

Archuleta County

Democratic Party Central Committee

Plan of Organization

Rules and By-Laws

**Adopted by the Archuleta County
Democratic Central Committee
March, 2005**

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PREAMBLE

We, the Democrats of Archuleta County, do hereby establish and adopt this plan of organization, rules and by-laws in order to elect Democrats to office in Archuleta County, to promote the objectives and goals of the Democratic Party, to provide an effective and representative party organization, to sustain the human and constitutional rights of all citizens, to provide a means that will attract the participation of all citizens in the political process, and to promote individual and political freedom in the framework of a just society.

THE ARCHULETA COUNTY DEMOCRATIC PARTY CENTRAL COMMITTEE

A. The Name. The name of this organization shall be the Archuleta County Democratic Party Central Committee.

B. Composition. All of the precinct committee chairs and co-chairs of the Democratic Party of Archuleta County, the officers of the Central Committee, as well as all elected officials holding county, district, or state offices, including United States Senator or United States Congressman, who are members of the Democratic Party and who reside in Archuleta County, shall constitute the membership of the Central Committee.

C. Term of Office. The term of office of each member of the Central Committee shall be two years.

D. Officers.

1. The Central Committee shall elect a Chair, a First Vice-Chair, a Vice-Chair for Publicity and Outreach, a Vice-Chair for Functions, a Secretary, and a Treasurer.

2. Officers shall exercise the powers and duties as provided for in this document, including the appointment of special and interim committees as needed. The officers of the Central Committee shall also hold the same offices in the Executive Committee.

3. The Chair. The Chair shall be the presiding officer of the Central Committee and of the Executive Committee, and shall be a member of all special and interim committees that may be established. The Chair shall issue the call for all meetings of the Central Committee and shall timely notify the membership of the Executive Committee of all meetings of that committee. The Chair shall be responsible for the overall coordination of the work of the Vice-Chairs and of the committees supervised by the vice-chairs. The Chair shall have overall responsibility for fund raising.

4. The First Vice-Chair. The First Vice-Chair shall assist the Chair in carrying out the Chair's responsibilities, including presiding over all meetings of the Central Committee and the Executive Committee in the absence of the Chair. In addition, the First Vice-Chair shall have the responsibility to monitor county government and other organizations, with particular reference to meetings and forums in which issues important to the party or to Democrats in general are likely to be discussed; to liaise with elected officials; to identify potential candidates for public office, and, in coordination with the Central Committee and the Executive Committee, recruit candidates for office; to identify county offices which will be on the ballot, critique the performance of the incumbent, make recommendations as to whether the party should field an opponent; and monitor relevant deadlines for declaration for office.

5. The Vice-Chair for Publicity and Outreach. The Vice-Chair for Publicity and Outreach shall be responsible for publicity; for communications with Central Committee members and interested Democrats concerning party activities; for outreach to and coordination with community organizations, especially those which share a vision compatible with that of the party; for recruitment and training of precinct workers; and for the maintenance and updating of voter registration lists.

6. The Vice-Chair for Functions. The Vice-Chair for Functions shall be responsible for events, such as the annual chili supper; for state-mandated functions, such as the County Assembly; and for developing a plan for fund raising, including identifying potential donors, prioritizing needs for the use of contributed funds, and drafting a plan of solicitation.

7. The Secretary. The Secretary shall keep and maintain the minutes for all meetings of both the Central Committee and the Executive Committee. The secretary shall be responsible for maintaining a list of the members of all committees.

8. The Treasurer. The Treasurer shall have custody of all party funds and shall maintain complete and accurate records of all financial transactions; shall make periodic written reports (not less than quarterly) of all receipts and disbursements ; shall prepare and file all financial reports required by law.

E. Organizational Meeting. Between the 1st and 15th of February of odd numbered years, the Central Committee shall meet at the call of the Chair to reorganize. The Chair shall give at least 10 days notice of the time and place of the meeting to all members of the committee. The Chair shall preside until the election of a new chair, who shall then preside over the remainder of the meeting. Other officers to be elected are those identified in Paragraph D, above.

F. Powers of the Central Committee. The Central Committee shall be the governing body of the Democratic Party of Archuleta County, and shall be vested with all the power and authority of the party, except that vested in the county assembly.

G. Removal for Absence. Any member of the Central Committee who fails to attend three successive meetings of the committee, after having been given due notice of the time and place of such meeting, may be dropped from membership at the discretion of the committee acting by majority vote.

H. Executive Committee. The Executive Committee shall consist of the officers of the Central Committee, and the officers of the Central Committee shall hold the identical offices in the Executive Committee. In the discretion of the Central Committee, up to three additional members can be added to the Executive Committee, such members to be nominated and selected at the Organizational Meeting. The Central Committee Chair shall appoint one additional member of the Executive Committee, who shall be a young Democrat, not over the age of 25. The term of office for members of the Executive Committee shall coincide with the terms for officers of the Central Committee.

I. County Executive Committee Powers and Duties. When the Central Committee is not in session, the Executive Committee shall act on behalf of the Central Committee. The Executive Committee as a whole shall provide oversight and governance in matters pertaining to party activities, including fund raising, events, communications, outreach, and candidate recruitment. The Central Committee Chair shall call meetings of the Executive Committee, and give adequate notice of the time and place of such meetings.

J. Grounds for Removal of Executive Committee Members.

1. Members of the Executive Committee, other than officers, may be removed by the committee as a whole for any of the following reasons:

- a. Aiding and supporting another political party;
- b. Aiding and supporting a candidate opposing a nominee of the party;
- c. Conviction of a felony or a crime involving moral turpitude;
- d. Publicly representing oneself as a spokesperson or representative of the committee without the authority of the committee.
- e. Using one's position or authority as a member of the committee to publicly criticize a party office holder without the consent of the committee.

2. Officer members of the Executive Committee may be removed in accordance with the following procedures:

- a. At least 1/3 of the members of the Executive Committee or 1/2 of the members of the Central Committee must sign and submit a written petition containing a statement of charges to the highest ranking officer of the Central Committee who is not named in the petition.
- b. The officer receiving the charges shall send them, certified mail, to the charged officer, advising of the right to request a hearing before the Central Committee. The charged officer must request a hearing within 10 days of the mailing of the charges. The request for hearing shall be in writing and addressed to the officer forwarding the charges.
- c. If a request for hearing is made, a hearing shall be held by the Central Committee within 30 days of its receipt.

d. At the hearing, the charged officer shall be afforded an opportunity to respond to the charges. A 2/3 vote of those present shall be necessary to remove the officer. Proxies shall not be allowed either to establish a quorum for the meeting or on the vote for removal.

K. Vacancies. A vacancy shall exist when any incumbent resigns, dies, moves from the county, or is removed pursuant to the procedures described in Paragraph J.

1. Central Committee. A vacancy on the Central Committee shall be filled within 30 days of its occurrence by the remaining members of the Central Committee. By resolution of the committee, the Chair may be authorized to fill vacancies on an interim basis, subject to confirmation by the committee at its next regularly scheduled meeting.

2. Chair. A vacancy in the office of Chair shall be filled by the Central Committee within 30 days of the occurrence of the vacancy. The First Vice-Chair shall call a special meeting of the Committee for the purpose of filling the vacancy.

3. Other Officers. A vacancy for any other officers on the Central Committee shall be filled by the Executive Committee on an interim basis, subject to confirmation by the Central Committee at its next regularly scheduled meeting.

4. Executive Committee. Vacancies in the Executive Committee not covered in the preceding paragraphs shall be filled by the Executive Committee at its next meeting.

5. Elected Offices. The Central Committee shall serve as the vacancy committee for Archuleta County elected offices.

L. Quorum.

1. Central Committee. A quorum shall be 2/5 of the membership.

2. Executive Committee. A quorum shall be a majority of the membership.

3. Committees. A quorum shall be 1/3 of the membership.

M. Delegates to Out of County Committees, Assemblies and Conventions. Delegates to out of county committees, assemblies and conventions shall be determined in accordance with the rules of the Colorado State Democratic Party, as those rules exist from time to time.

N. Committees. These rules contemplate the establishment of three standing committees, each to be chaired by a Vice-Chair, for the purpose of assisting the Vice-Chair in carrying out the functions of the Vice-Chair's office, including assistance in the formulation of policies and programs, and their implementation. While it is anticipated that these standing committees will be staffed in part by members of the Central Committee, committee membership shall be open to any interested Democrat who wishes to participate.

O. Other Procedures. Any procedures not covered by these Rules shall be governed by the Rules of the Colorado Democratic Party as they exist from time to time.

P. Terms Defined. As used herein, the following terms shall have the meanings assigned to them in this paragraph.

1. Rules. "Rules" refers to the Plan of Organization, Rules and By-Laws of the Democratic Party Central Committee of Archuleta County.
2. Central Committee. "Central Committee" refers to the Democratic Party Central Committee of Archuleta County.
3. Party. "Party" or "party" refers to the Democratic Party.
4. Executive Committee. "Executive Committee" refers to the Democratic Party Executive Committee of Archuleta County.