

**BY-LAWS OF THE ASHTABULA COUNTY DEMOCRATIC PARTY
(revised-amend 10-6 -2010)**

ARTICLE I: CENTRAL COMMITTEE ORC §3417.02 and .03

This organization of elected or duly appointed Democratic Central Committee-persons of Ashtabula County, Ohio shall be known as the ASHTABULA COUNTY DEMOCRATIC CENTRAL COMMITTEE.

It shall be composed of the Central Committee whose members are elected to represent the Democrats of their precinct, and an Executive Committee to include all Central Committee members, plus elected Democrat officials and members selected to represent different party constituencies.

SECTION 1. SELECTION OF THE CENTRAL COMMITTEE

All members of the Central Committee shall be elected by direct vote of the members of the Democratic party in each precinct. Candidates' names shall be placed on the official ballot under rules established by the Ohio Secretary of State. Persons receiving the highest number of votes in each precinct shall collectively comprise the membership of the Ashtabula County Democratic Central Committee.

SECTION 2. MEMBERSHIP QUALIFICATIONS AND TERMS OF THE CENTRAL COMMITTEE

Each candidate and member must be a member of the Democratic Party and a resident and qualified elector of the precinct that the member is elected to represent. The term of office shall be for four (4) years with elections to take place at the presidential primary election (eg. 2012, 2016, 2020).

Central Committee members are not considered public officials or employees. ORC §3517.01 and 102.01 (B)

SECTION 3. VACANCIES ORC §3517.05 IN THE CENTRAL COMMITTEE

Vacancies in any precinct shall be filled with a nomination by any Central Committee member and a majority vote of the Executive Committee at any Executive Committee meeting. These members must meet the same requirements as in Section II and fill the remainder of the term until the next election

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SECTION 4. DUTIES & RESPONSIBILITIES AND PURPOSE OF THE CENTRAL COMMITTEE

The purpose of the Central Committee shall be to further the cause of the Democratic Party in Ashtabula County, and to establish the policy, conduct the business, and to manage the affairs and election campaigns of the Party in Ashtabula County, Ohio.

Each Central Committee member should:

Vote in every Democratic Primary, attend Central and Executive Committee meetings, recommend poll workers as needed and assist people in their precinct to become regular, informed voters; support Democratic Party activities; support Democratic candidates and their campaigns; and be an active and enthusiastic Democrat.

When a vacancy in a county or municipal office occurs when the position is held by a democratic elected official the central committee or its appropriate sub committee shall convene pursuant to the Ohio Revised code to name a replacement for that position by a majority vote of the membership.

SECTION 5. CENTRAL COMMITTEE ORGANIZATIONAL MEETING

As provided by statute, (ORC §3517.04) the membership-elect of the Central Committee shall meet not earlier than six (6) nor later than fifteen (15) days following the date of certification of the results of the party primary election by the Ashtabula County Board of Elections, at a suitable time and place to be designated by the immediate, past Chair of the Central Committee.

Notice of such meeting, giving the time and place, shall be sent to each member-elect by the immediate, past Secretary of the Central Committee, by mail at least five (5) days prior to any such meeting. A copy of the notice shall be posted in the office of the Ashtabula County Board of Elections for the same period of time.

SECTION 6. ORDER OF BUSINESS / ELECTION OF OFFICERS ORC §3517.04 OF THE CENTRAL COMMITTEE

Pursuant to statute, the meeting shall be called to order by the immediate, past Chair of the Central Committee. If that person is absent and no other immediate past officers of the Central Committee are present, then the meeting shall be called to order by the Central Committee Member designated by the Democratic Members of the Board of Elections.

The Central Committee shall then proceed to organize by the election of a Chair, Vice-Chair, Second Vice-Chair, Secretary, Treasurer and such other officers, as may be deemed necessary. Officers must be members of the Central Committee. All officers must meet the qualifications to be members of the central committee. If an officer does not continue to be a resident of the precinct or an eligible voter of the county then the

Executive Committee may by majority vote replace the officer with an eligible member of the Central Committee.

SECTION 7. DUTIES OF CENTRAL COMMITTEE OFFICERS

The officers of the Ashtabula County Democratic Central Committee shall be the County Chairperson, First Vice Chairperson, Second Vice Chairperson, Treasurer and Secretary.

The election of these officers and the members of the Democratic Executive Committee shall be pursuant to the Ohio Revised Code (ORC)-§3517.04 shall convene its central committee members to re-organize and select for the next four year term. The Central committee shall meet no earlier than six days and no later than 15 days after the election results are certified by the Ashtabula County Board of Elections of the Presidential primary election.

CHAIR: Shall call and preside over any meetings of the Central Committee, as provided for by state law and this constitution; shall perform all the other duties prescribed by statute, or duties usually exercised by the Chair, not conflicting with this constitution. The chair shall be an ex-officio member of all standing and special committees of the Central Committee and of the Executive Committee.

VICE-CHAIR: Shall perform all the duties of the Chair in his/her absence. The Vice-Chair shall work in coordination with the Chair and other party officers to perform the objectives of the Ashtabula County Democratic party. In the case of the death, resignation, or any other reason creating a vacancy in the Chair's position, the Executive Committee by a majority vote may select the Vice-Chair of the Central Committee/ Executive Committee to serve out the balance of the Chair's term if they so choose to do so.

The Second Vice-Chairperson: Shall be a member of the Executive Committee, and shall work in coordination with, oversee, and assist, when necessary, the Party chair, Vice-Chair, Secretary and Treasurer with their duties. In the case of the death, resignation, or any other reason creating a vacancy in either the Chair's position or the Vice-chair's position, the Executive Committee by a majority vote may select the Second Vice-Chair of the Central Committee/Executive Committee to serve out the balance of the Chair's term if they so choose to do so.

SECRETARY: The Secretary shall be a member of the Executive Committee, and shall keep a true and accurate record of the minutes of all meetings of the Central Committee, issue calls for meetings, keep the roll of members and attendance at meetings. The Secretary shall maintain records of all correspondence to and from the party, and maintain copies of all these records. The Secretary shall work with the Chair and Vice Chairs to maintain a calendar of all events, meetings, and fundraisers of interest to the Party and candidates and generally perform all of the functions usually incumbent upon Secretaries together with such other duties as may be delegated to him/her by the Central Committee and/or are prescribed by law. The Secretary position may be combined with a Vice Chair position or the Treasurer position by a majority vote of either the central or executive committee. In the case of the death, resignation, or any other

reason creating a vacancy in the Secretary's position, the Executive Committee by a majority vote may select a replacement of the Central Committee/ Executive Committee to serve out the balance of the term.

TREASURER: The Treasurer shall be a member of the Executive Committee and shall be the custodian of any funds of the Central Committee and maintain these funds as prescribed under the law. The Treasurer shall keep a true and accurate record of all the Party's financial activities. The Treasurer is responsible for the timely and accurate filing with any government agencies as required by law and will perform all of the functions usually incumbent upon treasurers together with such other duties as may be delegated to him/her by the Central Committee and/or are prescribed by law. The Treasurer shall make financial reports at all Central Committee meetings and at all Quarterly Executive Committee meetings. In the case of the death, resignation, or any other reason creating a vacancy in the Treasurer's position, the Executive Committee by a majority vote may select replacement of the Central Committee/ Executive Committee to serve out the balance of the Treasurer's term if they so choose to do so.

SECTION 8. The officers of the Ashtabula County Central Committee shall also be the same (corresponding) officers of the Ashtabula County Executive Committee.

SECTION 9. In the event of a vacancy in any of the above-mentioned offices occurs and the Executive Committee cannot select a successor by majority vote, the then most senior officer serving shall convene a special meeting of the Ashtabula County Democratic Central Committee within a timely manner not more than 40 days after the vacancy occurs to select a replacement by majority vote of the Central Committee.

ARTICLE II: ADMINISTRATION

The general administration of the Democratic Party in Ashtabula County, Ohio shall be conducted by the Central Committee.

ARTICLE III: CENTRAL COMMITTEE – MEETINGS

SECTION 1. In addition to the regular organizational meeting of the Central Committee as prescribed by law, other meetings may be called by the County Chairperson for a specific purpose. A written notice of all meetings of the Central Committee shall be mailed no less than seven (7) days prior to the meeting of all members. A quorum shall consist of at least 51% of the Precinct Committee persons, (Central Committee members) elected or appointed in the manner prescribed by law.

SECTION 2. A meeting of the Central Committee may be called through written petition of at least one-half (50%) of the Precinct Committee persons, such petition to be directed to the County Chairperson and/or the Secretary and to specifically state the purpose of the meeting.

SECTION 3. A special meeting of the Central Committee may be called through written petition of a majority of the Executive Committee, such petition to be directed to the County Chairperson and/or Secretary. The business of such special meetings shall be limited to the subject of the call and/or petition.

SECTION 4. Upon written notice of charges brought against an officer of the Central or Executive Committee or member the Executive Committee, and following a hearing by the Executive Committee, an officer or member of the Executive Committee may be removed therefrom because of unexcused absence from three (3) consecutive meetings thereof, or for other just cause, by two-thirds (2/3) vote of the Executive Committee.

ARTICLE IV: AUTHORITY FOR DELEGATION TO EXECUTIVE COMMITTEE
ORC §3517.03

As allowed by statute, the Central Committee shall create an Executive Committee that shall have the powers granted to it by the party central committee, and provided to it by law. The Executive Committee shall manage the affairs of the Ashtabula County Democratic Party; to direct and conduct campaign activities; promulgate and carry out the general policies of the party organization; promote the best interests and ideals of the Democratic Party; and, perform all party duties required by statute in accordance with the Ohio Constitution.

SECTION 1. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

Sub-Section 1. At the organizational meeting of the members of the Central Committee (Precinct Committeepersons) which shall occur after the Ashtabula County Board of Elections certifies the Presidential Primary official results which include the election of the Democratic central committee members shall meet to select the officers of the Ashtabula County Democratic Party and the members of the executive committee.

Membership on the Executive Committee shall consist of least 17 and no more than 23 Democratic Central Committee persons, including those elected and those selected by the executive committee.

With the Chair's recommendation, the Executive Committee may appoint additional persons as it deems fit to represent organized labor, education, minorities, and other interests as ex-officio members who may not vote. They shall be appointed based upon having demonstrated an interest in and a commitment to the ideals and principles of the Democratic Party. Although ex-officio members may not vote their membership when combined with the ex committee members may not exceed 23.

Sub-Section 2. The Executive Committee shall meet at least four (4) times a year and at least once every three (3) months.

Sub-Section 3. If a vacancy occurs on the Executive committee between organizational meetings of the central committee then the Executive Committee by majority vote may appoint the replacement at a properly scheduled meeting.

SECTION 2. ABSENCES OF MEMBERS OF THE EXECUTIVE COMMITTEE

Members appointed under Section 1.3 may be removed by vote of the Executive Committee if they have missed three (3) or more consecutive, unexcused meetings. The Chair may excuse any members absence at the time of the meeting with a vote of the Ex. Committee.

SECTION 3. ORGANIZATION OF THE EXECUTIVE COMMITTEE.

After the organization of the Central Committee, the Chair of the Central Committee shall call for the holding of an organizational meeting of the Executive Committee no later than the first Thursday in June.

The elected officers of the central committee shall serve as the officers of the Executive Committee.

SECTION 4. DUTIES OF EXECUTIVE COMMITTEE OFFICERS

CHAIR; Shall call and preside over all meetings of the Executive Committee; shall direct the operations of the ~~Ash~~ ^{Ashtabula} County Democratic Party and Executive Committee; shall report to the Committee on party activities at each regular meeting; shall perform all other duties prescribed by statute (ORC §3517.0), or duties usually exercised by the Chair, not conflicting with this Constitution, including but not limited to the appointment of such committees as he/she deems necessary to carry on the work of the Party.

VICE-CHAIR: Shall perform all the duties of the Chair in his/her absence. In the case of the death, resignation, or any other reason creating a vacancy in the Chair's position, The Vice-Chair may fill out the unexpired term of the Chair if the majority of the Executive Committee confirms the Vice-Chair as the new chair.

Second Vice-Chairperson – shall be a member of the Executive Committee, and shall work in coordination with, oversee, and assist, when necessary, the Party Chair, Vice-Chair, Secretary and Treasurer with their duties. If the Vice-Chair decides not to serve as the Chair then the Executive Committee may confirm by a majority vote the second vice chair as the Chair. If neither the Second or first Vice-Chair do not get a majority vote or neither wants to serve as chair then the Executive Committee Secretary shall convene a meeting of the central committee members to select a new chair.

SECRETARY: Shall keep the official minutes of all meetings of the Executive Committee; shall keep and be the custodian of the permanent books, records and correspondence; shall notify all members of any special and all regular meetings and, shall handle all

correspondence of the Executive Committee, as required by law () shall file with the office of the secretary of state and Ohio Democratic Party a copy of this constitution within thirty (30) days of adoption or amendment; shall file with the office of the Secretary of State and local Board of Elections a list of members Central and Executive Committees and officers within thirty days of their election or appointment. ^{ORC §3514.02}

TREASURER: Shall receive, deposit and invest all funds; pay out all monies owed by the Committee; shall submit for approval a written report of the financial condition of the Committee at each regular meeting of the Committee; file all financial reports required by law (ORC §3517.0); shall perform all other duties accorded a Treasurer that are not inconsistent with this constitution.

SECTION 5. EXECUTIVE COMMITTEE OFFICERS' VACANCIES

Except as otherwise provided herein, any vacancy which occurs in an officer's position of either the Central or Executive Committee for any reason, shall be filled by a majority vote of the members present of the respective body at any duly called and convened meeting.

SECTION 6. MEETINGS OF THE EXECUTIVE COMMITTEE

The Ashtabula County Executive Committee shall meet at least four times a ~~year~~ year and at least quarterly during a calendar year. The time and place for such meetings to be determined by the Party Chair. The chair may convene meetings as needed in addition to the required meetings.

A simple majority of the active members of the Executive Committee shall constitute a quorum for the transaction of business, provided notice requirements detailed herein are met.

MEETING NOTICES -

All meetings, of the Executive or Central Committee except adjourned meetings shall require at least three (3) days written or electronic notice to all members. notices of meetings must be posted at the Ashtabula County Board of Elections at least 24 hours prior to the scheduled meeting.

SPECIAL MEETINGS -

Special meetings may be called by the Chair or any member with a petition signed by eleven (11) members of the executive committee. If the Chair refuses to attend, a temporary Chair, chosen by the group may act in that post, providing that all members are notified by Certified Mail. The business of such special meeting shall be generally limited to the subject matter specified in the call.

SECTION 7. LIMITATIONS ON OFFICERS AND MEMBERS

No officer or member may obligate the Party, Central or Executive Committees in any agreement, political, financial, or any other form without being officially granted the authority by a majority vote of the proper committee, properly recorded.

Minutes of action by the Executive Committee at its meetings, both regular and special, shall be made by the secretary or such person as may be designated by the Secretary and shall be made available to all members of the Ex. Committee. And presented to the central committee at its meetings.

SECTION 8. BOARD OF ELECTIONS ORC §3501.07

The Executive Committee shall recommend appointments to the Ashtabula County Board of Elections positions of Board Members and the Director or Deputy Director positions in accordance with ORC §3501.07 of the Ohio Revised Code and any other applicable law.

EXECUTIVE COMMITTEE – COMMITTEES

SECTION 1. The Chair shall be permitted with the advice and consent of a majority of the Executive Committee to appoint such committees as are deemed necessary. Members of these committees may be members of the Central committee and/or the Executive Committee and/or may be residents of Ashtabula County, Ohio. The Executive Committee shall authorize and define the powers of its committees except those whose functions are set forth by the by-laws. For example such committees may be formed to perform campaign activities or organize fund-raising events like the annual banquet.

SECTION 2. No committee shall take or make public any formal action, or make any resolution, or in any way commit the Democratic Party of Ashtabula County on a question of policy or of public interest without having first received the approval of the Executive Committee.

ARTICLE IV: ENDORSEMENT OF CANDIDATES

SECTION 1. Prior to a partisan Primary Election or, if it is deemed necessary, prior to a General or Special Election, the Central Committee may offer all certified Democratic candidates an opportunity to be screened for the purpose of being recommended to the Central Committee for endorsement. The time and place for the screening shall be determined by the Party Officers and the Chair shall preside.

SECTION 2: It is the policy of the Executive or the Central Committees to not endorse democratic candidates in a primary for open seats when such open seat is not held by an incumbent democrat or appointed democrat to fill out the unexpired term. The Executive and/or the Central Committee may vote to endorse and support incumbent Democratic

office holders who are running for re-election or who were appointed by said committee to fill an unexpired term.

SECTION 3. The Central Committee by a majority vote of those present and by ballot, unless two-thirds (2/3) of those present by a division of the house request a voice vote, may endorse incumbent candidate(s) for each office in a primary or general election.

SECTION 4. All candidates who win a partisan primary election shall be the endorsed democratic candidates unless the Executive committee and the Central Committee by vote by two-thirds (2/3) majority to not endorse such candidate because of circumstances that are not deemed proper. Those candidates endorsed by the Central Committee or the Executive Committee shall be the endorsed Democratic candidates.

ARTICLE V: PARLIAMENTARY PROCEDURE

Roberts Rules of Order shall govern all parliamentary procedures of both the Central and Executive Committees.

ARTICLE VI: VOTING AND RULES OF ORDER FOR CENTRAL AND EXECUTIVE COMMITTEES.

NO PROXY VOTING:

All votes on all matters shall be in person. No proxy voting shall be allowed on any issue.

OPEN VOTING:

All votes of the Central or Executive Committees shall be open.

RULES OF ORDER:

The newest, abridged version of Robert's Rules of Order shall govern all proceedings not specifically otherwise provided herein.

ARTICLE VII: ADOPTION AND AMENDMENT OF BY-LAWS

These laws shall become effective By-Laws of the Central and the Executive Committees immediately upon their adoption. They may be amended by a majority vote at any stated meeting of the Central Committee provided that a copy of the proposed amendment(s) has been mailed to each Precinct Committee-person at least five (5) days prior to the date of such stated meeting, and provided that a quorum is present. The by-laws shall be re-adopted at each re-organizational meeting of the Central Committee.

These By-Laws were adopted by at a meeting of the Central Committee on the 11th
day of April, 2012.

Chair: Duane S. Fehner

Secretary: Luane M. Laakso