

ELKO COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

Article I: Status and Function

The Elko County Democratic Central Committee (ECDCC) shall:

- Section 1: Be known as the Elko County Democratic Central Committee, the governing body of the Democratic Party in Elko County, Nevada.
- Section 2: Afford all members of the Democratic Party full, timely and equal opportunities to participate in decisions concerning the conduct of Party affairs, without prejudice on the basis of sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, ethnic identity, physical disability or economic status.
- Section 3: Assist in the election of local, state and national Democratic candidates.
- Section 4: Adopted and support Platforms at the Elko Democratic County Convention.
- Section 5: Support Democratic public officials at all levels to achieve the objectives of the Democratic Party.
- Section 6: Raise and disburse monies as needed for ECDCC operation and continuing the objectives of the Democratic Party.
- Section 7: Promote fair campaign practices and political codes of ethics governing all public officials in the conduct of their offices.

Article III: Officers

- Section 1: Elected Officers of the ECDCC shall be composed of the Chair, Vice Chair, Secretary and Treasurer.
- Section 2: Election of the ECDCC Officers must be conducted at the second regular meeting during odd numbered years by ballot per NRS 293.160. Officer's positions are filled by a majority secret ballot vote from the membership present and take office immediately following their election. The term of office is two years or until successors are elected. Officers are eligible for re-election. Officers shall assume their office and serve as provided by these bylaws of the ECDCC. All officers shall reside in Elko County and shall be members in good standing of the ECDCC.
- Section 3: The four elected officers and Chairs of ECDCC Standing Committees shall serve as members of the Executive Committee.
- Section 4: Standing and Special Committees shall be appointed by the Chair and/or Executive Committee, as necessary, with the advice and consent of the ECDCC. The Chair shall be considered a member of each committee. The objectives of appointed committees may be set by the ECDCC.
- Section 5: Vacancies for Officers positions are filled by a majority secret ballot vote from the membership present at a regular meeting of the ECDCC.
- Section 6: ECDCC Elected Officers and their Duties:
- A. The Chair of the ECDCC shall:
1. Direct the business of the ECDCC.
 2. Preside over meetings of the ECDCC and Executive Committee.
 3. Responsible for implementing all policies of the ECDCC.
 4. Provide an agenda for all meetings of the ECDCC and EC.
 5. Appoint the chairs of Standing and Special Committees of the ECDCC.
 6. Be the Authorized Spokesperson for the ECDCC.
 7. Be an ex-officio voting member of all committees of the ECDCC.
 8. Be responsible for all reports due to the Nevada State Democratic Party, the State of Nevada and the Federal Elections Commission.
 9. Perform such other duties as the ECDCC or EC may confer upon, or require of the Chair.

B. The Vice Chair of the ECDCC shall:

1. In the absence of the Chair, perform the duties of the Chair.
2. Assist the Chair in the performance of the Chair's duties.
3. Perform such additional duties as the Chair, the EC or the ECDCC shall delegate to the Vice Chair.

C. The Secretary of the ECDCC shall:

1. Assist the Chair in developing meeting agendas.
2. Record and prepare the minutes of all meetings of the ECDCC and EC. and ensure that these minutes are disseminated in a timely manner.
3. Be responsible to the Chair for the filing requirements to the Nevada State Democratic Party, the State of Nevada and the Federal Elections Commission.
4. Maintain the official roster of Regular Members and Associate Members of the ECDCC.
5. Maintain current copies these Bylaws, ensure that any adopted changes or amendments are duly recorded and make these Bylaws available on request.
6. Maintain historic records of the ECDCC and make available for review as requested by members.
7. Perform such other duties as delegated by the Chair.

D. The Treasurer of the ECDCC shall:

1. Be the custodian of all funds of the ECDCC.
2. Maintain the financial records of the ECDCC.
3. Under the direction of the Chair,
provide accurate and timely filling of all reports required by public disclosure or regulatory authorities.
4. Prepare and make available a detailed written financial report for each regular meeting of the ECDCC.
5. Implement processes that ensure the deposit and disbursement of funds of the ECDCC pursuant to the policies and procedures adopted by the ECDCC and/or the EC.
6. Arrange for change of signatures of newly Elected Officers.
7. Be responsible for upholding the requirement of two (2) authorized Elected Officers signatures on all checks issued.
8. Disperse payments only upon direction of the Chair.
9. Disbursements may not exceed the ECDCC account balance.
10. Serve as a member of the Fundraising and Events Committee.
11. At the end of their term of office, turn over in proper order all funds and financial records of the ECDCC to the incoming Treasurer within ten (10) days.

E. Removal of Officers:

1. Elected Officers may be removed from office by a 2/3 vote of ECDCC, for failure to carry out defined duties and Article II, Section 5, C.

Article IV: Regular Meetings

- Section 1:* The Chair shall designate a minimum quarterly schedule of ECDCC meeting dates and locations. The Chair has the option of scheduling more frequent ECDCC meetings as required to conduct needed business of the organization. The meeting schedule can be amended by a majority vote of the ECDCC at a scheduled meeting.
- Section 2:* The Executive Committee shall meet as necessary to support scheduled ECDCC meetings. The Executive Committee by majority vote may call an emergency ECDCC meeting.
- Section 3:* Nothing in these bylaws prohibits the electronic participation (i.e. video conference, webcast or other available technology) in any ECDCC meeting, subject to procedures to ensure fair and maximum participation.
- Section 4:* Impending regular ECDCC meetings require five day notice be given all members.
- Section 5:* Proxy votes shall not be allowed at ECDCC or Executive Committee meetings.
- Section 6:* Guest wishing to address the ECDCC, are required to have the prior approval of the Chair.

Article V: Committees

Section 1: Fundraising and Events Committee shall:

- A. Propose methods of raising funds for the ECDCC and implements and coordinate fundraising plans.
- B. Organize and accomplish the annual Roosevelt Kennedy dinner.
- C. The Treasurer of the ECDCC shall be a member of this committee.
- D. Serve for the two-year term of the appointing chair.

Section 2: Diversity Committee shall:

- A. Work in promoting and achieving maximum inclusion and participation of all members of Elko County Democratic Party.
- B. Serve for the two-year term of the appointing chair.

Section 3: Great Basin College Democrats shall;

- A. Outreach to youth that may be interested in supporting the Democratic Party platform.
- B. Serve for the two-year term of the appointing chair.

Section 4: Rules and Bylaws Committee shall:

- A. Conduct a continuing study of the Bylaws or Rules and make periodic recommendations for amendments.
- B. Receive and consider all recommendations for adoption and amendments to the Bylaws of the ECDCC.
- C. Interpret rules of procedure for the conduct of the ECDCC meetings and activities.
- D. Serve for the two-year term of the appointing chair.

Section 5: Special Committees

- A. The Chair may from time to time appoint such committees to report to the Chair as the Chair may deem necessary or prudent.
- B. Such committees are created for a specific purpose and shall expire with the accomplishment of their purpose.

Article VI: General Provisions

- Section 1: In the absence of other provisions, Robert's Rules of Order (as most recently revised) shall govern the conduct of all Elko County Democratic Central Committee meetings.
- Section 2: The ECDCC Chair may issue statements representing policy of the ECDCC as long as these statements are not in conflict with Stated positions of the Democratic Party. No member shall issue statements purporting to represent the ECDCC without approval of the Chair or by direction vote of the ECDCC.
- Section 3: The ECDCC may from time to time adopt additional written procedural rules consistent with the Bylaws for the conduct of meetings or the handling of special matters, or relating to the operation of other ECDCC activities. Such rules may be adopted by a majority vote, but once adopted shall require two-thirds (2/3) vote of the members present to suspend.
- Section 4: Approval for financial expenditures of ECDCC funds requires a majority vote of the ECDCC members present at a regular scheduled meeting. However, in an untimely urgent situation, the Executive Committee by two-thirds (2/3) majority vote may obligate up to five hundred dollars (\$500.00) of ECDCC funds. This rare type of monetary action made on behalf of the ECDCC requires transparency and an attempt at ratification by the ECDCC at the next regular meeting.
- Section 5: The Bylaws may be amended, revised or repealed by affirmative vote of two-thirds (2/3) majority of the membership present and voting at a general ECDCC meeting provided that a thirty (30) day notice the proposed changes are published and made available to the membership.

Bylaws adopted unanimously: 1988

Amended unanimously: 1990

Amended unanimously: 2005

Amended unanimously: March 17, 2010

Amended unanimously: May 2011

Amended unanimously: May 2011

Amended unanimously: Oct 2011