

**CACHE COUNTY DEMOCRATS
BYLAWS**

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Revised May 16, 2015

I. Preamble

We, the Cache County Democrats, are strongly committed to promoting a two-party system. All viewpoints are welcomed.

II. Party Structure

The body politic of the Cache Democrats shall be all Democrats and like-minded residents of Cache County.

- A. The **Executive Committee** shall be composed of the Party Chair, Vice Chair, Secretary, Treasurer, and the Chair from each of the standing, advisory, and select committees. All past chairs will have a seat on the Executive Committee and will serve as a reservoir of knowledge and experience.
- B. The **Central Committee** shall be composed of the Executive Committee and the Precinct Chair and Vice Chair from each county precinct.

III. Executive Committee

The Executive Committee is responsible for the details of the day-to-day functioning of the Party.

- A. **Chair:** The Chair serves as the principal for the party and is responsible for conducting all Executive Committee meetings and presiding at all County Conventions, and along with the Treasurer, approves all expenditures made in the name of the Cache Democrats. The Chair is expected to provide leadership for the Party and is invested with the responsibility to implement the decisions of the Executive Committee. The Chair will name committee chairs and members of all standing, advisory, and select committees, except as otherwise noted, and will serve as *ex officio* on all committees. The Chair is also invested with power and discretion to call special meetings and make summary decisions to meet unexpected contingencies.
- B. **Vice Chair:** The Vice Chair serves as the Chair's backup. The Vice Chair will serve in the Chair's absence at all official functions and will serve as the Interim Chair in the event of the Chair's resignation or inability to continue in office. It is the Chair's responsibility to keep the Vice Chair informed and up-to-date on all matters concerning the Chair's official function. The Vice Chair shall be assigned other duties by the Chair.
- C. **Secretary:** The Secretary serves as the Recorder and Historian for the Party. The Secretary shall keep a written record of all meetings of the Executive Committee and Central Committee, and will convene and record the minutes of the Conventions and Central Committee meetings. The Secretary is also responsible for keeping and maintaining the official files of the Party, including records of all written correspondence and reports to and by the officers and chairs of committees.

- D. **Treasurer:** The Treasurer serves as the chief financial officer for the Party. The Treasurer is responsible for keeping the financial records of the Party, including all income detailed as to amount, date and name and address of contributor, and all expenditures detailed as to amount, vendor, and reason for expenditure. The Treasurer shall also be responsible for reporting to the Lt. Governor such details of income and expenditure as required by that office. With the approval of the Chair, the Treasurer shall be responsible for signing all checks billed to the Party, keeping and reconciling the Party's checkbook, and depositing income to the appropriate banking accounts. The Treasurer shall also serve as the chair of the Budget and Finance Committee and be responsible for maintaining budget control. The Treasurer shall also keep files on licenses, insurance policies, titles to physical property, post office boxes, rental and leasing agreements, federal employment numbers, and shall inform the Chair when payments are due. The Treasurer shall perform other duties as assigned by the Chair.

IV. Standing Committees

- A. **Rules, Election, Membership, and Credentials:** This Committee shall be responsible for the rules governing Cache County Democratic elections. This Committee shall determine the credentials of delegates to the County Convention and submit the list of Cache County Delegates to the State Convention. It shall be responsible for monitoring compliance with the rules that are set forth and may submit alleged violation of compliance to the Judicial Committee.
- B. **Judicial Committee:** Preferably, the Chair shall be appointed from the ranks of the legal profession. The Committee is responsible for advising the Executive Committee on legal matters concerning the Cache Democrats and to adjudicate internal differences relative to the rules of the County and State Parties.
- C. **Candidate Recruitment and Campaign Committee:** Because of SB-54 and the Utah Democratic Party having filed as a "Qualified Political Party", there are two paths by which candidates can be certified as Cache County Democratic Party candidates. The Candidate Recruitment and Campaign Committee is responsible, on the one hand, for recruiting candidates for County and State elected offices, who will be voted upon at the County Convention, in a timely manner. On the other hand, the committee shall also be responsible for potential candidates who choose to submit signature petitions asking for a primary election. If a potential candidate would like to follow this path, this committee shall obtain or create an official nomination petition sheet in compliance with applicable state law. The candidate will then have to acquire the appropriate number of valid signatures. As of 2015, a valid signature is from someone who fits the following conditions: must be a resident of the electoral district in question, must be a registered voter, and must be permitted to vote in the Democratic Party's primary election. The requisite number of signatures depends on the office: 2000 for a Utah Senate district, 1000 for a Utah House district, 3% of valid voters for a County Council district. The Committee is also responsible for naming candidates for each of the County Party offices and presenting them to the County Convention.

- D. **Platform and Policy Committee:** This Committee shall be responsible for submitting the platform or resolutions reports to the County Conventions; creating task forces to study issues; and compiling research on issues for candidates.
- E. **Big CD Committee:** The Big CD Committee is responsible for organizing and implementing CD socials for the purpose of recruiting and maintaining members at a minimum of \$100 per year. The committee will determine the time and place of each social. The monies collected shall be turned over to the Treasurer.
- F. **Jefferson-Jackson Dinner Committee:** The JJ Committee shall plan, organize, and conduct a Jefferson-Jackson dinner each year. The monies collected shall be turned over to the Treasurer.
- G. **Picnic Committee:** The Picnic committee shall plan, organize, and conduct a picnic in the fall of each year. The monies collected shall be turned over to the Treasurer.
- H. **County Fair Committee:** The Fair Committee shall organize and staff the Cache County Democrats booth at the Cache County Fair.

V. Advisory Committees

- A. **Budget and Finance Committee:** The Budget and Finance Committee shall be responsible for developing funds and in-kind gifts for the Party from businesses, PACs, and private individuals. It shall be chaired by the Treasurer and shall include the Big CD Chair, Marketing Chair, Executive Chair, and the Editor. At the start of each fiscal year (January 1), the Committee shall formulate a projected budget for the ensuing year and, along with the Treasurer, shall track income and expenditures relative to the projected budget and be prepared to make necessary adjustments to the budget.
- B. **Marketing Committee:** The Marketing Committee is responsible for producing Party literature, news releases, and securing newspaper, radio, and television space. It also will stand ready to review and edit publicity materials produced by other standing committees. The Committee is responsible for designing a publicity program for the Party. The Committee will select a newsletter editor, and will be responsible for the newsletter under the direction of the Editor.
- C. **Young Democrats:** Young Democrats include students at Utah State University and local high schools. The Committee will be responsible for establishing Young Democrat Chapters in local high schools and Utah State University with the purpose of getting out the vote and assisting candidates with their campaigns and aiding with the production of party activities.

VI. Select Committees

The County Executive Committee may establish Select Committees on any matter. The establishing motion for the creation of a Select Committee shall be required to list the responsibilities, a specific timetable, a budget, and the membership for the Select Committee.

VII. Central Committee

The Central Committee is composed of the Executive Committee and all of the Precinct Chairs and Vice Chairs in the County. It meets at a minimum of twice each year expressly to voice its views on issues concerning County constituents and formulating those views in a report to the Executive Committee. The Central Committee can also be enlisted by the Candidate Recruitment and Campaign Committee to assist in identifying candidates for office. Members of the Central Committee are *de facto* delegates to the County Convention.

VIII. Voting Precinct Organization

Each Voting Precinct will have a Chair and Vice Chair elected on even-numbered years by the constituents of their respective precinct at “neighborhood” caucus meetings. In the event a chair is not elected for a precinct, the Party Chair is empowered to appoint an Interim Chair for that precinct. The Chair and Vice Chair of a precinct serve as members of the County Central Committee and as delegates to the County Convention. Each precinct may also elect a Secretary and Treasurer. Each Voting Precinct may also elect one additional delegate to the County Convention and nominate delegates to the State Convention. Precinct officers have the responsibility of organizing home meetings, and assisting candidates running for offices in their respective districts. Only those voters present at the “neighborhood” caucus meeting will be allowed to vote. Proxies will not be considered. However, Precinct Chairs and Vice Chairs may name substitutes to represent them at the County Central Committee.

IX. Terms of Office

The Party Chair, Vice Chair, Secretary, and Treasurer are each elected for a two-year term in odd-numbered years. Officers may be re-elected to the offices they hold. Precinct Chairs, Vice Chairs, Secretaries, Treasurers, and Delegates are elected to two-year terms in even-numbered years. Precinct officers may also be re-elected to the office they hold.

X. Critical Dates for Candidates for County and State Offices

On even-numbered years, candidates following either the convention nominating process or the signature petition nominating process must file a declaration of candidacy in person with the County Clerk between the 2nd Friday in March and before 5pm on the 3rd Thursday in March. In addition, candidates following the signature petition nominating process must file an intent to gather signatures with the County Clerk between January 1st and the 3rd Thursday in March on a form approved by the lieutenant governor. They must submit signature petition forms to the Lieutenant Governor for validation by the earlier of the final weekday in March or 14 days prior to the Cache County nominating convention.

XI. County Convention

The County Convention shall be called in the spring of each year. In even-numbered years, it shall be convened between April 1st and the 3rd Saturday in April. The convention is convened to certify candidates and/or to call for a primary election. A candidate for a particular office can be certified in one of two ways. If a candidate receives 60% or more of the delegate votes, and no

other candidate has submitted a signed petition with the requisite number of valid signatures, that candidate can be certified by the County Convention. If no candidate receives 60% of the delegate votes, then there shall be a primary election to certify a candidate. Furthermore, if a candidate receives less than 60% of the delegate votes, but has submitted a signature petition with the requisite number of valid signatures, then there shall be a primary election to certify a candidate. The primary election will be held on the 4th Tuesday in June. The County Convention is also convened to elect delegates to the State Convention. In the event the number of delegates elected to the State Convention is fewer than the number of delegates apportioned by the State Party, the County Chair, in consultation with the Executive Committee, is empowered to appoint additional delegates. In odd-numbered years, an organizing convention shall be convened to elect county party officers and conduct party business. The Party Secretary will convene the County Convention and the Central Committee Meeting.

XII. Amendments to the Bylaws and Rules

Proposed amendments shall be made in writing to the Party Chair. Proposals will be reviewed by the Executive Committee and the Rules, Elections, Membership, and Credentials Committee and will be voted upon at the Central Committee Meeting.