

LINCOLN COUNTY DEMOCRATIC COMMITTEE BYLAWS

ARTICLE 1: NAME

The name of this organization shall be the LINCOLN COUNTY DEMOCRATIC COMMITTEE (hereinafter LCDC).

ARTICLE 2: PURPOSE

The purpose of this organization shall be to promote the ideals, principles and philosophy we share as Democrats. 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, democratically and as a government of and for all the people.

The LCDC will serve as a coordinating agency for all Democratic party activities within the county. This should include assistance to Lincoln County Municipal and Regional Democratic Committees, developing and recruiting candidates, development of fundraising projects, financial and administrative assistance to candidates, registration and enrollment drives and voter turnout campaigns, outreach and publicity to develop relationships with people of all parties, and greater public understanding of how Democratic policies and values best serve the people's needs. In addition, the LCDC will serve as liaison to facilitate communication and collaboration with the Democratic National Committee (hereinafter DNC) and Democratic State Committee (hereinafter DSC) as well as with the Lincoln County Municipal and Regional Democratic Committees.

ARTICLE 3: MEMBERSHIP

MINIMUM QUALIFICATION:

A person must be registered to vote within Lincoln County and enrolled in the Democratic party to become and to remain a member of the LCDC.

BECOMING A MEMBER:

A person can become a member one of three (3) ways:

- A. MEMBERSHIP BY BIENNIAL CAUCUS ELECTION: Each Municipal Committee of the Democratic Party in Lincoln County shall, at its Biennial Caucus, elect the established number of persons (see Article 3.A.2) to represent the municipality on the LCDC. The members will be elected to serve for the Biennial Caucus. Once elected they may remain members as long as they continue to satisfy the Minimum Qualification and wish to remain active.

1. Within ten (10) days after the Caucus, the Secretary of the Caucus shall notify the LCDC Secretary of the names, addresses, phone numbers and email addresses of elected LCDC members.
2. The LCDC shall establish the number of LCDC members from each municipality to be elected at the caucus. The number shall be one for each 100 Democrat voters enrolled in the municipality or part thereof, or three (3), whichever is greater. At least thirty (30) days before the Biennial Caucus the LCDC shall notify each Municipal Committee in writing of their number of Municipal Committee members they may elect to the LCDC during the Biennial Caucus.
3. Vacancies may be filled by election by majority vote of the Municipal Committee in whose jurisdiction the vacancy occurred.

B. MEMBERSHIP BY LCDC VOTE: In addition, any person meeting the above Minimum Qualification may become a member of the LCDC through the following process:

1. Make their wish to join the LCDC known to a member of the Executive Committee or at a meeting of the LCDC;
2. The LCDC will vote on whether to grant membership; and
3. If so voted, and upon verification by the Secretary that the person meets the Minimum Qualification, they will have full membership and voting rights at the next LCDC meeting. The Secretary shall use a current voter file or the Voter Activation Network (VAN) database of the Maine Democratic Party for these verifications. Membership in this manner does not expire with the end of a biennium so long as a member continues to satisfy the Minimum Qualification.

C. EX-OFFICIO MEMBERSHIP: Lincoln County Municipal or Regional Committee chairs, and DSC members and alternates representing the LCDC are ex-officio voting members of the LCDC. Lincoln County Registered Democrats elected to the Maine Legislature or other partisan offices such as District Attorney are ex-officio voting members of the LCDC. Candidates meeting the above Minimum Qualification who qualify to be on the ballot for the Maine Legislature or other partisan offices are ex-officio voting members of the LCDC during their candidacies.

MEMBER EXPECTATIONS:

LCDC member expectations are as follows, and will be provided to new members upon joining:

1. To remain active participants in the LCDC through attending meetings, being active in LCDC Initiatives or otherwise demonstrating commitment to the work of the LCDC;

2. To work closely with their Municipal or Regional Committees in order to promote a grassroots Democratic organization;
3. To aid and cooperate with the campaigns of Democratic candidates; and
4. To assist in fundraising efforts for LCDC activities and Democratic campaigns.

ARTICLE 4: OFFICERS

The officers of this organization shall consist of a Chair, Vice-Chair, Secretary and a Treasurer who must all be members of the LCDC. The Treasurer must be bonded, and the LCDC shall bear the reasonable costs of doing so. All individuals, with attention to race, color, sex, gender, gender identity, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, shall have equal opportunity and to the greatest extent possible, receive proportional representation, in the choice of officers.

ARTICLE 5: ELECTION OF OFFICERS

Officers shall be elected to terms of two (2) years each by a majority vote of the members present and voting (see Article 6: Voting) during the first regular meeting of the LCDC of the year following the Biennial State Democratic Convention at such time and place as fixed by the Chair of the preceding biennium. All LCDC 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.

When three (3) or more people are nominated for an office, the method of voting shall be Ranked Choice Voting (see Appendix A), conducted by paper ballot, or if the meeting is an online meeting, by the nearest possible equivalent.

The officers of the preceding biennium shall continue to serve until their successors are elected. At the time of this election, the LCDC shall also elect the Chair's Designee to the DSC.

Should a vacancy or resignation occur of an officer or Chair's Designee to the DSC, a call for nominations and election will take place at a subsequent regular meeting of the LCDC to serve the remaining term by the same voting and notification process outlined above.

ARTICLE 6: VOTING

To vote, LCDC members must be present in the meeting, whether physically present at a meeting place, or participating in an online meeting. Voting in online meetings may be by roll call or by electronic means, as long as each person casting a vote can be verified as being a member.

ARTICLE 7: QUORUM

Fifteen (15) members shall constitute a quorum for the transaction of business, except a motion to adjourn may be adopted by a majority of the members present and voting. A person participating via an online meeting is considered present.

ARTICLE 8: BUDGET AND EXPENDITURES

A two-year budget shall be presented and accepted by the LCDC within three (3) months following the biennial election of officers or appointment of the Finance Leader, whichever is later. The Finance Leader shall submit a quarterly report to the LCDC. Line-item changes to the budget which do not change the amount allocated to an Initiative may be made by the Initiative Leader with the concurrence of the Finance Leader. The Executive Committee shall have the authority to approve changes to the budget that involve moving funds between Initiatives as long as the overall LCDC budget is not changed by more than 10%. Majority decisions made by the Executive Committee that change the overall budget by more than 10% must be ratified by the LCDC no later than the presentation of the next quarterly report.

Expenditures may not be contracted by any officer or member of the LCDC unless previously authorized by vote of the LCDC or unless the expenditures are part of the most recently approved budget as maintained by the Finance Leader. All invoices and reimbursements shall be itemized and shall specifically identify the goods or services provided in accordance with Maine Ethics Commission reporting requirements. The Treasurer may only pay invoices or make reimbursements for expenditures consistent with the most recently approved budget, upon approval by the Chair or the Initiative Leader responsible for the budgeted line item. The Treasurer may pay invoices for operating expenses in the most recently approved budget without further approvals.

Expenditures of an emergency nature, not to exceed \$5,000.00, may be contracted by the Chair with the approval of the Executive Committee. The LCDC shall be notified of the expenditure along with a submission of a revised budget at a subsequent meeting, within three (3) months of the expense.

Annually the Finance Leader shall review the LCDC financial books and shall report the results to the Executive Committee.

Borrowing may not be contracted by any officer or member of the LCDC unless previously authorized by vote of the LCDC.

ARTICLE 9: DUTIES OF OFFICERS

The officers of the LCDC 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 LCDC In addition, the Chair:

1. Shall be an ex-officio member of all LCDC Initiatives;
2. May appoint members to the various LCDC Initiatives or rescind such appointments and shall ensure that the Secretary has record of current appointments;
3. Shall participate in Caucus of County Chairs (hereinafter CCC) meetings and DSC meetings and when unable to do so, shall make a best effort to arrange for the Vice-Chair or other designee to attend CCC meetings and Chair's Alternate to attend DSC meetings in the Chair's stead.
4. Shall verify Lincoln County DSC members' ability to attend and assure proper representation at DSC meetings by notification of alternates when needed; and
5. When necessary to make payments in the absence of the Treasurer, shall sign checks.

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. SECRETARY: The Secretary shall be the corresponding and recording officer and shall keep an accurate record of all meetings and the attendance thereat and maintain regular correspondence with members. In addition the Secretary shall:

1. Maintain a current list of all officers and members of the LCDC, LCDC Initiatives, and ad-hoc committees to be made available for examination by any member upon request;
2. Maintain records provided by any Initiative Leader or ad-hoc committee chair;
3. Be responsible for maintaining or delegating such maintenance of the official calendar and the full database of record in addition to the list of members, and communicating regular meeting information to members and guests through internal and external channels;

4. Be responsible for administering or delegating such administration of the official mechanisms for communicating to members such as, but not limited to website, email system and social media platform accounts;
5. Present for approval the record of the previous meeting as the first order of business; and
6. Shall ensure that all LCDC records are provided into the custody of the Secretary or acting Secretary who succeeds them.

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 ten (10) days in an account(s) in a recognized bank within Lincoln County. Accounts shall be kept in the name of the Lincoln County Democratic Committee, naming both the Treasurer and Chair as signatories. The LCDC shall maintain a checking account and a savings account, with any funds not required for immediate expenditures transferred to an interest-bearing savings account. The LCDC may also maintain a separate account for debit card expenditures with the balance not to exceed \$2,000;
2. The Treasurer shall maintain a record of the receipt of all contributions made in cash, by check or online, including all donor information as required under Ethics Commission rules or law;
3. The Treasurer shall maintain a record of all disbursements made as required under Ethics Commission rules or law.
4. All contribution records, issued checks and paid invoices shall be retained by the Treasurer for a period of at least two (2) years beyond the end of the biennium to which the records pertain, or as required by Ethics Commission rules or law, whichever is longer. If contributions are made to any candidates, 21-A M.R.S.A §1017-B is applicable. They shall be available for examination at any time upon request of the Chair or a majority of members of the Executive Committee;
5. At the expense of the LCDC, the Treasurer shall purchase a bound ledger or equivalent modern bookkeeping software application and any other supplies or service fees required to perform duties herein;
6. At each regular meeting of the LCDC, the Treasurer shall summarize, in person or by submitted report, the financial position of the LCDC and shall have the

most recent quarterly report 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;

7. The Treasurer shall sign all checks and orders for the payment of money but only when they have been properly authorized. Payments may also be made for authorized expenditures by debit card. Debit cards may be issued to the Chair, the Secretary and Initiative Leaders upon the approval of the Executive Committee;
8. Shall report LCDC receipts and expenditures to the Maine Ethics Commission as required and in a timely manner to ensure compliance with all Ethics Commission requirements and maintain required supporting records; and
9. Shall ensure that all LCDC financial books and records are provided into the custody of the Treasurer or acting Treasurer who succeeds them.

E. CHAIR'S DESIGNEE: The Chair's Designee to the DSC shall act in the absence of the Chair at DSC meetings. The Designee must be a member of the LCDC

ARTICLE 10: EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the following members: Chair, Vice-Chair, Secretary, Treasurer, the most recent past Chair, and each Standing Initiative Leader. Lincoln County DSC Members and Alternates may accept ex-officio membership of the Executive Committee during their terms. The Chair may appoint other Executive Committee members who bring perspectives, skills, or experience valuable to its success, subject to approval of the LCDC.

The Executive Committee shall advise and assist the officers in the performance of duties. They may also make recommendations directly to the LCDC.

The Executive Committee shall have the authority to act for the LCDC when the LCDC is between regular meetings. Majority decisions made by it must be ratified by the LCDC at its next regular meeting.

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

ARTICLE 11: COMMITTEE INITIATIVES

The Chair may appoint members of LCDC to lead initiatives, projects, and campaigns that help promote the ideals, principles, and philosophy we share as Democrats. Initiative Leaders are empowered to recruit others to assist with activities and projects; collaborate with and support

LCDC officers, Municipal and Regional Democratic Committees, and the leaders of other LCDC projects; and may be asked to serve on the Executive Committee, at the Chair's discretion. The Chair shall appoint Leaders of the Standing Initiatives, as listed below, subject to approval of the LCDC.

- A. **OUTREACH:** Outreach activities are both internal and external, promoting engagement among new LCDC members and fostering connections between our members and the communities in which they live. Outreach programs and initiatives build and strengthen relationships, improve local public understanding of progressive policies and issues, and broaden ties with people across the political spectrum.
- B. **COMMUNICATIONS** LCDC produces a variety of internal and external communications to generate, coordinate, and/or share information about general LCDC activities and the work and accomplishments of current elected officials, and to promote positive messaging of Democratic values with the news media, LCDC membership, and the public through a range of communications channels.
- C. **CAMPAIGNS:** LCDC coordinates and contributes to many initiatives in support of Democratic candidates for local, county, state, and federal office. These efforts are most expansive during election cycles, but continue during off years to raise awareness about the accomplishments and platforms of Democratic elected officials who plan to seek re-election and to recruit and train potential candidates and campaign volunteers.
- D. **FUNDRAISING:** LCDC plans, organizes, and oversees special events and ongoing initiatives that raise funds to support LCDC activities.
- E. **FINANCE:** To support the initiatives that fall under the headings above, LCDC produces a two-year operating budget for the organization that is designed, implemented, and managed by LCDC officers, the Executive Committee, and others designated by the Chair to lead LCDC projects that require funding. The Finance Leader shall perform the specific duties as outlined in Article 8.

In addition, the Chair may establish and appoint members to lead short- or long-term initiatives beyond these areas as deemed advisable.

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 from office, an Executive Committee member removed from that committee, or an Elected DSC Member or Alternate DSC Member removed, by a two-thirds (2/3)

vote of those members present and voting at a LCDC meeting specifically noticed for such purpose. All LCDC 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.

Any LCDC member representing a municipality may be removed by his or her Municipal Committee, and any other LCDC member may be removed by the LCDC. Removal shall require a two-thirds (2/3) vote of 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 LCDC, Special Meetings may be called at any time by the Chair. Special Meetings may also be called upon the written request of at least five (5) members, naming 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 within one (1) week of receipt of the signed request the Chair has not officially called the requested meeting, then notices announcing the call for a meeting may be sent out by the Secretary or any of the five (5) members signing the request. Such notices shall constitute an official call for a LCDC meeting and business transacted at such a meeting shall have the same effect as business transacted at any other meeting of the LCDC.

ARTICLE 14: AMENDMENTS

These bylaws may be amended only by a two-thirds (2/3) vote of those members present at a meeting for which at least one (1) week advance notice with the exact wording of the proposed amendment has been distributed to all members.

ARTICLE 15: PARLIAMENTARY AUTHORITY

In all matters not covered by these bylaws, the Parliamentary Authority shall be the most recent edition of ROBERT'S RULES OF ORDER.

APPENDIX A: DEFINITIONS

Ranked Choice Voting: Otherwise known as instant-runoff voting. On their ballot, each voter ranks as many candidates for an office as they wish according to their first choice, second choice, etcetera. Each ballot is counted toward its highest-ranking candidate not yet eliminated. The first round of counting in which a candidate receives a majority of votes, that candidate is the winner.

When a round does not yield a majority winner, the candidate with the fewest votes in that round is eliminated, and the process repeats with a new count until there is a winner. An exhausted ballot (a ballot on which all ranked candidates have been eliminated) is equivalent to a blank ballot, or no vote, and shall not be counted toward total vote count for determining what constitutes a majority.

Ex-officio: By virtue of or because of an office or position.

Written request or in writing: Electronic means or by traditional hardcopy.

AS AMENDED AND APPROVED AT A DULY CALLED MEETING OF THE LINCOLN COUNTY DEMOCRATIC COMMITTEE: 5/19/2022

/s/ Christopher K. Johnson

Chair

/s/ Autumn Mahoney

Secretary