where each item is stored. This record will be current and available at each district executive board meeting.
2. If additional inventory is needed, will assist in researching the appropriate materials at the most favorable prices.
3. Determine which inventory, if any, can be disposed of and determine how it will be disposed of: garage sale, non-profit organization, etc. If an event such as garage sale is necessary, the quartermaster will organize a team to identify a venue, date and time, and price, tag, and organize items for sale.
4. Maintain a warm, communication-rich working relationship with providers and hawkers of the raffle baskets.

Section 7: Executive Board

The Executive Board is to provide guidance to the District Committee and to organize the activities of the District Committee. Between District Committee meetings, the Executive Board is to act in the District Committee's stead. Any Executive Board action can be disapproved and rejected by a majority vote of the members present at a scheduled District Committee meeting.

- A. All District Officers will compose the Executive Board which is to be chaired by the District Chair.
- B. The Executive Board can elect additional members to the Board by majority vote of the members present at any Executive Board meeting.

- C. Executive Board members can be expelled from the Board, with the exception of District Officers, by majority vote of members present at any Executive Board meeting.
- D. The Executive Board may authorize the expenditure of District funds up to \$500 per expenditure, not to exceed \$1000 total between scheduled district meetings without District Committee approval. Such expenditures must be announced at the next following District Committee meeting in the Treasurer's Report.
- E. The Executive Board will determine the agenda and handouts for the district meetings.

Section 8: Election Procedures for LD18 Officers

A. Nominations. All nominations shall be made from the floor of the District Committee reorganizational meeting. Any ballot elected PC may be eligible for any elective office, but no person shall be submitted as candidate without the consent of such person.

B. Voting. In all cases where there is more than one candidate for an office of the District Committee, voting shall be done by PC's individually. All ballots cast must be signed by the PC voting.

C. Manner of Election. If there is one candidate for an office, that candidate may be elected by acclamation. If there are two candidates for an office, the winner must have a majority vote of the ballots cast by the elected PCs present. If there are three or more candidates, they may be elected using an Instant Runoff Voting System, which has been approved by the Executive Board.

D: Proxies. No proxy voting shall be permitted.

Section 9: Removal from Office

The following procedures shall govern the removal of any officer of the District Committee or any Precinct Committeeperson.

1. Cause of Action

Cause for removal is defined as noncompliance with the duties of the office as stated in District bylaws, malfeasance and/or noncompliance with statutes by the person whose removal is sought. A PC shall be deemed to have resigned from office if they move out of the precinct, change political parties, or support opposition candidates in partisan races.

2. Removal Procedure

The following persons or groups of persons may seek removal of an officer of the District Committee or Precinct Committeeperson by following these procedures:

A. Removal Initiation

1. Executive Board - By majority vote the District Executive Board may vote to seek removal of a Precinct Committeeperson, a Precinct Captain or District Officer (including chair) in the district. For District Officers, the removal may result in the loss of their District Officer status only, or also may include the loss of their Precinct Committee office as well. In addition to other provisions of law and these bylaws regarding removal from office, if the PC moves from the precinct from which s/he was elected or changes the political party from the party from which s/he was elected, the PC shall be deemed to have resigned from office. (A.R.S. § 16-822

2. District Committee

Initiation. By majority vote of the members present at a District Committee meeting, the members may seek removal of a Precinct Committeeperson, a Precinct Captain or District Officer (including chair). For District Officers, the removal may result in the loss of their District Officer status only, or also may include the loss of their Precinct Committee office as well. In addition to other provisions of law and these bylaws regarding removal from office, if the PC moves from the precinct from which s/he was elected or changes the political party from the party from which s/he was elected, the PC shall be deemed to have resigned from office. (A.R.S. § 16-822 C).

- b. Notification - The officers or members under consideration for removal will be notified by the Secretary within one week of the vote seeking to remove them from office by the means detailed for notification for the Reorganizational Meeting for the district, of their pending removal from office and the reasons thereof.
- c. Removal Procedure - At the next scheduled District Committee meeting, the Chair will announce the action taken by the Executive Board or District Committee at the previous meeting seeking the removal from office of the individuals involved and the reasons given. Those officers and members under consideration for removal from office will be given the opportunity to make their case for remaining in office if they so choose. Upon the conclusion of their statements, the Chair will call for the votes of the members present as to whether to remove from office the individuals whose removal is under consideration or to allow them to continue in office. The decision will be by majority vote of the PCs present and voting.

Article V- State Committee

Section 1: Organization

State statute A.R.S. § 16-825 establishes the State Committee for political parties as being part of each County Committee's organization. Therefore the makeup and governance of the State Committee is included in the MCDP Bylaws. Currently, MCDP Bylaws concerning the State Committee read:

"Article XIV State Committee

Section 1: Membership

The MCDP Delegation to the State Committee of the Democratic Party shall consist of the MCDP Chair and the number of PCs from the county as prescribed by A.R.S. §16-825 (one State Committee member for each three duly elected PCs). These members shall be elected in an open nomination and election process at District reorganization meetings, and shall be ratified at the MCDP reorganization meeting.

Section 2: Vacancies

A vacancy in the State Committee shall be filled by appointment made by the State Chair. (A.R.S. §16-825.01 (8)). The MCDP Chair shall provide nominees to the State Chair after requesting names from the District Chair."

Section 2: Election of State Committee Members

- A. During the District Committee's re-organization meeting, candidates will be nominated from the floor and elected in the manner provided for in these bylaws for State Committeemembers.
- B. Whenever a vacancy on the District's delegation to the State Committee occurs, the office will be filled thus:
 1. At the next District Committee meeting following the vacancy, nominations of candidates will be accepted from the floor.
 2. An election will take place following the procedures laid out in these bylaws for the election of District Officers.
 3. The names of the successful candidates will be presented to the District Chair for referral to the Chairman of the MCDP to be presented to the ADP's Chairman as per MCDP bylaws.

- C. Manner of Election of State Committeemembers – For the position of State Committeemember, each PC shall be provided with a single ballot for the positions available. For this election, only a plurality of votes is required for election. The top vote-getters after one round of voting shall be declared the winner.
- D. If the first round of voting results in a tie for the position(s) available, a run-off round of voting will occur for the tied position (or positions) that cannot be conclusively declared. In this run-off round, a separate ballot will be provided. PCs shall vote for only the number of remaining positions available from the field of tied candidates. Voting shall continue until no ties remain. However, if a tie does result between only two candidates for only one remaining position, a random method to determine the lowest vote-getter shall take place (such as a coin flip/die toss).

Article VI Committees

Section 1: Standing Committees

There shall be the following Standing Committees: Candidate Recruitment, Quartermaster, Fundraising, Social Media and Communications (SMAC), and Voter Outreach Committees. Additional standing committees can be created by a majority vote of the Executive Board. Committee Chairs are appointed by the Executive Board.

Section 2: Membership

Membership on each standing committee shall be open to registered Democrats in the MCLD18D who are willing to serve as members.

Section 3: Committee Duties

- A. Candidate Recruitment and Training - Identifies, recruits and develops candidates for the several elected offices at state, county and local levels.
- B. Quartermaster Committee – The duties of the Quartermaster and his committee shall include but not be limited to the following:
 1. Maintain an electronic record of LD18 inventory and where each item is stored. This record will be current and available at each district executive board meeting.
 2. If additional inventory is needed, will assist in researching the appropriate materials at the most favorable prices.
 3. Determine which inventory, if any, can be disposed of and determine how it will be disposed of: garage sale, non-profit organization, etc. If an event such as garage sale is

- necessary, the quartermaster will organize a team to identify a venue, date and time, and price, tag, and organize items for sale.
4. Maintain a warm, communication-rich working relationship with providers and hawkers of the raffle baskets.
- C. Fundraising - Creates and implements a plan for raising funds which will meet the adopted budget goals.
1. Lead district efforts in fundraising through such efforts as letter writing and phone calling to specified groups, “asks” at district meetings and events, and calendared district events.
 2. Propose an annual calendar of fundraising events that can be repeated each calendar year.
 3. Set up committees to be responsible for the successful raising of funds at each of the calendared events.
 4. Work with the treasurer on proposing and maintaining a budget that will reflect the impact of the expenses and profits of fundraising activities and events.
- D. Voter Outreach
1. Create and implement a two-year plan for attracting and activating volunteers.
 2. Create and implement a two-year plan for communicating with voters and increasing Democratic voter turnout.
- E. Social Media and Communications
1. Create and implement a two-year plan for social media adoption, training, and usage.
 2. Recommend changes to existing technologies to keep district communications clear, concise and accessible.

Section 4: Ad Hoc Committees

Ad hoc Committees may be established by the Executive Board

Article VII Meetings

Section 1: Statutory Meeting

The Statutory or Organizational Meeting of the District Committee shall convene as provided for in A.R.S. § 16-823 and shall conduct business and elect MCLD18D Executive Board officers. This meeting shall be held at a date, time and place to be designated by the MCDP Chair. The Secretary shall provide written notice of the meeting to all PCs not less than fourteen (14) days prior to the meeting. No proxies shall be allowed at this meeting.

Section 2: Other Meetings

The District Committee shall have at least two regular meetings during each calendar year. The Executive Board shall select the date, time and place for such meetings. The Executive Board may call other meetings of the District Committee from time to time and fix the date, time and place of said meetings. The Executive Board shall call a District Committee meeting upon receipt of a petition signed by not less than 25 Percent of the qualified precinct committeepersons of the District Committee. The petition must include an agenda for the meeting. The Executive Board shall call said meeting for a time not more than thirty (30) days from the date of receipt of the petition.

Section 3: Notice for all Meetings

The Secretary shall provide written notice to members of the District Committee 14 days in advance as to the date, time and place for such meetings.

Notice may be provided:

- A. By U. S. Postal Service, mailed at least 14 days (postmarked or bulk mail receipt from the Post Office) prior to the meeting.
- B. By email, provided recipients have opted in and authorized this means of notification, otherwise notice will be sent by U.S. Postal mail.
- C. By posting the meeting information on the District website, provided that this method has been approved by the Executive Board, for a specific meeting and notice is mailed to those who are eligible to attend but have not opted in to email notification and authorized this method of notification.

Section 4: One Person, One Vote

Notwithstanding that an individual may occupy more than one office of the District Committee or District Executive Board, only one vote shall be exercised by each person on any action or decision.

Section 5: Programs for Meetings

The District Executive Board shall approve the program and agenda for District Committee meetings. The agenda shall be presented for approval at the beginning of such meetings, except that the agenda for meetings requested by petition shall be that supplied with the petition.

Section 6: Debate

Reports of committees, communications to the members of a meeting, resolutions presented, and all motions may be debated unless by a two-thirds vote the meeting body decides to dispose of them without debate. No delegate or member shall speak longer than three minutes at one time except as provided in the agenda or by a vote of the majority of the members present.

Section 7: Rules of Order

At all meetings prescribed by or held under the auspices of these Bylaws, unless otherwise specifically provided in these Bylaws, we shall be governed by the rules of common decency and democratic principles. Any disputes shall be resolved by a majority of the District Committee members, present and voting.

Section 8: Open meetings

All meetings of the District Committee shall be open to the public.

Article VIII Affiliated Organizations

Section 1: Organizations

Clubs, groups or organizations are encouraged to become an affiliated member of the MCLD18D so that they may participate in the services and resources of the District. Affiliation requirements:

- A. A majority of the Executive Board present and voting at a regularly scheduled Executive Board meeting, approves the affiliation.
- B. Bylaws of the organization do not conflict with the bylaws of the MCLD18D, Maricopa County Democratic Party, the Arizona Democratic Party, State or National laws.
- C. Financial reports and Statement of Organization are filed with the Secretary of State as required by Arizona Revised Statutes.

Section 2: Termination of Affiliation

The Executive Board may terminate an organization's affiliation by a majority vote of the present and voting members of the District Executive Board at a regularly scheduled meeting.

Article IX Finances

Section 1: Monies

All District committee monies shall be deposited in financial institutions designated by the Executive Board. The Treasurer shall maintain a bank checking account with a FDIC insured bank in the district's name in which the district's funds will be deposited to and withdrawn from. At least one other District Officer will be a signer on the account to insure access to funds in the advent that the Treasurer is incapacitated.

Section 2: Expenditures

The Treasurer is authorized to dispense District funds at the direction of the Executive Board to pay for goods and services required to maintain and facilitate the functions of the District Committee and to carry out the Mission of the District Committee.

Section 3: Deposits

All District funds will be deposited into an FDIC insured institution designated by the Executive Board.

Section 4: Records

All records of income and expenditures will be maintained by the Treasurer for three consecutive years including those years that span the District committee's periodic re-organization.

Article X Election Boards

Recommendations for all positions on County polling place election boards to which representatives of the Democratic Party are entitled shall be made by the Precinct Committees ~~through the PCs~~ to the District Chair, who shall submit names for all positions for the election at least thirty-five (35) days before the date of the election.

Article XI Amendment of Bylaws

Section 1: Amendment Process

- A. These Bylaws may be amended by a majority vote of the District Committee members present at a regular or specially called District Committee meeting. Proposed bylaw changes must be in compliance with Arizona Revised Statutes, MCDP, State Party and DNC bylaws.
- B. Proposed changes to the bylaws will be presented in written form to the PCs present at a District Committee meeting and the merits of those changes discussed. At the next subsequent District Committee meeting, each PC in attendance will be provided with a written copy of the proposed bylaw changes, the motion to accept the proposed changes may be made from the floor, and another discussion of its merits held. At the conclusion of the discussion, a vote of the PCs present will occur and the amendment's adoption or rejection will be determined by majority vote.

Section 3: Duration

These bylaws and or amendments shall become effective upon approval and shall continue in force until terminated via the amendment process contained in these bylaws.

Section 4: Severability

Any provisions in the bylaws deemed unconstitutional or unlawful shall be considered null and void but all remaining provisions remain in effect. These bylaws are subordinate to the Arizona Revised Statutes, DNC Charter and Bylaws and State Party bylaws.