

Carson City Democratic Central Committee Bylaws

Article I. Name and Purpose.

Section A.

The central committee of the Democratic Party of Carson City shall be known as the Carson City Democratic Central Committee (CCDCC).

Section B. Purpose.

The Carson City Democratic Central Committee (CCDCC) shall be the official body of the Democratic Party within Carson City, Nevada, and shall be subject to the provisions of Chapter 293 and any other applicable Chapters of Nevada Revised Statutes (NRS).

The purpose of the CCDCC shall be to promote the philosophy of the Democratic Party and the platforms adopted by the county, state and national conventions; support elected Democratic officials; seek the election of Democratic candidates and provide the opportunity for all registered Democrats to be involved in the political affairs of the Democratic Party.

Section C. Duties.

The general supervision, regulation and direction of the affairs of the Democratic Party of Carson City shall be vested in the CCDCC. No body, organization, group or club purporting to represent the Democratic Party shall function unless supervised and guided by the CCDCC.

Section D. Meetings.

Meetings of the CCDCC shall be held on a pre-selected day during the first week of each month. Notice of the meetings shall be given to all members of the CCDCC by advanced written, oral or published notice. Notice of any special or emergency meetings may be given in the same manner by the Chairperson, with the consent and approval of the Executive Board.

Article II. Membership.

Section A. Source of Authority

The members of the CCDCC shall be elected by the Carson City Democratic County Convention and shall consist of such number of persons as may be determined by the Convention. Each voting precinct shall have at least one committee member and no precinct may have more committee members than it has authorized delegates to the

County Convention. Determination of convention membership shall be in accordance with the provisions of NRS 293.143.

Section B. Conditions and Types of Membership.

- 1. Eligibility.** All Democrats who are registered voters in Carson City are eligible to (qualified) members of the CCDCC.
- 2. Honorary Membership.** The CCDCC may bestow upon any Democrat of good standing honorary membership in the Central Committee. Honorary members may be nominated and elected by the Central Committee at a regular monthly meeting; however, said members do not have the right to vote.
- 3. Term.** Members of the CCDCC shall serve for two years or until their successors have been elected at the next County Convention.
- 4. Termination.** A person's membership may be terminated voluntarily by resignation or moving from the Carson City district. Involuntary termination of membership may be only for cause and then only by a majority vote of the membership present at a regular meeting of the CCDCC.
- 5. Vacancies.**
 - (a) Ordinary Membership.** The CCDCC may declare a vacancy in the membership for the Central Committee that arises by death, resignation, illness or other cause. Any such vacancy shall be filled by the remaining members of the Central Committee through established election procedures.
 - (b) At-Large Membership.** In the event that the allowable number of members per precinct cannot be filled, those specific membership slots on the Central Committee may be filled on an at-large basis with preference given to qualified members of the ward wherein the vacancy occurs.
- 6. Voting.** All regular members of the Central Committee shall be entitled to vote on all questions before the CCDCC. No proxy voting shall be allowed.

Article III. Officers.

Section A. Duties of Officers.

- 1. Chairperson.** The Chairperson shall preside at all regular meetings of the Executive Board and the CCDCC. The Chairperson shall exercise and discharge those duties conferred by these Bylaws and by those defined in the NRS. The Chairperson shall be an *ex-officio* member of all standing and special committees except the nominating committee.

2. **1st Vice Chairperson.** The 1st Vice Chairperson shall preside at all meetings in the absence of the Chairperson. The 1st Vice Chairperson will be responsible for securing speakers for monthly meetings and such other duties delegated by the Chairperson. When a vacancy occurs in the office of the Chairperson, the 1st Vice Chairperson shall be acting Chairperson until the next regular meeting of the CCDCC when a new Chairperson may be chosen.
3. **2nd Vice Chairperson.** The 2nd Vice Chairperson shall preside at regular meetings of the CCDCC in the absence of the Chairperson and 1st Vice Chairperson. The 2nd Vice Chairperson will carry out those duties delegated by the Chairperson. The 2nd Vice Chairperson will maintain the registered voters database and serve as the contact person for all fund raisers of the CCDCC.
4. **Secretary.** The Secretary shall be responsible for receiving and sending correspondence required by the CCDCC, keeping records and preparing minutes of the Executive Board and Central Committee meetings and such other duties as may be designated by the Chairperson.
5. **Treasurer.** The Treasurer shall be custodian of the funds belonging to the CCDCC and shall maintain records of said funds. The Treasurer shall disburse funds and pay all bills presented at the direction of the Executive Board or by action of the Central Committee. The Treasurer shall, at each regular meeting of the Central Committee, present a financial statement. At the end of the Treasurer's term, the Chairperson shall appoint an Auditing Committee to audit the financial records of the Central Committee. After the fiscal audit, the Treasurer shall turn over all records to his or her successor.
6. **Parliamentarian.** The Parliamentarian shall ensure that elections, meetings, and debates are conducted according to the most recent edition of *Roberts Rules of Order*. This position shall be appointed by the Chairperson.

Section B. Terms of Office.

The aforementioned officers and those elected members of the Executive Board shall be elected for a two-year term. Elections will be held in January of each odd numbered year and officers-elect will be installed at the regularly scheduled meeting in February of this same year

Section C. Vacancies.

Whenever vacancies occur in an office, the Chairperson may fill the office on a temporary basis. At the next regular meeting of the CCDCC, the vacancy may be filled by elections.

Section D. Removal of Officers.

Removal for cause shall include, but not limited to, changes of party affiliation, active support of opposition party candidates and malfeasance. Removal for cause shall be by two thirds vote of the CCDCC present and voting.

Section E. Election procedures.

Elections shall be by ballot and will be procedurally established according to NRS 293.160 and the most recent edition of *Roberts Rules of Order*.

Article IV. Executive Board.

Section A. Membership.

The Executive Board of the CCDCC shall be composed of the following officers and Central Committee members: Chairperson, 1st Vice Chairperson, 2nd Vice Chairperson, Secretary, Treasurer and one elected representative from each ward. The immediate past Chairperson shall serve as a non-voting *ex-officio* member.

Section C. Duties.

After its election in each odd numbered year the Executive Board shall prepare and submit to the Central Committee a Political Action Plan that defines goals, objective programs, operation plans, work programs and any other pertinent issues for the Central Committee for Adoption at regularly scheduled May meeting of each odd numbered year.

Section D. Meetings.

Meetings of the Executive Board may be held at the call of the Chairperson or by request of any two members of the Executive Board. A quorum of the Executive Board must be present to conduct business.

Section E. Ward Representative Defined.

Each ward will have an elected representative on the Executive Board.

Section F. Election of Ward Representatives.

Election of ward representatives will be in accordance with and concurrent with those of the officers as defined in Article III, Section E. Each ward representative will be elected at a caucus of his/her respective ward members of the CCDCC.

Article V. Committees.

The CCDCC shall have such standing committees as shall be determine by the Executive Board with such duties as may be determined by the Executive Board.

Article VI. Other Organizations.

The Central Committee shall seek to establish and assist other Democratic clubs within the county such as, but not limited to, Young Democrats and Democratic Women's Club.

Article VII. Precinct Meetings and Conventions.

The Central Committee shall be primarily responsible for holding a County Democratic Precinct Meeting(s) and a County Convention in even numbered years and to seek to include all registered Democrats within the County.

Article VII. Quorum.

A quorum shall consist of 20 percent of the elected membership of the body.

Article XI. Amendments to the Bylaws.

These Bylaws may be reviewed at any regular meeting but can be amended only by sending a written notice to each member ten days before the said meeting. A two thirds vote is required.

Article X. Money.

No orders for payment of bills against the CCDCC shall be signed by members of the Executive Board until such bills have been approved by a majority vote of a regularly scheduled meeting of the CCDCC.

In the event a committee, appointed or standing, anticipates financing a function, a budget will be presented to the membership for a vote and those expenditures may not be exceeded without approval of the membership.

Members of the CCDCC, whether serving upon committees or in their approved capacity, shall not have power to incur any expenses in the name of or for the account of the CCDCC without first obtaining membership consent.

Article XI. Effective Date of Bylaws.

These bylaws shall become effective upon presentation at one regular meeting and passage at the next meeting.

Adopted: 2 April, 2003

Jack G. Dyer, Chairperson
Sandy Osheroff, Treasure

Revised: October 2007

Steve Platt, Chairperson
Dinah Jordan Secretary