

CONSTITUTION OF THE DEMOCRATIC PARTY OF DUBUQUE COUNTY, IOWA

Article I - Name

The name of this organization shall be the Democratic Party of Dubuque County, Iowa; also known as Dubuque County Democrats.

Article II – Aims and Purposes

The aims and purposes of this organization, hereinafter referred to as the “Party”, shall be to encourage effective government at all levels, to promote democratic ideals, and to defend social justice and civil liberty. The Party shall seek to provide a representative and responsible Democratic Party in Dubuque County, and to advance the interests of the Iowa Democratic Party and the Democratic Party of the United States of America. To achieve these ends, the Party shall have those duties, responsibilities, and powers that are consistent with these objectives.

Article III – Authority

This Constitution shall be the supreme governing document of the Party, limited by and subject to the laws of the United States of America, the laws of the State of Iowa, and the Constitution of the Iowa Democratic Party.

Article IV – Central Committee

Section 1 Composition. The Central Committee of the Democratic Party of Dubuque County, Iowa, hereinafter referred to as the “Central Committee”, shall be the governing body of the Party. The Central Committee shall be comprised of the members elected pursuant to this Article IV, hereinafter referred to as “Central Committee Members,” and the Executive Board of the Democratic Party of Dubuque County, Iowa.

Section 2 Even-Year Caucus and Elections. In every even-numbered year, each Dubuque County precinct, meeting in caucus pursuant to the Constitution of the Iowa Democratic Party, shall elect a minimum of two (2) voting Central Committee Members, and may elect up to a maximum of twelve (12) voting Central Committee Members. The term of office for each Central Committee Member shall begin immediately upon election and shall continue until a successor is elected at the next Even-Year Caucus or until such Central Committee Member is removed sooner pursuant to the Constitution or Bylaws of the Party.

Section 3 Biennial Organizational Meeting & Caucus. In every odd-numbered year, the Central Committee shall meet and organize at an off-year caucus which shall take place between March 1 and April 1.

Section 4 Central Committee Member Vacancies. If a vacancy shall occur in Central Committee membership, the position shall be filled by an alternate member, or, in the event that there is no alternate, by election pursuant to the Bylaws of the Party. Any person who fills such vacancy shall serve until a successor is elected at the next Even-Year Caucus or until such person is removed sooner pursuant to the Constitution or Bylaws of the Party.

Section 5 College and Young Democrats. Recognizing the young citizens of Dubuque County who contribute to and desire involvement in the political process, and further recognizing that the Party desires to give our young citizens an expanded forum to present their ideas, it is hereby established that each recognized College or Young Democrats organization in Dubuque County may elect two associate members to the Central Committee. An associate member shall have all of the rights and privileges of the regular Central Committee Members except the right to vote at Central Committee meetings. The rights of associate members shall include but not be limited to the right to participate in all debates of the Central Committee and the right to be named to and fully participate in standing and ad hoc committees. Associate members shall serve until the start of the next Even-Year Caucus or until such associate member is removed sooner pursuant to the Constitution or Bylaws of the Party.

Article V – Executive Board

Section 1 Composition. The Executive Board of the Democratic Party of Dubuque County, Iowa, hereinafter referred to as the “Executive Board”, shall be comprised of the officers of the Party, the immediate past Chair of the Party, and the chairpersons of the standing committees established by the Bylaws of the Party. No person may hold more than one seat on the Executive Board.

Section 2 Duties. The Executive Board shall have general supervision of the affairs of the Central Committee between its business meetings, fix the hour and place of meetings, prepare the agenda for the business meetings of the Central Committee, develop policies and activities that will assist the Party in achieving its aims and purposes, including the funding of local candidates between business meetings (up to \$500/each), and shall perform such other duties as are specified in these bylaws.

Article VI – Officers

Section 1 Election and Composition. The officers of the Party shall be elected by the Central Committee Members at the Biennial Organizational Meeting & Caucus. The officers shall consist of a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary and a Treasurer. The officers shall have voting privileges equal to those of the Central Committee Members, with the exception of the Chair, who may vote only in the event of a tie. A person may be, but need not be, both an elected Central Committee Member and an elected officer, however a person who is elected in both of such capacities shall nonetheless have only one vote. The term of office for each officer shall begin immediately upon election and shall continue until a successor is elected at the next Biennial Organizational Meeting & Caucus or until such officer is sooner removed pursuant to the Constitution or Bylaws of the Party.

Section 2 Duties of the Chair. The chair shall preside at all Central Committee and Executive Board meetings and shall have general charge and control over the affairs and business of the Central Committee, the Executive Board, and the Party generally. The Chair, may, with the approval of the Central Committee, appoint ad hoc committees as deemed necessary. The Chair shall appoint at each December Central Committee meeting a special committee of three members to audit the Treasurers’ books for the year that is ending. At least one appointee must not have served on the committee the preceding year and one with bookkeeping or auditing experience is sought but not required. The auditing

committee shall meet with the Treasurer during the subsequent January, after the calendar year books have been closed. The committee shall report its findings and recommendations at the February Central Committee meeting.

Section 3 Duties of the First Vice-Chair. The First Vice Chair shall assume the duties of the Chair in the absence of the Chair. In the event that the Chair is unable or unwilling to serve out his/her term, the First Vice-Chair shall fill the office of Chair and serve the unexpired term. The First Vice Chair shall be an ex-officio member of each standing and ad-hoc committee. The First Vice-Chair shall assist the Second Vice Chair in the performance of his or her election-time duties.

Section 4 Duties of the Second Vice-Chair. The Second Vice Chair shall assume the duties of the Chair in the absence of both the Chair and the First Vice-Chair. The Second Vice-Chair shall be directly responsible for voter registration and other voting and election day activities.

Section 5 Duties of the Secretary. The Secretary shall prepare and maintain all minutes of meetings, documents, files, and records as may be necessary for the operation of the Central Committee, the Executive Board, and the Party generally. The Secretary shall be responsible for all mailings and notices required by the Constitution and Bylaws of the Party. The Secretary shall maintain an accurate list of the Central Committee Members.

Section 6 Duties of the Treasurer. The Treasurer shall keep account of all monies of the Party, shall deposit all monies received in such banks or depositories as the Executive Board shall designate, and shall make payments only on written order signed by the Chair. The Treasurer shall prepare a written report prior to each regular meeting of the Central Committee, which report shall include a record of all receipts and disbursements subsequent to the last such report. The Treasurer shall prepare an annual financial report upon the close of each calendar year and shall present such report at the first regular Central Committee of the New Year. The Treasurer shall be bonded in an amount determined by the Executive Board.

Section 7 Vacancies. If a vacancy shall occur in any office, the position shall be filled by election pursuant to the Bylaws of the Party. Any person elected to a vacant office shall serve until a successor is elected at the next Caucus or until such person is sooner removed from office pursuant to the Constitution or Bylaws of the Party.

Article VII – Meetings

The regular meetings of the Central Committee shall occur at least once every three (3) months in accordance with the Constitution of the Iowa Democratic Party. Other meetings shall be held pursuant to the Bylaws of the Party.

Article VIII – Bylaws

The Bylaws of the Party may be adopted and amended by approval of a majority of those present and voting at a regular meeting of the Central Committee following at least two (2) weeks notice of the proposed Bylaws and the time and place of the meeting. The Bylaws shall be in conformity with this Constitution.

Article VIX – Amendments

Amendments to this Constitution must be presented and circulated in writing at a regular meeting of the Central Committee and then approved by two-thirds of those present and voting at the next two (2) consecutive regular meetings of the Central Committee. Substantive changes in circulated wording shall be out of order at the approval meetings. Non-substantive changes in circulated wording must be approved by two-thirds of those present and voting at an approval meeting.

Amendment Section. [For brevity’s sake, only the most recent resolution approving an Amendment to this Constitution and By-laws will be listed here].

Whereas the Dubuque County Democratic Central Committee has determined that the Constitution & Bylaws of the Party should be amended as follows:

Article VIII – Bylaws

The Bylaws of the Party may be adopted and amended by approval of a majority of those present and voting at a regular meeting of the Central Committee following at least ~~three (3)~~ two (2) weeks notice of the proposed Bylaws and the time and place of the meeting. The Bylaws shall be in conformity with this Constitution.

Now, having been introduced at the February 2017 Central Committee meeting for its first reading and the March 2017 Caucus for its second reading; therefore it is resolved by the Dubuque County Democratic Central Committee to approve this amendment following its third and final reading at its March 2017 Biennial Organizational Meeting.

BY LAWS OF THE DEMOCRATIC PARTY OF DUBUQUE COUNTY, IOWA

Article I - Membership and Elections

Section 1 All vacancies on the Executive Board or Central Committee shall be filled by nomination from the chair and ratification by the Central Committee at the next regular meeting.

Section 2 A majority vote of those present and voting shall be required to elect anyone to any office or any precinct vacancy. In the event of more than one nomination, the election may be by signed ballot.

Section 3 All elections involving three or more candidates shall be conducted as follows:
a. If each candidate receives more than 10% of the votes cast, the candidate with the least number of votes shall be eliminated and the balloting continued with those remaining.
b. On any ballot any candidate receiving less than 10% of the votes cast on that ballot shall be eliminated from further balloting.
c. Balloting shall continue in this manner until one candidate receives a majority of the votes cast on a ballot and is declared elected.

Section 4 When a vacancy occurs in a Central Committee position- committee person or officers the vacancy shall be announced at the first available meeting of the Central Committee.

The vacancy may be filled in accordance with the provisions of the by-laws at any Central Committee meeting subsequent to its announcement in a Central Committee agenda.

Section 5 Central Committee members represent the precinct from which they were elected. If a Central Committee member changes residence to another precinct, his/hers membership shall transfer to the new precinct by a simple re-affirmation vote at the next Central meeting. If the precinct they want to transfer to is already at full capacity, they shall become an Alternate Central Committee Member from that precinct. The vacancy created by a member moving out of his/her precinct shall be announced and the election of the successor shall be carried out according to the Provisions of these Bylaws. If the precinct has alternates, alternates will move up to fill the Central Committee member vacancy in the order they were elected to the Central Committee as alternates.

Section 6 The Central Committee may, by a sixty percent (60%) vote of the members present, remove from office any committee person or officer who publicly supports any candidate other than the one nominated by the Democratic Party, for inattention to duty (failure to attend three consecutive Central Committee meetings without notice), incompetence or non-residency.

Section 7 Any member of the Central Committee who has reason to believe another Central Committee member or Executive board member has violated the rules or bylaws of this Central Committee, may file a written, signed complaint with the Executive Board or Party Chairperson.

Upon receipt of any such complaint, the executive board shall meet and investigate such complaint within 15 days. The accused has the right to face the accuser at this point in the process. If the complaint is found to be valid, the Executive Board shall bring the complaint to the attention of the Central Committee for action at the next regular meeting of the Central Committee. The Executive Board may, at its discretion, recommend action to be taken by the Central Committee.

Any questioning of the integrity or ability of a person to serve as a member or officer of the Central Committee before following these procedures shall be out of order at any meeting of the Dubuque County Central Committee.

All allegations shall remain confidential until determined valid.

The decision of the Executive Board may be appealed to the Central Committee by either party. Such appeal shall be filed in writing with the Chairperson or Secretary within 10 days of the Executive Board report to the Central Committee.

All complaints shall be discussed only under Executive Session of either the Executive Board or Central Committee.

Section 8 All applications for associate membership with the Central Committee must be submitted in writing to the Executive Board. Associate membership will be granted by majority approval of the Executive Board.

Article II - Standing Committees

Section 1 Chairpersons of Standing Committees shall be appointed by the County Chairperson with the approval of the Central Committee at the regular Central Committee meeting immediately following the Biennial Organizational Meeting & Caucus. The term of office for the standing committee chairpersons expires with the term of the County Chairperson or until such Committee Chair is sooner removed pursuant to the Constitution and Bylaws of the Party.

Section 2 Each standing committee shall report monthly to the Central Committee, file written reports with the Secretary concerning its activities at least quarterly and prepare and submit a budget to the Finance Committee annually.

Section 3 There shall be a Candidates and Campaigns Committee whose duties shall be:

- a. To recruit candidates for Democratic Party nomination.
- b. To secure speaking opportunities and arrange appearances for candidates.
- c. To assist in coordinating the efforts of the candidates.
- d. To notify candidates of events within the community and to maintain a calendar of events, which includes community, party and candidate events.
- e. To coordinate candidates' events with the Special Events Committee and the Publicity Committee and to share information between the Research Committee and the candidates regarding issues
- f. Compile a list of Democratic office holders and general election candidates with their preferred contact information - which shall be made available to Central Committee members, the public through the Website and other media, and to the Information Committee to update the VAN categories.

Section 4 There shall be a Finance Committee. Members include the Finance Chairperson, appointed by the Party Chairperson and other voting members selected by the Finance Chairperson. The Chairperson of the Party shall be a voting member, and the Treasurer shall be a non-voting member. Duties of the Finance committee shall be:

- a. To prepare and submit a written budget annually for the Central Committee's approval
- b. To review budget status monthly to assure conformity to the budget and fund-raising goals.
- c. To prepare and submit an internal written year-end report including account performance and review of fund raising events.
- d. To collect information concerning fund raising and spending by the Dubuque County Democratic Party, to evaluate the priorities of spending policies, and to make recommendations to the Central committee through the Executive Board.
- e. To develop and carryout fund raising plans approved by the Central Committee.
- f. To review and approve budgets from all standing committees.
- g. In cooperation with all committee chairs, critique the effectiveness of fund raising projects.

Section 5 There shall be an Information Committee whose duties shall be:

- a. To update and maintain the information in the Voter Action Network (VAN), the Iowa Democratic Party's (IDP) database. The VAN identifies all registered voters in Iowa and the Party uses this database to help grass roots party building through the Get Out the Vote activities. Voter lists and labels can be generated from this database. Access to the information is restricted to persons doing approved Party

business.

- b. To update a local Party calendar through the *www.dbqdemocrats.org* website.
- c. To work with the Webmaster to update the website as needed.
- d. To maintain and update a current list of Democratic Activists on our List serve. This is the most direct and cost effective technique for communicating a Democratic message in a timely manner.
- e. To communicate with the Party Secretary to maintain and update a list of Central Committee members.
- f. To prepare biannually, a handbook for Central committee members and to conduct an orientation for the precinct people. This is also an opportunity to present goals and strategy.
- g. To serve as liaison to the District and State Democratic Party in planning and implementing Caucuses in Dubuque county and a Dubuque County convention.
- h. Information pertaining to the CENTURY CLUB is **NOT** part of the Information Committee.

Access to information: The executive Board shall determine access policy.

Costs: The Executive Board shall determine if and when fees are appropriate to Specific requests for information. With the exception of Presidential campaigns, materials shall be provided at a cost designed to meet the Party's cost for materials.

If the County Party provides data to the Presidential campaigns, the cost shall be comparable to but competitive with the Iowa Democratic Party.

Section 6

There shall be a Permanent Organization Committee whose duties shall be:

- a. To answer questions or research answers to questions at Central Committee meetings concerning both the Dubuque County and Iowa Democratic Party's Constitution and Bylaws.
- b. To review the Central Committee's constitution, bylaws and standing resolutions.
- c. To aid in the affiliated Democratic clubs throughout the County.
- d. To coordinate with the Second Vice Chairperson, and the Research committee in the identification of supportive constituency groups, and the development of a relationship with our party. [Candidates and Campaigns will arrange speakers for them.] The Research Committee should identify candidate's interests and match with supportive constituency groups.

Section 7

There shall be a Publicity/Communication Committee whose duties shall be:

- a. To write and disseminate press releases, printed material, radio spots, and event choices for party activities.
- b. To obtain the IDP's handouts for GOTV and assist candidates in additional development of campaign materials if needed.
- c. To coordinate publicity efforts for the other standing committees.
- d. To provide candidates with information on media costs required for newspaper, radio, and television advertising.
- e. To coordinate with the Special Events Committee Chair and our Webmaster to post summaries of pictures of events on our Website.
- f. To work with the Research Committee to frame our message effectively.
- g. To coordinate the dissemination of our message to the target audience - to activists through the List-serve or Phone Tree or to the public through the media.

- Section 8 There shall be a Research Committee whose duties shall be:
- a. To gather facts and information on issues identified and confirmed through the local platform process.
 - b. To prepare issue position papers based on research for adoption and use by the Central Committee and local and state candidates.
 - c. To lead and encourage “letters to the editor” effort utilizing issue position papers and Issue research.
 - d. To inform and distribute to the public the platform and issue positions of the Dubuque County Democratic Party.
 - e. To coordinate with our Webmaster the posting of articles as needed or desired.

- Section 9 There shall be a Special Events Committee whose duties shall be:
- a. To oversee the planning, coordinate participation, and help to implement fund raising events, candidate’s forums, debate parties, the annual fair booth, and community activities by finding a “Point Person” (someone in charge) for each activity.
 - b. To promote the image of the Democratic Party by encouraging participation in community activities *i.e.*: the annual Thanksgiving Dinner, served in the community collecting food for the Labor Harvest, give a day for Habitat for Humanity, community or neighborhood cleanup day, and seasonal assistance for the elderly etc.

- Section 10 There shall be a Volunteer Committee whose duties shall be:
- a. To update and maintain a list of volunteers to be called upon to assist in the work of the Dubuque county Party, *i.e.*: canvassing, phone calling, yard signs, etc., and to provide volunteer lists for other committees.
 - b. To assist the Information Committee in updating and maintaining a phone tree list to communicate important timely information to the Central Committee and other activists who do not have email capability.
 - c. To recruit and nominate precinct committee persons for vacancies that may occur.
 - d. To assist in recruiting and screening personnel for election boards..
 - e. To welcome or visit new citizens who enter the County and seek to interest them in the work of the Democratic Party.

- Section 11 There shall be a Youth Outreach Committee whose duties shall be:
- a. To reach out to the area high school and college students and endeavor to recruit their participation in the Dubuque County Democratic Party.
 - b. To hold new youth voter registration drives on campus when ever possible.
 - c. To endeavor to organize Democratic Clubs on each campus, and educate students on the issues facing them.

Article III - General Rules and Regulations

- Section 1 All public announcements and publicity releases officially pertaining to the Central Committee shall be the responsibility of the Chairperson who may delegate that responsibility to any member of the Dubuque County Democratic Party who is qualified to handle such publicity.

- Section 2 Central Committee shall not raise money for or contribute money to Democratic candidates in primary elections. Central committee members may as individuals however, raise money for and contribute to Democratic candidates in primary elections.

- Section 3 Regular meetings of the Central Committee shall be held on the second Tuesday of each month commencing at 7:00 p.m. at a place designated in the meeting notice. On rare occasions, when necessary, the CC meetings will be held on a different date. When this is necessary, the Chairperson, Secretary, Information Committee Chair, and Volunteer Committee shall make every effort to notify the CC members of any changes in meetings through email notices, and or phone calls. The Information Committee will update any last minute changes on the Website's calendar.
- Section 4 Special meetings shall be called by the Chairperson within 12 days of a petition signed by at least 10 members of the organization setting forth the matters to be considered at said meeting. The Executive Board or Chairperson may also call a special meeting. The Secretary shall send email notices to those with email addresses. Depending on the time, the Secretary will either send postcard notices or activate the phone tree system with the help of the Volunteer Committee, informing them of the meeting or meeting change– at least seven days in advance. The notice shall include an agenda of the meeting. At special meetings it shall be out of order to consider items not listed on the agenda of the call for a special meeting.
- Section 5 All procedural matters not covered in the Constitution and bylaws shall be handled in accordance with the provisions of Roberts Rules of Order Revised.
- Section 6 Twenty voting members shall constitute a quorum for the transaction of business at any meeting. Motions shall carry by a simple majority of those present and voting.
- Section 7 These Bylaws may be amended by a majority vote of those in attendance at any meeting provided two (2) email or postcard notice of the proposed change of the Bylaws was sent to all members.
- Section 8 Provisions of these Bylaws may be waived at any duly announced meeting to permit passage of a motion contrary to some provision of the Bylaws provided a motion to waive the specific provisions for the stated reason(s) receives a two thirds affirmative vote of the members present and voting.
- Section 9 The Central Committee, the Executive Board and the Committees created by them shall refrain from endorsement of candidates in primary election contests; however members of the Central Committee may as individuals support qualified Democratic candidates of their choice in such ways as they may decide would be in the best interests of the Democratic Party.
- Section 10 No person shall hold more than one seat on the Executive Committee, nor cast more than one vote, nor shall there be any voting by proxy or absentee ballot.
- Section 11 The Central Committee may pay general and special election campaign costs of a candidate following an election only with the approval by two-thirds vote of those present and voting.
- Section 12 Policies not addressed by the Constitution or the Bylaws, but which are on going, shall be designated as Standing Resolutions attached to these documents. These policies can be updated at any Central Committee meeting and must be reviewed within three months

following the election of each new County Central Committee.

Section 13 Open Meetings. The “Open Meetings Law” requires all members and other interested individuals and the media be provided with an agenda which clearly identifies all items to be acted upon and that the public be allowed to attend the meetings. The Dubuque County Democratic Central Committee and county conventions and their sub-committees shall follow these rules with the following two exceptions.

1. If 90% of the members present and voting declare an item to be too urgent to allow waiting for the next meeting, action may be taken even though it was not clearly identified in the agenda.
2. “Political Strategy” is a reason for going into closed session in addition to those cited in the “Code of Iowa.”

STANDING RESOLUTIONS

CENTURY CLUB

The names of contributors to the Century Club shall be kept confidential, not used for any other purpose by the Dubuque County Democratic Central Committee nor given to any other organization except as required by Iowa Law.

ELECTION YEAR END BALANCE

Every effort shall be made to maintain a minimum balance of \$1000 on December 31 in order to ensure sufficient funds to meet routine expenses and to provide seed monies for fund raising activities.

RECIPROCITY

Mutual sharing of a particular kind of proprietary information between the Party and a candidate of campaign. The candidate or campaign retains ownership and control of its own data and its data cannot be provided to other candidates or campaigns without the owner’s permission. If an incumbent doesn’t run for re-election or if a candidate loses a primary, data, which they shared with the Party, becomes the property of the Party.

ACCESS TO INFORMATION

- For Elected Party officials and standing committees: any Party use.
- For Democratic candidates in partisan elections, Democrats elected to partisan office, and Presidential campaigns: any campaign use limited only by reciprocity. Century Club lists are never distributed.
- For the Iowa Democratic Party: limited to what is approved by the County Chair.
- For constituency groups, which have endorsed Democratic candidates and been recognized as friendly by the Executive Board: Voter Registration File.
- Requests shall be prioritized in the order received by the Information Committee chair.

EMERGENCY SPENDING:

Normally all spending shall be in accordance with the budget approved by the Dubuque county Democratic Central Committee. Occasionally circumstances require an unbudgeted expenditure before the matter can be brought before the Central Committee. This is designated as an emergency expenditure. The County Chair may authorize emergency expenditures of \$100 or less. If the emergency exceeds \$100, the Chair shall make every reasonable effort to obtain approval of a majority of the Executive Board. The County Chair shall not make an expenditure of over \$100 if a majority of the Executive Board objects. All emergency expenditures shall be reported as such to the Central Committee at its next meeting.