

CLAYTON COUNTY IOWA DEMOCRATIC PARTY  
A Nonprofit Corporation  
BY-LAWS

In keeping with the Constitution and By-laws of the Democratic Party of Iowa, the Charter By-laws of the Democratic Party of the United States and the laws of the State of Iowa, the Clayton County Iowa Democratic Party adopts these By-laws to govern its caucuses, conventions, committees and other activities.

Article I. Precinct Caucuses

Section 1. The Rules Committee shall assign a representative to attend each caucus meeting. The current chair of each caucus shall call the caucus to order and immediately defer to the Rules Committee representative for the purpose of conducting the elections. The Rules Committee representative shall, upon completion of the elections, immediately report the results of said elections to the County Chair.

Section 2. Those members of the Iowa Democratic Party in attendance who are eligible to vote at a caucus shall:

1. Elect by majority vote two precinct committee persons who shall serve on the County Central Committee. Additional Central Committee Members may be elected by majority vote, based on the weighting required by Article VIII, Section 7 of the Constitution of the Iowa Democratic Party. The initial elections to fill such additional positions shall occur at the precinct caucuses in an even-numbered year.

2. Elect by majority vote alternate precinct committee persons who shall serve on the County Central Committee in place of elected precinct committee persons unable to fulfill their responsibilities.

3. Elect by majority vote delegates and alternate delegates to the County Convention.

4. Discuss and indicate priorities regarding issues of national, state, and local importance or interest. Resolutions or issue statements adopted by a precinct caucus shall be forwarded to the County Platform Committee.

5. Elect by majority vote, from the delegates and alternate delegates to the County Convention, members and alternate members of the Platform Committee and the Committee on Committees for the County Convention who shall represent and cast the votes to which the precinct is entitled on those committees and their subcommittees. Alternate members of the convention Committees may only replace elected members from the same precinct who are unable to fulfill their responsibilities.

6. Nominate a committee person if a vacancy has occurred in the post between the County Convention and an off-year caucus. A committee person nominated at an off-year caucus shall stand for election by the County Central Committee, and if elected, serve until the completion of the term of the predecessor.

7. Transact such other party business as may come before it.

8. The arrangements for precinct caucuses shall be as follows:

A. Precinct caucuses shall be held at public meeting facilities or sites used for public meetings located within the precinct boundaries where possible.

B. If no public meeting facility is available within the precinct boundaries, a public meeting facility in an adjacent or nearby precinct may be used. In non-presidential years, the County Central Committee may arrange for several precinct caucuses to meet at a common site. Each precinct will conduct separate business at that site. Public meeting

facilities shall be used whenever possible. Notification of each precinct caucus shall be as prescribed by law.

## Article II. County Conventions

Section 1. The Credentials Committee of the convention shall timely obtain from the County Chair a list of elected delegates to the convention and preference groups, if any, to which the delegates purport to belong. At such time as the County Convention Chair has received the report of the Credential Committee on the delegates from all constitutionally mandated caucuses, official convention business may begin.

Section 2. The following procedure shall govern the adoption of a County Platform and the making of recommendations for planks in the State Platform.

1. Priorities for the Convention and long term goals for the Party shall be developed into an Issue Statement by the Platform Committee and presented to the delegates at the county convention. Priorities are those issues of importance in the next two years.

2. For the purpose of debate, the priorities and long term goals of the Issue Statement will receive an initial vote by the delegates of the County Convention through a balloting process developed by the Rules Committee.

3. In order to focus on those resolutions which could gain majority support through the debate process, debate of planks will be limited to those which more than 33% but less than 66% of the convention support.

4. The Rules Committee shall recommend a specific time at which delegates may begin casting ballots and voting on platform priorities and long term goals and a time by which all ballots and votes should be cast.

Section 3. The following shall govern the activities of the Rules Committee:

1. This committee is charged with the responsibility of drafting the rules and regulations needed to conduct the business of the County Convention. This includes, but not limited to, the adoption of a County Party Platform, the adoption or ratification of such resolutions as the county convention may wish to consider, the selection of delegates to the district convention and district meetings, the election of members to the County and District Affirmative Action Committees, the election of Clayton County Party office holders and such other business as the county convention may wish to consider. In addition, the Rules Committee is responsible for counting of all ballots and votes taken during the county convention process and for conducting elections at the county convention.

2. The Rules Committee shall set time deadlines and make rules governing debate, amendment, and adoption of platform planks as necessary for the county convention and standing committees.

Section 4. Delegates and alternates shall be elected in accordance with the delegation selection plan of the State and National Democratic Parties. The Credentials Committee is responsible for the certification and accreditation of the delegates and alternates to the county convention and the accreditation of Clayton County delegates and alternates to the District Convention. The Credentials Committee is also responsible for handling challenges to delegates and alternates to the county convention and report any appeals of its decisions to the county convention.

Section 5. The Arrangements Committee is charged with the responsibility of arranging handicap accessible facilities and equipment for conducting of the county convention.

Section 6. All County Convention organizing committees duly elected under the applicable provisions of the Code of Iowa, the Constitution and Iowa Democratic Party By-laws shall publish a booklet containing the reports of the Arrangements, Rules and Nominations, Credentials, and Platform committees, and such other information as may be deemed necessary for the operation of the county convention.

The Arrangements committee shall cause this booklet to be physically distributed as a paper booklet or distributed in electronic format no later than seven (7) days prior to the start of the County convention. The Arrangements committee shall have the option of publishing the booklet in electronic format under the following conditions:

A. A separate paper credential document, which shall include an alternate designation form, must be mailed to each duly elected delegate to the county convention. This credential will be mailed no later than fourteen (14) days prior to the start of the county convention. The credential documents shall include instructions which inform delegates how to obtain a paper copy of the booklet and the responsible party to contact to get a paper booklet. The credential document shall also include instructions for downloading the booklet.

B. The electronic booklet will be published in a format that is easily available for public download.

C. The electronic booklet will under no circumstances include any credential or

alternate designation documents. Possession of a county convention booklet without the appropriate credential document shall not constitute evidence that the possessor has been elected as a delegate.

D. All convention committees which publish electronic booklets must provide paper copies to any delegate on request no later than seven (7) days prior to the start of the county convention.

E. Delegates who request a paper copy shall not be charged any additional fees for a printed booklet.

All convention committees who choose to publish printed booklets rather than electronic booklets shall include their credential documents and alternate designation forms with their booklets and shall distribute their booklets by physical means.

### Article III. County Central Committee

Section 1. The County Central Committee, composed of committee persons elected at the precinct caucuses, shall meet and organize at their biennial organizational meeting within 10 days before or after the county convention. Members term of office shall begin immediately following the start of the biennial organizational meeting and shall continue for two years until the successor is elected and qualified.

A. Members of the County Central Committee assembled shall elect a Chair, a Vice-Chair, a Secretary, a Treasurer, and such other officers, including a Co-Chair, as they may deem necessary. Such officers need not be selected from County Central Committee membership; however, they shall be qualified voting members of the Iowa Democratic Party. The term of office for each officer shall begin immediately upon

election by the County Central Committee, and shall continue for two years, and until the successor is elected and qualified. The officers shall serve as the Board of Directors of this nonprofit corporation and shall have all the powers and duties for such directors as provided by the laws of the State of Iowa.

B. Vacancies on the County Central Committee shall be filled as soon as possible from alternate precinct committee persons as per Article II, Section 3, Subsection B of the Constitution of the Iowa Democratic Party following majority vote of the County Central Committee members who attend any official County Central Committee meeting, provided that due notice of such election was previously given. An alternate precinct committee person may also serve as a substitute at a regular meeting or portion of a County Central Committee meeting if the elected County Central Committee member is unable to attend. If no alternate precinct committee persons are elected at the precinct caucuses, the vacancy shall be filled as soon as possible by a majority vote of the County Central Committee members who are in attendance at any official County Central Committee meeting, provided that due notice of such election was previously given. The term of office of an alternate County Central Committee member elected to fill a vacancy shall begin immediately following the election and shall continue until the successor is elected and qualified.

C. A County Central Committee member will be removed on the following grounds: non-residence, inattention to duty, incompetence, or support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.

Section 2. The County Central Committee shall meet at least once every three (3) months. The County Central Committee may, by majority vote of those committee

members in attendance at any official County Central Committee meeting, direct the Chair to call regular meetings at times and places selected by the County Central Committee. The Chair shall cause notice of such meetings to be mailed by postal or electronic means to each member and officer of the County Central Committee at least seven (7) days before the date set for each meeting. Only one annual notice of a standing monthly meeting date need be given. Upon receiving a petition signed by twenty-five (25) percent of the members of the County Central Committee, the Chair shall call a special meeting which must be held within twelve (12) days of receipt of such petition. The Chair shall cause notice of such meetings to be mailed by postal or electronic means, to each member and office of the County Central Committee at least seven (7) days before the date set for such meeting.

Section 3. The County Central Committee has the following additional duties:

1. Each county has a least three members on the Congressional District Central Committee of the Party. Their election and duties are as follows:

A. One member must be the County Chair or the Chair's designee. Others shall be elected by the County Central Committee at their first regular meeting following their biennial organizational meeting specified in Article III, Section 1 of the Constitution of the Iowa Democratic Party.

B. One member from each county shall be specifically responsible for finances, one member shall be responsible for issues and research, and one member shall be responsible for coordinating and assisting in the election of a Democratic Party member to Congress and the election of Democratic Party legislators from districts which cross county lines.



C. The County Central Committee may elect alternates to the District Central Committee to serve as substitutes at District Central Committee meetings when the elected committee person is unable to attend. The number of alternates may not exceed twice the number of the county representatives to the district committee. It is the responsibility of the County Chair and the elected representatives to notify alternates when they are to be a substitute for them at a given meeting.

2. The County Central Committee shall elect two or more members of the County Party to the County District Affirmative Action Committee at the first regular meeting following the biennial organizational meeting of the County Central Committee, as specified in Article II, Section 1 of the Constitution of the Iowa Democratic Party.

#### Article IV Affirmative Action Committee

Section 1. The County Affirmative Action Committee shall consist of the District Affirmative Action Committee members elected at the county convention, one of whom shall serve as Chair of the County Affirmative Action Committee and two or more additional members elected by the County Central Committee.

Section 2. The Responsibility of the Affirmative Action Committees is to promote recruitment of new members into the Iowa Democratic Party and encourage their full participation at precinct caucuses, county, district, state and national conventions, and in platform development, the delegate selection process, county committees and other party organizations. Particular concern shall be given to those groups which have been historically under represented within the Democratic Party.

## Article V. Platform Committee

Section 1. The County Platform Committees shall be a continuing body. After the county convention, members who resign may name their replacements and, if they fail to do so, the County Central Committee may elect replacements after taking into consideration the requirements of Article VIII, Sections 1 and 2 of the Constitution of the Democratic Party of Iowa.

Section 2. The duties of the Platform Committees following a county convention may include, but are not limited to:

- 1) Research of public statements, voting records, and performance of official duties of elected officials within their constituencies;
- 2) Factual research and development of proposals for legislative action in keeping with the Iowa Democratic Party Platform;
- 3) Gathering information on the developing senses of priorities of active Democrats within their constituencies and giving guidance to the Democratic leadership and to the Democratic legislators from within their constituencies with regard to such priorities and legislative developments;
- 4) Making preliminary preparations for the process of platform development for the next precinct caucuses and county convention.

Section 3. The Platform Committee shall work in close cooperation with the County Central Committee and elected Democratic legislators and other public officials.

## Article VI. Adoption and Amendment

Section 1. The by-laws of the Clayton County Iowa Democratic Party shall be adopted and amended by a majority vote of the County Central Committee following at

least three weeks notice of the proposed by-laws or amendments and the time and the place of the meeting to all members of the County Central Committee and its officers.

Section 2. Amendments to these by-laws shall be in conformity with the provisions of the Constitution of the Iowa Democratic Party and shall be designed to advance the purposes of the Iowa Democratic Party as stated in the Preamble, and shall not abridge the right of precinct caucuses, county conventions, convention subcommittees, convention caucuses, central committees, and central committee subcommittees to elect their own leadership and representatives, but they may specify procedural rules, committee roles, and leadership roles to be observed by those groups with the party.

The undersigned certifies that those by-laws were duly adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

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Clayton County Iowa  
Democratic Party Chair