

## **WALDO COUNTY DEMOCRATIC COMMITTEE BYLAWS**

### **ARTICLE I: NAME**

§1 The name of this organization shall be the **Waldo County Democratic Committee**, hereinafter referred to as the WCDC or County Committee.

### **ARTICLE II: PURPOSE AND OBJECTIVES**

§1 The objective and purpose of this organization shall be:

- A. To promote ideals and principles of the Democratic Party;
- B. To encourage and maintain participation and unity of Democrats and potential candidates in Waldo County, in the State of Maine, and in our nation through elections of duly nominated candidates; and by so doing, aid our government in the municipalities, county, state and nation to function effectively as a true democracy and a government of all people;
- C. To provide leadership to, and coordination with municipal committees, the Maine State Democratic Committee, and the Democratic National Committee;
- D. To support the nominees elected in the State Democratic Primary and to elect Democrats to office.

§2 The WCDC shall be a non-discriminatory, non-profit organization.

### **ARTICLE III: MEMBERSHIP**

§1 Each municipality shall be entitled to a minimum of three (3) members on the County Committee, one of whom shall be the municipal committee chair. In addition, the municipality shall be entitled to one member for each 25 Democrats, or major fraction thereof. For the purposes of this section, a major fraction shall consist of (50 or more) persons;

§2 A municipal committee member may be elected to serve as an alternate to the County Committee and may vote only when a voting municipal member is absent.

### **ARTICLE IV: ELECTION OF MEMBERS**

§1 At each biennial caucus, municipal committees shall elect members of the County Committee. County Committee persons shall assume office as soon as elected by the municipal committees and serve a two year term. If the biennial caucus fails to elect its full quota of members or if a vacancy occurs, County Committee members may be elected at regular or specially convened meetings of the municipal committee between caucuses, or in accordance with the provisions of Section 2 of this Article.

§2 County Committee members also may be elected by a vote of the County Committee. Any registered Democrat in Waldo County who within the preceding 3 months was not a member of another political party may petition the County Committee for membership as long as their municipality of residence has not exceeded its membership quota. The request must be submitted in writing by mail, in person, or by email to the Committee Secretary or Chair, and must include the requestor's full name, their address as it appears on their voter registration, an email address if applicable, and a phone contact number. Upon receipt of the request the Committee Secretary or designee will verify registration status according to the Voter Activation Network (VAN) and notify the requester's municipal committee chair, if any, of the request. The request shall be considered at the next regularly scheduled meeting of the WCDC. If so voted by a majority of the WCDC present at that meeting, the requester shall have full membership and voting rights immediately.

### **ARTICLE V: DUTIES OF COUNTY COMMITTEE MEMBERS**

§1 The duties of County Committee Members shall be as follows:

- A. To attend meetings of the County Committee and participate in the government and direction of the affairs and activities of the Democratic Party in Waldo County;

- B. To work closely with municipal chairs in order to promote a grassroots Democratic organization;
- C. To serve as a liaison between the municipal and county committees for the exchange of information concerning the activities and requirements of each;
- D. To aid and cooperate with the campaigns of Democratic candidates; and
- E. To assist in fund-raising efforts for County Committee activities and Democratic campaigns.

**ARTICLE VI: OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

- §1 The Executive Committee shall consist of seven voting members:
  - A. Four elected officers: Chair, Vice Chair, Secretary, and Treasurer.
  - B. Two at-large members.
  - C. One ex officio member designated by the Diversity, Equity, Inclusion, Belonging Committee.
  - D. There shall not be more than two members of the Executive Committee elected from the same municipality.
- §2 Each officer shall personally perform, or delegate in an appropriate manner, all duties specified in these by-laws, and is responsible for the proper performance of any duties shared with other officers or otherwise delegated.
- §3 All Executive Committee members shall regularly attend Executive Committee and County Committee meetings.
- §4 Officers assume office immediately upon election and serve until the next regular election.
- §5 Meetings of the Executive Committee shall be held monthly or as necessary, with prior notice made to all members of the Executive Committee at the call of the Chair or of any three of its members. Four (4) members of the Executive committee shall constitute a quorum at its meetings.
- §6 The Executive Committee shall serve in an advisory capacity to the Chair and the County Committee. The Executive Committee may make recommendations but shall have no power to bind the County Committee to a final action, except as provided in §7 of this article.
- §7 In situations of an urgent nature requiring immediate attention, including budget adjustments, the Executive Committee may make a necessary decision at a duly called and constituted Executive Committee meeting. When necessary, voting by telephone or other electronic means is acceptable, provided an attempt is made to contact every member. A report on said action shall be made at the next meeting of the County Committee.
- §8 The Executive Committee shall perform any other tasks as may be from time to time assigned by the County Committee.

**ARTICLE VII: ELECTION of EXECUTIVE COMMITTEE**

- §1 Any person seeking to be a member of the Executive Committee must be a duly elected member of the Waldo County Democratic Committee.
- §2 Any person who wishes to be nominated for office or as an at-large member should announce ahead of time their his or her intention; however, nominations will be accepted from the floor.
- §3 In January of each odd-numbered year, the incumbent Chair shall call the biennial meeting for the election of officers at the January meeting of the County Committee. The Chair shall cause the call to be issued by written or electronic notice to all members of the County Committee, and such notice shall be sent to all members not less than seven (7) days prior to the meeting.
- §4 In the course of electing officers, the current Chair shall preside over the election; in the absence of the Chair, the Vice-Chair shall preside, or in the absence of both, the Secretary shall preside. After election of officers, the newly elected officers shall assume their positions.
- §5 In February of each odd-numbered year, the incumbent Chair shall call for the election of at-large members at that month's meeting of the County Committee. The Chair shall cause the call to be issued

by written or electronic notice to all members of the County Committee, and such notice shall be sent to all members not less than seven (7) days prior to the meeting.

§6 In the course of electing at-large members, the current Chair shall preside over the election; in the absence of the Chair, the Vice-Chair shall preside, or in the absence of both, the Secretary shall preside. After election of at-large members, the newly elected at-large members shall assume their positions.

**ARTICLE VIII: PROXIES**

§1 No proxies will be allowed.

**ARTICLE IX: REPRESENTATIVES TO THE DEMOCRATIC STATE COMMITTEE**

§1 Democratic State Committee (DSC) Members

- A. Any Democrat from Waldo County can run for this position by taking out nomination papers and getting the required number of signatures of Convention Delegates from this county. The election process shall be in accordance with State Party Rules;
- B. The State Committee Members serve as a liaison to the State Committee for exchange of information;
- C. Any reports by members of the State Committee and/or DSC committees should provide a written report to the County Committee and a copy given to the WCDC Secretary to be filed;
- D. Removal is by the County Committee and shall be conducted in accordance with State Party Rules; and
- E. Elected members shall serve a term of two years or until their successors are elected.

§2 Alternate Members to the DSC

- A. One Alternate Member shall serve as alternate to the County's Elected Members and may vote only when one of the County's Elected Members is absent or there is a vacancy.
  - 1. This Alternate Member shall be elected at the State Convention and shall be the first runner-up among all the candidates for the County's Elected Member positions.
  - 2. Should this position not be filled at the time of the State Convention an election of an Alternate Member to the DSC shall be held at the next County Committee meeting;
- B. Furthermore, a WCDC Member shall be elected to serve as alternate to the County Chair and may vote only when the County Chair is absent.
  - 1. This Alternate Member shall be elected by the County Committee at the time as the officers are elected;
  - 2. A person seeking this position shall be a duly elected member of the WCDC.

§3 Representative to the Democratic State Committee on Rules

- A. A person seeking this position shall be a duly elected member of the WCDC;
- B. Election shall be held at a County Committee meeting called for that purpose as soon as possible after the State Convention adjourns;
- C. The elected member to the State Committee on Rules shall represent Waldo County Democrats, attend as many meetings as possible, advise the County Committee of rule changes affecting them, and work closely with the Bylaws Committee to keep the County Committee Bylaws in compliance; and
- D. Elected members shall serve a term of two years or until their successor is elected.

§4 Resignations

- A. Resignations shall be submitted to the WCDC Chair and State Committee.
- B. Any vacancy shall be filled promptly by election of a WCDC member at a County Committee meeting called for that purpose with written or electronic notice seven days prior to the meeting.

**ARTICLE X: CONTRACTION OF AND PAYMENT OF BILLS**

§1 No bills shall be contracted by any member of this County Committee unless authorized or ratified by a vote of the County Committee, except that the Treasurer of the WCDC may authorize bills that are within the line items of the WCDC-approved Budget. All bills shall be itemized or accompanied by a statement that will reasonably show exactly what they are designed to cover.

**ARTICLE XI: DUTIES OF CHAIR**

§1 The duties of the Chair shall be:

- A. To serve as the general executive officer and spokesperson of the County Committee;
- B. To preside at all meetings of the County Committee and the Executive Committee;
- C. To follow directives from the State Democratic Party regarding caucuses, the state convention, and other activities;
- D. To be a non-voting member of each and every committee;
- E. To establish special or ad hoc committees as needed to address the interests and concerns of the County Committee;
- F. To attend all Democratic State Committee and Caucus of County Chairs meetings. Upon assumption of office, the Chair shall appoint a designee to the Caucus of County Chairs to act in the chair's absence.
- G. To serve as a liaison between the County and the State Committee for the exchange of information concerning the activities and requirements of each;
- H. To perform other duties that the County Committee may assign.

**ARTICLE XII: DUTIES OF VICE-CHAIR**

§1 The duties of the Vice-Chair shall be:

- A. To perform all the duties of the Chair in the chair's absence;
- B. To serve as the acting Chair if the Chair becomes vacant, until an election for Chair is held;
- C. When assigned by the Chair, to attend committee meetings or functions of the WCDC where the County Chair's attendance is required, expected, or beneficial;
- D. To assist municipalities and municipal chairs with organizing and becoming an active municipal committee; and
- E. To perform other duties that the County Committee may assign.

**ARTICLE XIII: DUTIES OF THE SECRETARY**

§1 The duties of the Secretary shall be:

- A. To keep a complete and accurate record of all County Committee meetings, filing a duplicate copy of such record with the Chair prior to the next meeting;
- B. To make available to any member of the County Committee for examination or copying any such records of meetings;
- C. To keep a record of the attendance of members at each meeting;
- D. To maintain a current list of all members and officers of the County Committee;
- E. To notify the Democratic State Committee in writing, any changes in the County Committee officers;
- F. To act as Deputy Treasurer when the Treasurer is not able to perform the duties of that office. The Secretary shall hold the same financial authorization as the Treasurer with respect to the Committee's bank accounts and billing accounts; however, the Secretary shall not act as Deputy Treasurer unless authorized by the Executive Committee or the County Committee under this section. If for any reason the Treasurer is unable or unwilling to perform the duties of the office for a specific period of time or permanently, the Executive Committee by a majority vote may authorize the Secretary to act as Deputy Treasurer until the next scheduled meeting of the County

Committee. If the Treasurer cannot resume their duties by that time, the County Committee by a majority vote of those present at the meeting may authorize the Secretary to act as Deputy Treasurer until such time as the Treasurer shall return to the position or upon the Treasurer's resignation and the election of a new Treasurer by the County Committee. In the event the Secretary is unable or unwilling to perform the Deputy Treasurer functions, the County Committee by majority vote may appoint a person from the general membership to act accordingly.

G. To perform any duties that the County Committee may from time to time assign.

#### **ARTICLE XIV: DUTIES OF THE TREASURER**

§1 The duties of the Treasurer shall be:

- A. To disperse funds of the County Committee in accordance with the annual budget adopted by the County Committee or at the direction of the County Committee;
- B. To keep a full and accurate record of all receipts and disbursements, including in-kind contributions;
- C. To deposit all County Committee funds in the name of the Waldo County Democratic Committee in a recognized bank or trust company;
- D. To provide a written report of the transactions and financial condition of the County Committee at every regularly called County Committee meeting;
- E. To comply on a timely basis with all legal requirements relating to the receipt and disbursement of funds and to in-kind contributions, including reports required by the Maine Commission on Governmental Ethics and Election Practices;
- F. To prepare I consultation with the Executive Committee a recommended two-year budget and present it to the County Committee for review, amendment, approval and adoption at the December meeting of the County Committee each year in accordance with the fiscal year of January 1 to December 31;
- G. To recommend unbudgeted expenditures when funds are available to the County Committee or the Executive Committee for approval in accordance with Article XI Section 4;
- H. To assist with ad hoc fundraising efforts;
- I. To assign duties to the Deputy Treasurer as necessary and as authorized pursuant to Article XIV Section 1F; and
- J. To perform other duties that the County Committee may assign.

#### **ARTICLE XV: STANDING COMMITTEES**

§1 The County Chair shall appoint the following Standing Committee Chairs:

- A. ByLaws and Policy Committee;
- B. Engagement Committee;
- C. Campaign Committee; and
- D. Diversity, Equity, Inclusion, Belonging Committee

§2 The Chair of each committee shall be a duly elected County Committee member.

§3 The Chair of each committee shall provide a verbal report to the members of the County Committee at a regularly scheduled meeting if the Standing Committee has met.

§4 Standing Committee members do not have to be WCDC members but must be registered Democrats.

§5 The Standing Committee Chair shall appoint committee members as necessary.

§6 The duties and responsibilities of each committee shall be:

- A. ByLaws and Policy Committee
  1. To review, maintain, and consider the existing bylaws of the County Committee;
  2. To maintain an up-to-date copy of the County Committee Bylaws for the Secretary and the members of the County Committee;

3. To make recommendations and prepare revisions and amendments as directed by the County Committee;
  4. To write policies as requested by the County Chair, Executive Committee or County Committee for approval and enactment by the members of the County Committee; and
  5. To perform any other tasks as may be from time to time assigned by the County Committee.
- B. Engagement Committee
1. To identify, recruit, train, develop, and activate volunteers in support of Democratic Party causes and values
  2. To organize WCDC events and facilitate participation in community activities;
  3. To work with the Executive Committee to organize biennial caucuses;
  4. To provide connection between volunteers and WCDC, the Maine Democratic Party, and Municipal and Regional Committees;
  5. To partner with area organizations and individuals with shared values and goals in consultation with the WCDC Executive Committee; and
  6. To perform any other tasks as may be from time to time assigned by the County Committee.
- C. Campaign Committee
1. To coordinate and lead WCDC campaign activities with the goal of electing more Maine Democrats to local, state, and national office.
  2. To collect and maintain accurate information about municipal and county level elected offices and elections;
  3. To communicate with candidates and voters;
  4. To recruit candidates for local office;
  5. To respond to candidates' requests for campaign support;
  6. To work with MDP and candidates to coordinate get-out-the-vote activities;
  7. To make and distribute campaign materials; and
  8. To perform any other tasks as may be from time to time assigned by the County Committee.
- D. Diversity, Equity, Inclusion, Belonging (DEIB) Committee
1. To bring questions, information, resources and recommendations to the County Committee for action including but not limited to:
    - (a) Guidelines for including diverse voices, histories, and language in policy development, committees, and candidate recruitment, as well as interpersonal communication (intended and unintended consequences);
    - (b) Evidence to counter misperceptions, bias, and lies;
    - (c) Awareness of conscious and unconscious biases;
    - (d) Strategies and language to use in uncomfortable situations;
    - (e) Connections/alliances with other WCDC committees as well as outreach; and
    - (f) Legislation and advocacy.
  2. To create process and structure to advance DEIB goals through:
    - a) Membership of at least 4, striving for representation from diverse groups, without tokenism;
    - b) Facilitated process;
    - c) A designated person from the DEIB Committee to serve as a voting Ex Officio member of the Executive Committee; and
    - d) Regular monthly meetings. Additional meetings may be called as needed.
  3. To perform any other tasks as may be from time to time assigned by the County Committee.

**ARTICLE XVI: AD HOC COMMITTEES**

§1 The County Chair shall appoint ad hoc committees and their chairs as needed for a specified purpose in a particular situation.

§2 The Chair of each committee shall be a duly elected County Committee member.

§3 The County Chair shall state the need of action with explanation as to what needs to be done, and a stated time for the work to be completed.

§4 The Chair of each committee shall provide a verbal report to the members of the County Committee if the committee has met.

### **ARTICLE XVII: GRIEVANCES**

§1 An Ad Hoc Grievance Committee shall be established as needed to hear and process any grievance of members or officers of the County and Municipal and Regional Committees.

#### **§2 Filing Procedures**

- A. A grievance submitted to the Waldo County Democratic Committee must be submitted in writing to the County Chair by the Petitioner(s). The grievance shall provide a detailed explanation of the complaint or complaints against an individual, committee officer, or the County Committee as a whole (hereinafter referred to as Respondent) including supporting documentation if applicable. If the grievance is against the County Committee Chair, the Vice Chair shall appoint the Grievance Committee chair and the committee members. The complaint shall be signed by all Petitioners and state the desired result.
- B. To establish a timeline, the grievance shall be submitted by USPS certified mail to the Waldo County Democratic Committee Office, 22 Searsport Avenue, Suite 102, Belfast, ME 04915; or if submitted in person, the grievance must be initialed and dated by both the Petitioner and the County Committee Chair.
- C. Upon receipt of a properly submitted grievance and within 20 days of receiving the complaint, the County Chair in consultation with the Executive Committee shall appoint a Grievance Committee Chair and at least two additional members to serve.
- D. The Grievance Committee Chair shall schedule a hearing within 20 days of the Committee's formation and notify the Petitioner and the Respondent of the time and place. Alternatively, a mutually agreed upon time by the Petitioner and the Respondent may be established.
- E. If one of the parties fails to appear at the hearing without having requested that the hearing be rescheduled, the Grievance Committee may dispose of the matter by default.
- F. A decision rendered in the absence of one of the parties may be set aside only if the absent party demonstrates good cause for the absence to the satisfaction of the Grievance Committee.
- G. At the close of the hearing, the Grievance Committee shall prepare a written report to the Waldo Democratic County Executive Committee that includes a recommendation to the Waldo County Democratic Committee to resolve or adjudicate the complaint. The written report will be confidential.
- H. The Grievance Committee Chair at the next regularly scheduled County Committee meeting shall verbally report to the County Committee that a grievance has been submitted and a hearing held. The verbal report will describe the nature of the complaint and the recommendation of the Grievance Committee without identifying the parties. The County Committee will then vote on the recommendation.

#### **§3 Appeals**

- A. Appeals to the decision of the County Committee may be made to the Grievance Committee of the Maine Democratic Party pursuant to the Maine Democratic Party Charter.
- B. It shall be the responsibility of the Petitioner to provide to the County Committee a copy of any appeal submitted to the State Grievance Committee.

### **ARTICLE XVIII: RESIGNATIONS**

§1 Any County Committee member, Committee Chair, or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified, or if no time is specified, then it

shall take effect upon receipt by the County Chair, who shall record such resignation. The acceptance of a resignation by the vote of the County Committee shall not be necessary.

#### **ARTICLE XIX: FILLING OF VACANCIES**

- §1 Any vacancies of officers or other members of the Executive Committee of the WCDC shall be filled at a County Committee meeting duly called for that purpose. The Secretary shall notify the Democratic State Committee in writing of any changes in County Committee officers or other Executive Committee members.
- §2 Any vacancy of a County Committee member shall be filled by the Municipal Committee from which municipality the resigner was elected or pursuant to Section 2 of this Article.

#### **ARTICLE XX: OFFICER AND MEMBER REMOVAL**

- §1 Any County Committee member may be removed by the member's municipal committee because of inaction or impropriety. Removal shall require a two-thirds (2/3) vote by the municipal committee members present at a meeting called for that purpose by written or electronic notice sent at least seven (7) days prior to said meeting.
- §2 Any officer or other member of the Executive Committee of the County Committee may be removed because of inaction or impropriety by a two-thirds (2/3) vote of the County Committee members present and voting at a meeting called for that purpose by written or electronic notice sent to all County Committee members at least seven (7) days prior to said meeting.
- §3 Any representative to the Democratic State Committee or State Committee on Rules may be removed because of inaction or impropriety by a two-thirds (2/3) vote of the County Committee members present and voting at a meeting called for that purpose by written or electronic notice sent to all County Committee members at least seven (7) days prior to said meeting.

#### **ARTICLE XXI: POWERS AND DUTIES**

- §1 The Waldo County Democratic Committee is the supreme governing body of the Waldo County Democrats when the Waldo County Democratic Caucus of the State Convention is not in session.
- §2 Meetings
- A. Meetings of the County Committee shall occur on a monthly basis unless otherwise agreed to by the County Committee;
  - B. The County Chair may call special meetings as needed;
  - C. A meeting shall be called upon the written or electronic request of at least five (5) County Committee members;
  - D. Meetings, and voting at such meetings, may be conducted electronically as deemed necessary by the Executive Committee, subject to the consent of the County Committee.
- §3 Quorum. Seven (7) members present shall constitute a quorum for the transaction of business.
- §4 Notice: Written or electronic notice of all meetings shall be sent at least seven (7) days prior to the meeting and shall include information concerning date, time, place and agenda.
- §5 Any concerns which arise and are not covered within these Bylaws shall be deferred to the Maine Democratic Party Rules.
- §6 Unless otherwise agreed to, all meetings shall be conducted according to the most recent edition of Robert's Rules of Order.

#### **ARTICLE XXII: AMENDMENTS**

- §1 These Bylaws may be altered or amended only by a two-thirds vote of those members present at a special or regular County Committee meeting called for that purpose, by written or electronic notice in which shall be incorporated the exact wording of the proposed amendment or amendments, at least



seven days prior to the meeting and shall include information concerning date, time, place and agenda.

**Voted and Approved 5/17/94 by the WCDC members.**

Amended on May 2, 2004 by the WCDC members.

Revised and adopted on 12/17/2004 by the WCDC members

Revised and adopted on 3/13/2011 by the WCDC members

Revised and adopted March 2013 by the WCDC Members

Revised and adopted October 25 2017 by the WCDC Members

Revised and adopted May 23 2021 by WCDC Members

Revised and adopted January 9, 2022 by WCDC Members

Revised and adopted August 14, 2022 by WCDC Members

Revised and adopted July 9, 2023 by WCDC Members

Date: 9 July 2023

Sara Salley

Sara Salley, Chair

Reeves Gilmore

Reeves Gilmore, Secretary