

MORGAN COUNTY DEMOCRATIC PARTY CONSTITUTION and BY LAWS

We, the Democrats of Morgan County in order to promote better government, foster political freedom through meaningful participation by all citizens and encourage a strong multi-party system, do hereby establish, in accordance with the laws of the state of Utah, the Morgan County Democratic Party Constitution and By Laws.

Article I – Structure and Organization

- A. The County Party Officers shall consist of the Chairperson, Vice Chairperson and Secretary Treasurer.
 - 1. Party officers shall be elected during odd numbered years at the county Organizing Convention.
 - 2. The term of office for all party officers shall be two years

- B. County Executive Committee.
 - 1. The County Executive Committee shall be composed of the current duly elected Party Officers plus the immediate past Chairperson and Vice Chairperson.

- C. County Central Committee.
 - 1. The County Central Committee shall be composed of the County Executive Committee and all Democrats currently holding elected partisan office intended to represent the residents of Morgan County.

- D. Public meetings at all levels of the Morgan Democratic Party shall be open to all members of Morgan County regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability (hereinafter collectively referred to as "status").

- E. Any person who is a Utah registered voter and who supports the purposes of the State Committee may participate in Party activities. No test for membership in, nor any oaths of loyalty to, the Utah State Democratic Party shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination based on status.

- F. The time and place for all public meetings of the Morgan Democratic Party on all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all members, and large enough to accommodate all interested persons.

Article II – Election of County Party Officers

- A. Any resident of Morgan County who is eligible to vote and registered as a Democrat with the County Clerk's office may file for one of the three county party offices.
- B. Candidates for party offices shall submit a written declaration of intent with the Morgan County Democrats Executive Committee no later than one week prior to the Organizing Convention.
- C. Nominations may also be made from the floor at the convention with nominee's approval. All declared candidates will be allowed an equal amount of time for their presentation before balloting.
- D. Election shall be by secret ballot unless a candidate is unopposed in which case a vote by acclamation shall be allowed.

Article III – Duties and Responsibilities.

- A. Each year the Morgan County Democratic Central Committee will call a convention.
 - 1. On even numbered years a Primary-Nominating Convention will be held to select candidates for partisan legislative positions and to elect delegates to the state party convention.
 - 2. On odd numbered years an Organizing Convention shall be held to elect officers for the Democratic Party in Morgan County and conduct other business as appropriate.
 - 3. Both the Nominating Convention and the Organizing Convention shall be scheduled at a time and place that encourages maximum participation by residents of Morgan County.
 - 4. No rule, resolution, or certification of delegates shall discriminate against any person.
- B. The duties of the elected Officers of the Morgan County Democratic Party shall be as follows:**
 - 1. Chair**
 - a. Coordinate the activities of the Morgan County Democratic Party.
 - b. Assist candidates in their election efforts.
 - c. Preside over all meetings of the County Party, Central Committee, and Executive Committee.
 - d. Carry out additional assignments made to this office by the Executive Committee.
 - e. Appoint such other committees as are needed to meet the needs of the party with the approval of the Executive Committee.

- f. Organize and coordinate public relations activities for the party.
 - g. Ensure that the party treasurer submits all reports and statements required by State and Federal law on time.
 - h. Shall take no other arbitrary action that will have any significant or lasting effect on the County Democratic Party without approval of the Executive Committee, and ratification by the Central Committee.
- 2. Vice Chair**
- a. Support and aid the chair in effective achievement of the duties of the chair.
 - b. Recruit candidates at all levels.
 - c. In the absence of the chair, preside over all meetings and functions of the County Democratic Party and carry out any other functions assigned by the Executive Committee.
 - d. Assume such specific duties as assigned by the chair so the vice-chair has a working familiarity with operations and demands of the organization.
 - e. Serve as the principle representative of the county party at all precinct, legislative, and caucus organization meetings.
 - a. Maintain accurate lists (County and State committee members, delegates, election judges, registrars and active Democrats).
 - b. Submit lists of County delegates to the County Clerk's office for certification within seven days after the caucus meetings.
 - f. Serve as the county party's principle data administrator including management of party records, Votebuilder, and database management, webpage management.
 - g. Handle all Party correspondence via party communication software and with members of the press.
- 3. Secretary Treasurer.**
- c. Maintain and account for all party records including minutes of all committee meetings.
 - d. Carry out additional duties assigned by the Executive Committee.
 - e. Issue calls to convention and notification of committee meetings.
 - f. Supply State delegate lists to state headquarters immediately after the County convention.
 - g. Certify Central Committee members at Central Committee meetings.
 - h. Keep all financial records of the County Democratic Party. This includes but is not limited to maintaining complete records of receipts and expenditures.
 - i. Issue checks and co-sign such checks with the party chair, vice-chair.
 - j. Prepare a yearly budget to present to the Central Committee for review, revision and confirmation at the first of each calendar year.
 - k. Submit all financial disclosure reports to the Lt. Governor as required by state statute (20-14-2) using the State Financial Disclosure Website. (disclosures.utah.gov) Provide a copy of the report to each member of the Executive Committee.
 - l. Work closely with any fundraising committees established.
 - m. Be responsible for all funds brought into the party through contributions or other means.

C. The Duties of the Morgan County Central Committee shall be as follows:

1. Work to see that Morgan County Democratic candidates for public office, either selected at the primary-nominating Convention or by the voters in primary elections are elected to public office.
2. Provide a forum for the dissemination of information
3. Design programs to promote democratic candidates
4. Raise campaign funds.
5. Encourage all citizens of Morgan County to participate in the Democratic Party.
6. Provide a system for Morgan County citizens to become involved in their county, state and federal government election process.
7. Meetings of the Central Committee must be preceded by a notice by direct mail with additional contact by email or phone to ensure notice was received by all Central Committee members.
8. Written notice must be given no less than (10) days prior to the Central Committee meeting.
9. The written announcement must include the agenda of the meeting. There shall be at least two Central Committee meetings each year.
10. The Central Committee shall be presided over by the duly elected or appointed county party chair. In the absence of the Democratic Party chair, the vice-chair shall preside. In the absence of the vice-chair, the meeting shall be presided over by the secretary treasurer.
11. The presiding officer will not engage in debate on any issue before the committee. In the event the presiding officer wished to engage in debate, that officer must temporarily relinquish the chair to the above stated order. In the event that the Secretary Treasurer is the presiding officer and cannot relinquish the chair the issue before the committee shall be tabled. All meetings shall be conducted according to Roberts Rules of Order.
12. The Central Committee can relinquish any of its administrative duties to the Executive Committee. Any relinquished duties can be reclaimed at the will of the Central Committee. The Central Committee can require reports from any committee or individual acting in the name of the Central Committee.
13. The Central Committee shall have the authority to fill any vacancies occurring in the Central Committee or in the Executive Committee or officers. To facilitate the replacement process, the names of registered Democrats willing and able to fill vacated posts may be selected by the Executive Committee and presented to the Central Committee for their approval.
14. If an elected Party official leaves office before the term of that office expires, the Morgan County Central Committee shall have the authority to hear all declared applicants for the appointment and then vote to determine which three applicants' names will be submitted for consideration as a replacement for that office.

D. Central Committee voting.

1. There shall be one vote for each member of the Central Committee on any questions. It will take a simple majority vote of those members present to pass any non-procedural motion. There shall be no proxy votes allowed on any Central Committee vote.

Article IV – Precinct Caucuses

- A. Separate caucus meetings at the precinct level are not required but can be called at the discretion of the County Central Committee.
- B. Precinct caucus meetings will generally be combined with the county convention unless attendance levels do not permit reasonable accommodation in which case the Central Committee shall call for separate caucus meetings to be held.

Article V – Precinct Officers and County Delegates

- A. In the event that caucus meetings are held at the precinct level, they shall be held only during even numbered years.
- B. Precinct officers (Chair, Vice Chair and Secretary Treasurer) shall be elected at the precinct caucus meeting.
- C. Precinct Officer election shall be by secret ballot unless a candidate is unopposed in which case voting by acclamation is allowed.
- D. Precinct Officers shall serve as delegates to the Morgan County Democratic Convention for a two-year term.
- E. Precinct Officers shall serve as hosts for the next precinct caucus in two year s or assist with identifying alternative site.
- F. At the Primary Nominating Convention, County delegates may vote for candidates wishing to run for public office as a Democrat from Morgan County.
- G. At the Organizing Convention, County delegates may vote for Party officers.

Article VI – Delegates to the State Party Convention.

- A. The total number of delegates per county is determined by the State Democratic Party.
- B. Morgan County Executive Committee Members shall be delegates to the State Convention. All others shall be elected at the county primary-nominating convention held even numbered years.
- C. Any person desiring to be a delegate to the State Party Convention must be present at the county primary-nominating convention, must live in the voting district, and must be eligible to vote in the upcoming general election.
- D. No person may hold more than one delegate position at any one time nor have the right to cast more than one delegate vote on any issue.

- E. Delegates to the State Party Convention need not be registered Democrats but must be willing to attend the State Party Convention and must do so representing the Morgan County Democratic Party acting in good faith.
- F. Replacement of a Delegate.
 - 1. If a duly elected delegate from Morgan County to the State Convention moves from Morgan County or resigns the seat may be declared open.
 - 2. The position should be filled by a person who resides within the same voting district, first preference being the person who had the next highest number of votes during the election at the precinct caucus.
 - 3. If no one within the voting district is found, a replacement delegates from another precinct may be presented to the County Executive Committee for approval.
 - 4. Any replacement must be made at least one week prior to the next convention.
- G. County Secretary Treasurer shall submit the final list of delegates to the State Party no later than fourteen days prior to the State Primary Convention. No replacements shall be made after that date.
- H. The Morgan County Executive Committee shall resolve any challenges to the process by which delegates were selected no later than 30 days prior to the State Primary Convention

Article VII – Fundraising

- A. Purpose.
 - 1. Gain sufficient funds to finance party affairs and activities.
 - 2. Aid party candidates in financing their campaigns.
- B. Obtaining Funds
 - 1. The Executive Committee shall establish a fundraising committee to be in charge of fundraising activities of Morgan County Democratic Party.
 - 2. Funds may be raised in any manner not prevented by law.
- C. Utilization of funds
 - 1. Available funds shall be used in support of the functions and activities set forth in this document.
 - 2. The party officers have the authority to expend party monies for any necessary function or activity of the County Party.
 - 3. The party Treasurer, with approval of the Executive Committee, has the power to provide money to any individual Democratic candidate for utilization in his/her campaign.
 - 4. The Executive Committee may authorize contributions to endorsed Democratic candidates from State Committee funds. The Treasurer shall report all such

- contributions to the State Committee at its next meeting following the authorizing of contributions.
5. Money donated to the party for the use by a designated candidate shall only be turned over to that candidate.
 6. No undesignated money shall be given to any candidate until that candidate is duly nominated at the State or County Convention or after the Primary election.

Article VIII – Ratification and Amendments

This Constitution shall be the basic rule for the Morgan County Democratic party when it is adopted by a two-thirds vote of the County Central Committee and approved by a two-thirds vote of the delegates present and voting at a County convention.

This Constitution may be amended by the County Central Committee by a vote of two-thirds of the members present and voting. Any proposed amendments must be provided to the Secretary of the County Party, who will then provide them to every member of the Central Committee at least two weeks prior to a meeting at which the amendments will be considered.

Morgan County Democratic Party. Last modified 2 May 2015.