

BYLAWS OF THE DEMOCRATIC EXECUTIVE COMMITTEE OF CITRUS  
COUNTY, FLORIDA

ARTICLE I – GENERAL POLICIES

A. Unless otherwise provided in the Charter or Bylaws of the Florida Democratic Party and that of the DEC, the latest revised edition of Robert’s Rules of Order shall govern.

B. If the DEC endorses, certifies, supports, screens or recommends in any manner, one (1) or more candidates in primary elections, or for the Party’s nomination, the DEC forfeits party assessment fees to the State Executive Committee. The following conditions must be met prior to the DEC being eligible to endorse a candidate:

1. Eighty percent of all precinct committee positions shall be filled.
2. The DEC must have held at least four meetings at which a quorum was present during the previous twelve months.
3. Two-thirds of the total membership of the DEC, exclusive of automatic members, shall vote in favor of endorsement.
4. Endorsements by the DEC shall be limited to those races in which the DEC assessment applies or to non-partisan races in which registered Democrats are running.

ARTICLE II – MEMBERSHIP

A. ELECTED MEMBERSHIP shall consist of one man and one woman from each precinct who are registered Democrats, and who reside in, are registered to vote in, and are elected from the precinct they are to represent. In the event an individual precinct has over one thousand (1000) registered Democratic voters as of January 1 of a year in which qualifying for election to county DEC occurs, the precinct shall be entitled to additional representation of one man and one woman. At any time a precinct totals one thousand registered Democratic voters, or when new precincts are created, additional precinct positions may be created and filled according to the procedures for filling vacancies. Should a precinct, which has been credited with over one thousand (1000) registered Democratic voters fall below that amount, the precinct shall continue to be authorized the same number of precinct committee members until immediately prior to the commencement of the Reorganizational Meeting following the next Presidential Election.

1. DEC members shall qualify and be elected to office at such times and in such manner as provided by Florida Statutes. Candidates must complete the Florida Candidate Oath for Precinct Committeemen and Committeewomen

(Attachment 3). Elected Member Candidates must not have been a registered member of any other political party for 365 days before signing the Candidate Oath for Precinct Committeemen and Committeewoman.

2. Elected members shall take office on the first day of the month following each Presidential Election and shall serve a term of four years.

3. If an Elected Member should move within the county, but out of his or her precinct, he or she can be appointed to fill a vacancy in the new precinct or appointed at-large. Such person shall continue to be classified as an elected member for the duration of that term, and if serving at-large shall not be counted against the total number of appointed members available to the county.

B. **AUTOMATIC MEMBERSHIP** shall include all Citrus County residents who are partisan or non-partisan Democratic elected officials, the Presidents of duly chartered local Democratic Clubs, and the Presidents of any chartered local Democratic caucus chapters. Automatic Members shall enjoy voting privileges, but shall not serve as officers of the DEC. Automatic Members shall not be required to meet attendance requirements and shall not be counted in determining a quorum.

C. **APPOINTED MEMBERSHIP** may include an additional ten percent of the total Elected Membership to which entitled. Appointed members shall be appointed by the DEC chair and approved by a majority vote of the DEC membership present. Such a member must be a registered Democrat in the county. Appointed Members shall serve at-large and enjoy voting and other privileges and responsibilities of membership except holding office. Selection of Appointed Members shall be made in order to achieve political, economic, or minority balance within the DEC.

1. Appointed Members shall serve a term of one year commencing with the date of appointment; however, it shall expire immediately prior to the Reorganizational Meeting following the Presidential election. Therefore, Appointed Members shall not vote for officers at the Reorganizational Meeting.

2. Any time after the election of officers, the DEC may allow, at the request of a Democratic Party elected official from the State or National Democratic Party level, a special at-large status. Such position shall not be included in the DEC's appointed membership quota. If the elected official is an elected member of the county DEC, a vacancy would be created in that precinct, which may be filled in accordance with the DEC bylaws.

D. **ASSOCIATE MEMBERS** shall be appointed by the Dec chair and approved by a majority vote of the DEC membership present. Such member must be a registered Democrat in the county. Associate Members shall serve at-large, may not vote, except in committees, and may not hold office. Selection of Associate Members shall be made in order to achieve political, economic, or minority balance within the DEC.

1. Associate Members shall serve a term of one year commencing with the date of appointment; however, it shall expire immediately prior to the Reorganizational Meeting following the Presidential election.

E. VACANCIES: An office of the DEC shall be deemed vacant when a member accumulates three unexcused absences in any one calendar year. An absence is excused for reason of illness, business, out-of-town or other reasonable excuse, with prior notification to a DEC officer. Vacancies shall be filled by action of the DEC within 60 days. After a vacancy has existed for sixty days, it may be filled by the State Chair. If the State Chair, First Vice Chair, Vice Chairs, Secretary, and Treasurer of the Florida Democratic Party is a member of the DEC, he or she shall be exempt from attendance requirements.

F. DEC members can be removed in accordance with Florida Statutes, Chapter 103, and the Florida Democratic Charter and Bylaws.

G. Members, with the exception of Democratic elected officials, shall complete the Democratic Loyalty Oath in order to have voting privileges. The Democratic Loyalty Oath is included in these Bylaws as Attachment 2.

### ARTICLE III – OFFICERS AND DUTIES

A. The DEC Chair and Vice-Chair and State Committeepersons shall always be of the opposite sex. Election of a married couple as Chair and Vice Chair or to State Committeepersons shall be permitted.

B. **Officers shall be elected from among the Elected Membership.**

C. The duties of the officers shall be as required by the Florida Statutes and by the Charter and Bylaws of the Florida Democratic Party, and as normally indicated by the accepted rules of procedure. Some, but not all, of such duties are:

D. CHAIR.

1. Preside at all meetings of the DEC, Steering, Certification and Grievance Committees.

2. Appoint members of Standing Committees other than the Officers and appoint all members of other committees.

3. Appoint additional representatives as needed such as a media representative, volunteer coordinator, and parliamentarian. The Steering Committee shall determine the duties of the representatives, and the duties shall not conflict with any of the duties of the Officers outlined in the DEC Bylaws.

4. Advise the Secretary of all special meetings in sufficient time that required notices might be given to the members.

5. Furnish to the Citrus County Supervisor of Elections adequate bond but no less than \$5,000.00.

6. Perform such other duties as may be required by Florida Statutes and by the Charter and Bylaws of the Florida Democratic Party.
7. Review the annual budget with the Finance Committee before submission to the Steering Committee.
8. Appoint temporary committees as may be needed for special purposes or as directed by the Florida Democratic Party or Florida Statutes. Temporary committees shall be recorded in the DEC minutes. The Steering Committee shall determine the duties of the temporary committees, and the duties shall not conflict with any of the duties of the Standing Committees outlined in the DEC Bylaws.
9. Serve as Ex-Officio member of all committees, with the exception of the Nominating Committee.
10. Provide guidance to the Secretary to assure accurate recording of all meetings and establishment of a permanent archive.
11. Act as liaison between other DEC Chairs in politically contiguous counties at least annually and report to the DEC on the meetings and recommendations.
12. Sign off on reported contributions and expenditures to the Supervisor of Elections office as required by Florida Statutes.
13. Sign checks or use any other method of payment during the temporary absence of the Treasurer.

E. VICE-CHAIR.

1. Assume the duties and responsibilities of the Chair during that officer's temporary absence or inability to perform.
2. Attend all meetings of the DEC, the Steering Committee, and, if a member, the Certification and / or Grievance Committees.
3. In coordination with the Chair, act as liaison, as required for the Chair, between other politically contiguous counties.

F. STATE COMMITTEEMAN AND STATE COMMITTEEWOMAN.

1. Serve as liaisons between the Florida Democratic Party and the DEC and the committees of each.
2. Serve as liaisons between the DEC and the Democratic Clubs to assist in their development of plans and programs.
3. Serve as Co-Chairs of the DEC Campaign Committee.

G. SECRETARY.

1. Attend and keep the minutes of all meetings of the DEC and the Steering Committee. Copies of Approved Minutes shall be sent to the Florida Democratic Party within twenty (20) days following meetings.
2. Maintain a current record of the DEC membership and Committee Memberships. The names, addresses, and telephone numbers of all DEC members and a listing of the officers shall be furnished to the Citrus County Supervisor of Elections and the Florida Democratic Party immediately after the Reorganizational

Meeting. Any changes of officers and membership shall be furnished in writing to the above authorities within ten (10) days. A complete and updated membership list shall be sent to the Florida Democratic Party by January 3 of each year.

3. Record all elections at Reorganization, Regular or Special Meetings including the office or precinct for which elected and type of membership.

4. Record attendance at each meeting. Also record any absences, excused and unexcused, of Officers and precinct persons.

5. Distribute the DEC Charter and Bylaws to each DEC member, including any changes thereto.

6. Receive, review for completeness and pass to the Chair at the next regular meeting, all new applications for DEC membership.

7. Perform such other duties as the Chair may direct.

#### H. TREASURER.

1. Receive and deposit all funds in such banks as designated by the Steering Committee to be the depository or depositories for DEC funds.

a. Provide receipts for all funds received.

2. Arrange for the proper transfer and execution of new signature cards upon the change of office of the Chair or Treasurer. The Chair is permitted to sign checks or use any other method of payment only in the temporary absence of the Treasurer.

3. Be responsible for all DEC funds and keep an accurate record of all receipts and expenditures.

4. Furnish to the Citrus County Supervisor of Elections adequate bond, but no less than \$5,000.00, conditioned upon the faithful performance of the officer's duties and for the faithful accounting for Party funds, which may come into the officer's hands. The bond shall not be released until all records have been audited and approved.

5. Pay promptly all such bills and obligations as are approved by the Chair, Steering Committee or DEC as applicable.

6. Attend and participate as a non-member in meetings of the Finance Committee.

7. Serve on the Steering Committee.

8. Make a Treasurer's report to the DEC at regular meetings and at such times as directed by the Chair.

9. Assist in the annual audit required by the Florida Statutes to be conducted by a qualified examiner who is not a member of the DEC. Ensure a copy is furnished to the Citrus County Supervisor of Elections and Florida Democratic Party prior to April 1 of each year.

10. Report to the Chair any Contributions required by the Charter and Bylaws, which are in arrears in excess of 30 days.

11. Report contributions and expenditures to the Supervisor of Elections office as required by Florida Statutes.

I. J. Any officer running for a partisan public office shall take a leave of absence from the DEC office commencing at the time of opening a campaign account for said public office and extending for the duration of the campaign. The vacancy created shall be filled by the DEC for the interim period.

K. ELECTION DISPUTES. Any election disputes will be heard and resolved by the Nominating and Credentials Committee. Such resolution may be appealed to the DEC whose decision shall be final unless appealed to the FDP Judicial Council no later than forty-five (45) days from the date of said decision.

L. REMOVAL FROM OFFICE. An officer may be removed from office upon a two-thirds vote of the entire membership at a regular or special meeting provided that there shall have been at least ten days written notice of the purpose of said meeting. Such removal shall be for cause including, but not limited to malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, conviction of a felony, or moral turpitude.

M. VACANCIES.

1. In the event of a vacancy in the office of Chair, a meeting shall be held within forty-five (45) days, upon written notice to members of at least fifteen (15) days, to elect a new Chair. Notice of vacancy shall be sent by certified mail to the State Chair within ten (10) days of said vacancy. In the event that a vacancy in the office of Chair is filled by a person of the same sex as the Vice Chair, or vice versa, the requirement that they be of the opposite sex shall be waived for the unexpired term.

2. The filling of officer vacancies shall be in compliance with the Florida Statutes and the Florida Democratic Party Charter and Bylaws. Should an office become vacant during a term, a replacement shall be elected and hold office for the remainder of that term.

#### ARTICLE IV – MEETINGS

A. Regular meetings of the DEC shall be held monthly. Regular meetings may be suspended by the Steering Committee, not to exceed three meetings in any calendar quarter. Special Meetings may be called by the Chair. Members of the DEC will be notified of any Special meeting at least five days prior to the meeting. In the event that no DEC meeting is called for a period of four calendar months, the Florida Democratic Party may call a Reorganizational Meeting.

B. Meetings of the DEC shall not be public meetings unless the Chair, as approved by the Steering Committee, shall so declare a meeting to be open to the public. All meetings of the DEC shall only be open to those who are registered

Democrats or those who will sign a change of affiliation to Democratic at the meeting. The Chair may permit a non-Democrat to attend and speak on special occasions; however, those speakers/attendees shall not be allowed to be present at the business portion of said meeting.

C. The quorum for any DEC meeting shall be forty percent (40%) of the membership, excluding automatic members.

D. ACCESSIBILITY: All meetings shall be held in facilities that are accessible to the physically disabled.

E. Votes at all DEC meetings shall be one vote per member.

F. Any member who, for any reason, is unable to attend a DEC meeting may execute a written proxy, which shall be only valid for voting. Such proxy shall be sworn to before a notary public, or, in the alternative, may be validated by two (2) registered Democrats signing as witnesses. Any proxy form that is incomplete in any way shall be returned to the member issuing the proxy. The member sending the incomplete proxy shall be notified immediately by phone or electronic communication that the proxy is incomplete. The holder of the proxy for an elected member shall be a Democrat residing in the same precinct as the elected member. An automatic or appointed member of a county DEC shall designate a Democrat residing in the same county as said member. For a proxy to be honored by a county DEC, the holder shall submit written notice to the DEC Chair prior to the meeting.

1. Proxies shall not be considered toward the fulfillment of a member's attendance requirement, and total proxies in attendance may not account for more than fifteen percent in computing a quorum.

2. Proxy forms shall be substantially the same as the Proxy Form included in these Bylaws as Attachment 1.

G. Voting on all motions or matters presented to the DEC shall take place in person or by proxy at a regular or special meeting.

H. REORGANIZATIONAL MEETING: The DEC shall hold a Reorganizational Meeting in December following the Presidential election. The Reorganizational Meeting shall be called to order by the DEC Chair who shall chair the meeting until the election of the new Chair, who shall then assume the chair. If the DEC Chair is running for re-election, he or she shall recuse him or herself and the Vice Chair or other officer or committee chair not seeking election as Chair should conduct the election of Chair. The order of business shall be as follows:

1. Invocation or moment of silence
2. Pledge of Allegiance
3. Roll Call
4. Credentials Report
5. Election of Chair

6. Election of State Committeewoman
7. Election of State Committeeman
8. Election of Vice Chair
9. Election of Secretary
10. Election of Treasurer
11. Election of any other officers
12. Adjournment

A Regular Meeting may convene with the newly sworn-in officers.

I. Minutes shall be kept of all DEC meetings and shall be presented at the next subsequent meeting for approval. The minutes shall include:

1. Names of attending members and guests, excused members, and unexcused members.
2. Newly elected members, including their type of membership and precinct if applicable.
3. The text of all motions made to the Chair, names of members making the motion, and if the motion passed or failed.
4. Other essential information that comes before the DEC.

J. Minutes of a meeting are not the official minutes until voted on and approved by the DEC and shall not be distributed as final within the DEC before approval.

## ARTICLE V – COMMITTEES

A. STEERING COMMITTEE. Within 90 days after the election of officers, a Steering Committee of a maximum of nine (9) members, will be formed and be comprised of the following members.

1. The six (6) elected officers consisting of the Chair, the Vice-Chair, State Executive Committeeman, State Executive Committeewoman, Secretary, and Treasurer.
2. One (1) to three (3) members appointed by the Chair from among the total membership of the DEC.
3. The Chair shall serve as Committee Chair of the Steering Committee.
4. The Steering Committee shall meet prior to regular meetings of the DEC whenever deemed necessary or upon the request of four of the Steering Committee Members.
5. The Steering Committee shall assist the Chair in planning for and in coordinating DEC meetings and activities. In the event of emergency business of the DEC, the Steering Committee shall have authority to act for the DEC until a meeting of the membership can be established.



6. Any actions by the Steering Committee shall be reported at the next meeting of the DEC.

7. A quorum for voting at a Steering Committee meeting shall be at least five (5) members.

B. **STANDING COMMITTEES.** The Chair shall appoint the members of each Standing Committee and each shall be comprised of at least three (3) members in addition to its Committee Chair. Each Standing Committee shall meet whenever deemed necessary, but no less than once each calendar year. Reports of Standing Committees shall be presented at regular meetings of the DEC. In an effort to provide broad representation on the Standing Committees the Chair shall, when making appointments, strive to include persons residing in different parts of Citrus County. Registered Democrats of Citrus County who are supportive of goals and purposes of the Florida Democratic Party may be appointed to the membership on Standing Committees. The Standing Committees and their duties are:

1. **CAMPAIGN COMMITTEE.** The Campaign Committee shall be co-chaired by the State Committee Persons and shall recommend to the Steering Committee election campaign programs, including publicity, financing, and methods designed to foster the election of Democratic candidates in general elections. Upon approval by the Steering Committee, the Campaign Committee shall implement such plans by organizing the assistance of the entire DEC. The Campaign Committee shall develop and supervise a program for campaign training of Precinct Committeepersons using guidance from the Steering Committee. The Campaign Committee may advise candidates in Democratic primaries, but shall do so without fostering the candidacy of any particular individual seeking nomination and without using the DEC as a forum to promote the nomination of any particular candidate.

2. **FINANCE AND FUNDRAISING COMMITTEE.** The Finance and Fundraising Committee shall prepare and submit to the Steering Committee by November of each year an annual budget for the operation of the DEC, and shall recommend ways and means for raising funds to further the purposes of the DEC. The budget may be amended as needed by the Finance and Fundraising Committee. Expenditures may be made for items not contained in the budget under the following circumstances: For an item, which is less than \$250.00, the expenditure may be made upon the approval of the Chair. For an item, which is less than \$500.00, the expenditure may be made upon the approval of the Steering Committee. For an item exceeding \$500.00, the expenditure may be made upon approval of the DEC.

3. **DIVERSITY AND INCLUSION COMMITTEE.** The Diversity and Inclusion Committee shall work in conjunction with the Florida Democratic Party

Diversity and Inclusion Committee to further the goals and policies of the Democratic Party.

4. YOUNG DEMOCRATS COMMITTEE. The Young Democrats Committee shall encourage young people, as defined by the Florida Democratic Party, to participate in the political process and the Democratic Party.

5. THE CERTIFICATION COMMITTEE. The Certification Committee shall be comprised of the Chair, State Committeewoman, and State Committeeman. If one person shall hold two of these offices, then the Vice Chair shall also be a member. In accordance with the Charter and Bylaws of the Florida Democratic Party:

a. The Committee shall provide Democratic Clubs within the jurisdiction, copies of the DEC Charter and Bylaws, applications for chartering and re-chartering with the procedural guidelines for the same and other forms and information necessary for establishing and operating said Clubs. The committee shall review any Democratic club charter submitted to the Committee for approval, and shall pass along its recommendation to the DEC for acceptance or denial and further action.

b. The Committee shall receive each DEC Club Annual Party Contributions based on membership as of December 31 of the preceding year: \$25.00 for clubs with 0-50 members, \$50.00 for 51-100 members, \$75.00 for 101 to 300 members, and higher amounts for clubs over 301 members. Eighty percent (80%) of the contribution shall remain with the DEC and twenty percent (20%) remitted to the Florida Democratic Party by April 1 each year.

c. The Committee shall receive from each DEC Club in July of each odd numbered year an application to the DEC for a Certificate of Compliance to determine their compliance with the Charter and Bylaws of the Florida Democratic Party, Statutes, and Charter and Bylaws of the DEC for the purposes of Charter Recertification.

d. The Committee shall receive from each DEC Club by April 1 of each year a current membership list, names of elected officers, and minutes of elections-meetings and made a part of archival records.

e. The Committee shall assist in the development of new clubs throughout the county.

6. GRIEVANCE COMMITTEE. The Grievance Committee consisting of the Chair, State Committeewoman and State Committeeman of the DEC and chaired by the Chair may resolve disputes and grievances involving Democratic Clubs. If one person shall hold two of these offices, then the Vice Chair shall also be a member. Should one person holding one of these offices be directly involved in the dispute or grievance, the vice chair of the DEC shall also be involved in said resolution. Such resolution may be appealed to the DEC whose decision shall be

final unless appealed to the Florida Democratic Party Judicial Council no later than forty-five days from the date of said decision.

a. Club officers must address internal disputes and grievances within Democratic Clubs before appealing to the DEC Grievance Committee. If one person holding one of these offices were directly involved in the dispute or grievance, the assigned State Committeeperson to the club should be involved in the said resolution.

C. **NOMINATING AND CREDENTIALS COMMITTEE:** The Nominating and Credentials Committee shall be elected at least two months prior to the Reorganizational Meeting by the DEC membership and composed of not more than seven or less than three members. The Nominating and Credentials Committee shall make its recommendation of one person per each office and in turn inform nominated parties prior to the election of officers. All discussions of the Nominating and Credentials Committee shall be confidential. The Nominating and Credentials Committee will prepare election ballots for each office with room for write-in nominations. The Nominating and Credentials Committee shall also prepare the list of members eligible to vote at the Reorganizational Meeting, monitor meeting attendance, and advise the chair as to the presence of a quorum. The Nominating and Credentials Committee shall also hear and resolve any officer election disputes.

D. **PUBLIC RELATIONS COMMITTEE:** The Public Relations Committee will plan and implement the marketing and public relations activities for the DEC including coordinating participation in community events, photographing events, writing and submitting press releases and public service announcements, and maintaining the website and social media sites as well as other communication efforts aimed at increasing our visibility and attracting new members.

# Attachment 1 – Proxy Form

## PROXY FORM – (Use either Option 1 OR Option 2)

I hereby appoint \_\_\_\_\_ as my proxy to attend the \_\_\_\_\_  
*(Print name of proxy holder) (Name of meeting)*

meeting to be held on \_\_\_\_\_ in \_\_\_\_\_ to vote on any and all matters and  
to do any \_\_\_\_\_  
*(Date of meeting) (City)*

and all acts that I could do if present.

\_\_\_\_\_  
*Member's name (print) County*

\_\_\_\_\_  
*Member's signature Date*

### Option 1

STATE OF FLORIDA COUNTY OF _____
Sworn to and subscribed before me this _____ day of _____ 20_____
by _____ <i>(name of person making statement)</i>
_____ <i>Signature of Notary Public – State of Florida</i>
_____ <i>Name of Notary typed, printed, or stamped</i>
Personally Known OR <input type="checkbox"/> Produced Identification Type of ID Produced _____

### Option 2

_____ <i>Witness #1 Name (print) County</i>
_____ <i>Signature Date</i>

_____ <i>Witness #2 Name (print) County</i>
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\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## Attachment 2 – Loyalty Oath

### Florida Democratic Party LOYALTY OATH

County of \_\_\_\_\_, Florida

I, \_\_\_\_\_, having been duly sworn, say that I am a member of the Democratic Party, that I am a qualified elector of \_\_\_\_\_ County, Florida; that during my term of office, I will not support the election of the opponent of any Democratic nominee, I will not oppose the election of any Democratic nominee, nor will I support any non-Democrat against a Democrat in any election other than in judicial races; that I am qualified under the Constitution and Laws of the State of Florida and the Charter and Bylaws of the Florida Democratic Party to hold the office I am seeking, or to which I have been elected; that I have not violated any of the laws of the State of Florida relating to election or the Charter and Bylaws of the Florida Democratic Party.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

### Use either Option 1 OR Option 2 Option 1

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_ (*name of person making statement*)

\_\_\_\_\_  
*Signature of Notary Public – State of Florida*

\_\_\_\_\_  
*Name of Notary typed, printed, or stamped*

Personally Known OR Produced  Identification    Type of ID Produced \_\_\_\_\_

### Option 2

WITNESS #1

\_\_\_\_\_  
*Date*                      *County*

\_\_\_\_\_  
*Witness #1 Print Name (Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City*

State Zip Code

WITNESS #2

Date County

Witness #2 Print Name (Print)

Signature

Address

City

State Zip Code



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