

LINCOLN COUNTY DEMOCRATIC COMMITTEE
BY-LAWS

ARTICLE 1
NAME

The name of this organization shall be the LINCOLN COUNTY DEMOCRATIC COMMITTEE.

ARTICLE 2
PURPOSE

The purpose of this organization shall be to promote the ideals, principles and philosophy of the Democratic Party. The nomination and election of candidates who advocate these ideals and principles are of utmost importance if our government is to continue to function effectively as a true democracy and as a government of all the people.

The Committee will serve as a coordinating agency for all party activities within the county. This should include assistance to the various town committees, planning and scheduling of candidates, development of fund raising projects, financial and administrative assistance to candidates, registration and enrollment drives and voter turnout campaigns and publicity. In addition, the Committee will serve as liaison to facilitate communication between the national DNC and the county as well as between the local town Democratic committees and the county.

ARTICLE 3
MEMBERSHIP

Each town committee of the Democratic Party in Lincoln County shall at its Biennial Caucus elect the established number of persons (see B), one of whom must be the Chair of the Town Committee, to represent the municipality on the County Committee. The members will be elected to serve for a two-year term concluding at the next biennial Caucus.

- A. Within ten (10) days of the Caucus, the Secretary of the Caucus shall notify the County Committee Recording Secretary of the names, addresses and phone numbers of each elected member.
- B. The County Committee shall establish the number of committee members from each municipality to be elected at the caucus, based on the number of enrolled Democrats in each municipality, with one Committee member for each 100, or part thereof, voters. It shall notify each municipal committee of their number of county committee members in writing at least thirty (30) days before the Biennial Caucus.
- C. Vacancies will be filled by election within thirty (30) days by majority vote of the municipal committee in whose jurisdiction the vacancy occurred.
- D. In addition, any Democrat registered to vote in Lincoln County attending a full LCDC meeting may become a member of the Committee at that meeting via election by a majority vote of current members present. Members elected in this manner may not vote on matters concerning elections, resolutions, expenditures or by-laws until they attend three Committee meetings; i.e., upon attending a third meeting they are granted full voting privileges. Prior to attaining full membership, the Secretary shall confirm the member's residence and party affiliation using a current voter file or the Voter Activation Network database of the Maine Democratic Party.
- E. The State Committeeman and Committeewoman from Lincoln County are ex-officio, voting members of the County Committee.

- F. Any former Chair of this Committee shall be an honorary member of the Committee. In addition, the Committee may, by majority vote, extend honorary membership to any other deserving Democrat. Honorary members may not vote at County Committee meetings.
- G. The duties of the County Committee members shall be as follows:
1. To attend all meetings of the County Committee;
 2. To participate in the governance and direction of the affairs and activities of the Democratic Party in Lincoln County;
 3. To work closely with municipal chairs in order to promote a grassroots Democratic organization;
 4. To serve as a liaison between the municipal committees and the County Committee for the exchange of information concerning activities and requirements of each;
 5. To aid and cooperate with the campaigns of Democratic candidates; ~~and~~
 6. To assist in fund-raising efforts for County Committee activities and Democratic campaigns; and
 7. To join at least one sub-committee of their choice or at the request of the chair.

ARTICLE 4 OFFICERS

The officers of this organization shall consist of a Chair and Vice-Chair who shall be members of the Committee, and a Recording Secretary and a Treasurer who may or may not be members of the Committee. To the greatest extent possible, both genders shall be equally represented in the choice of officers.

ARTICLE 5 ELECTION OF OFFICERS

The newly elected County Committee shall meet in December following the Biennial State Democratic Convention at such time and place as fixed by the Chair of the preceding biennium. At this meeting, the Officers shall be elected by a majority written vote of the members present and voting. The Officers of the preceding biennium shall continue to serve until their successors are elected. At the time of this election, the Committee shall also elect the Chair's Designee to the State Democratic Committee.

ARTICLE 6 VOTING

Committee members must be present to vote at any meeting.

ARTICLE 7 QUORUM

Seven members shall constitute a quorum for the transaction of business, and any action taken shall be effective only if approved by at least four members, except a motion to adjourn may be adopted by a majority of the members voting.

ARTICLE 8 DEBTS

Debts may not be contracted by any officer or member of the Committee unless previously authorized by vote of the Committee. All bills shall be itemized and shall specifically identify the goods or services provided. The Treasurer may not pay any funds until approved by the Chair.

Debts of an emergency nature, not to exceed \$200.00, may be contracted by the Chair with the approval of the Executive Committee. The County Committee shall be notified of the expenditure at the next meeting.

ARTICLE 9 DUTIES OF OFFICERS

The officers of the County Committee shall have the following duties:

- A. CHAIR: The Chair shall be the general executive officer of the organization, and shall preside at all meetings of the Committee. In addition, the Chair:
 - 1. Shall be an ex-officio member of all sub-committees;
 - 2. Shall bring to all meetings, a list of all county and municipal committee members and officers and keep the same up to date and available for examination by any member upon request;
 - 3. Shall turn over all County Committee records to the new Chair; and
 - 4. May appoint members to the various sub-committees.
- B. VICE-CHAIR: The Vice-chair shall be vested with all the powers and shall perform all the duties of the chair in the chair's absence, disability, resignation or removal, and may perform such other duties as the Chair may delegate.
- C. RECORDING SECRETARY: The Recording Secretary shall be the recording officer and shall keep an accurate record of all meetings and the attendance thereat. These records shall be available for examination by any member upon request and be distributed to all members prior to the next meeting. In addition the Recording Secretary shall:
 - 1. Maintain a current list of all officers and members of the County Committee and each municipal committee;
 - 2. Maintain records provided by the chair or secretary of any sub-committee, or otherwise regularly document the activities of each sub-committee;
 - 3. Have the record book at all meetings; and
 - 4. Present for approval the record of the previous meeting as the first order of business.
- D. TREASURER: The Treasurer shall keep a full and accurate record of all money received and disbursed and shall record the source from which the money was received and the purpose for which it was disbursed.
 - 1. All money received shall be deposited within seven (7) days in an account in a recognized bank within Lincoln County. The name of the bank shall be recorded with the County Chair. The account shall be kept in the name of the Lincoln County Democratic Committee;
 - 2. The Treasurer shall purchase, at the expense of the County Committee, a numbered duplicate receipt book and a numbered check book and shall acknowledge the receipt of money with a signed receipt and retain a duplicate. Spoiled receipts shall be retained and marked void. All duplicate receipts, checks and paid bills shall be retained by the treasurer for a period of at least two (2) years. They shall be available for examination at any time upon request of the Chair or a majority of members of

the Executive Committee;

3. The Treasurer shall purchase at the expense of its County Committee a bound ledger in which shall be recorded money received and the source and money disbursed and the purpose;
 4. At each regular meeting of the County Committee, the Treasurer shall summarize the financial activity since the previous meeting and shall have the ledger available for examination upon request. The Treasurer shall also make a report on financial activity and the current balance at any time upon request of the Chair or a majority of the members of the Executive Committee;
 5. The Treasurer shall sign all checks and orders for the payment of money but only when they have been properly authorized; and
 6. At least every two years, the Committee shall have the County's financial books and records under go a financial review and shall have a report presented to the Committee on the results of that audit.
- E. CHAIR'S DESIGNEE: The Chair's Designee to the State Committee shall act in the absence of the Chair at State Committee meetings. The Designee may or may not be an officer or member of the County Committee.

ARTICLE 10 EXECUTIVE COMMITTEE

There shall be an executive committee consisting of the following members: The Chair, Vice-Chair, Recording Secretary, Treasurer, State Committeeman, State Committeewoman, the most recent past Chair, each Sub-Committee Chair, and four (4) members to be appointed by the Chair subject to the approval of the County Committee. Each of these four persons appointed by the Chair shall be a resident from a different House Legislative District within the county

The Executive Committee shall advise and assist the Chair in the performance of duties. They may make recommendations directly to the County Committee, but have no power to bind the County Committee to final action.

The Executive Committee shall have the authority to act for the full LCD Committee when the Committee is not in session. Majority decisions made by it must be ratified by the full Committee at its next regular meeting.

A majority of the members of the Executive Committee constitutes a quorum.

ARTICLE 11 SUB-COMMITTEES

The Chair shall appoint the following sub-committees:

- A. Campaign - The Campaign Committee works directly on political campaigns; organizes and supervises office and staff; oversees voter ID calling. Get-Out-the-Vote, and canvassing efforts; finds and works with candidates and state Field Organizers.
- B. Finance - The Finance Committee produces a two-year budget, oversees spending and sets fundraising goals.
- C. ~~and~~ Fund-raising - The Fund-raising Committee manages the annual Frances Perkins Club fundraising drive and organizes special events to raise funds for the organization.
- D. Issues and Policy - The Issues and Policy Committee gathers information resources on issues and

policies for LCDC members and other Democrats in Lincoln County; facilitates opportunities for public discussions, hosted by Democratic legislators or others; recruits interesting speakers for LCDC meetings and public events.

- E. Outreach and Publicity - The Outreach and Publicity Committee organizes LCDC participation in parades and other area events; organizes special events such as award presentations to highlight LCDC volunteers and others; photographs LCDC events, volunteers, and Democratic candidates for publicity purposes; writes articles for local newspapers about LCDC activities and Democratic candidates; arranges for publicity using radio, TV and the web; organizes public service projects.

In addition, the Chair may establish and appoint members to such other ad-hoc sub-committees deemed advisable, and shall define the purpose of each such sub-committee.

ARTICLE 12 RESIGNATIONS & REMOVALS

Resignations of any member or officer shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, upon its receipt by the Chair or Secretary. An officer may be removed only from office, and not from the County Committee, by a two-thirds vote of those members present and voting at a meeting specifically noticed for such purpose. All committee members must be notified of such a meeting in writing at least fifteen (15) days before the date of the meeting, and the call for the meeting must state this as one of the purposes of the meeting.

ARTICLE 13 MEETINGS

In addition to regular meetings of the County Committee, Special Meetings may be called at any time by the Chair and can be called upon the written request of at least five members. A request for a meeting shall name the time and place of the requested meeting and the business to be transacted. Signed copies of the request shall be sent to all members of the Executive Committee at least seven (7) days prior to the date of the requested meeting. If the Chair does not officially call a meeting within one (1) week of receipt of the signed request, notices announcing the call for a meeting may be sent out by the Corresponding Secretary or any of the five members signing the request. Such notices shall constitute an official call for a committee meeting and business transacted at such a meeting shall have the same effect as business transacted at any other meeting of the committee.

ARTICLE 14 AMENDMENTS

These By-laws may be amended only by a two-thirds vote of those members present at a meeting for which written notice has been distributed in advance to all members in which shall be incorporated the exact wording of the proposed amendment.

AS AMENDED AND APPROVED AT A DULY CALLED MEETING OF THE LINCOLN COUNTY
DEMOCRATIC COMMITTEE: _____

Signed / Chair: _____

Attest: / Secretary: _____