BYLAWS of
PARKER COUNTY DEMOCRATIC PARTY
(Approved 4/27/09)

Preamble: We, the Democrats of Parker County, believe in the concepts in the Declaration of Independence and the Constitution of the United States of America. We believe that all power to govern resides with the people. We envision an engaged and empowered people creating an inclusive, just, prosperous and responsible society that secures the health and welfare of individuals, nations and the planet. We support and will promote the National and State party organizations and their platforms to form a representative party organization in Parker County, Texas.

Mission: Our mission is to elect leaders and achieve public policies that reflect our values. The party will cultivate candidates for office, encourage community activism, communicate our values and county platform, educate voters and influence the actions of leaders at the local, state, and national levels.

PART 1- THE COUNTY PARTY

ARTICLE I-NAME

The legal name of the organization shall be the Parker County Democratic Party (PCDP).

ARTICLE II-PURPOSE

The purpose of PCDP will be to promote the election of Democrats to serve Parker County at the county state and national levels and to further the influence of the Democratic Party. PCDP will support the Texas Democratic Party (TDP) and will support any and all Democratic candidates. PCDP will support candidates who reflect our values in non-partisan elections.

ARTICLE III-PRINCIPLES

The PCDP shall abide by the principles found in Article I, Statement of Principles, in the Rules of the Texas Democratic Party (TDP) as published by the TDP and as found on the TDP website, http://www.txdemocrats.org, or as otherwise amended and published by the TDP.

ARTICLE IV-AUTHORITY AND RULES

Sec. 1- The County Executive Committee (CEC) shall be the governing body of the PCDP as provided by state law and the Rules of the TDP and Part 2 of these bylaws.

Sec. 2- The duly elected County Chair shall be the chief executive officer of PCDP and shall have the right to preside at all meetings of the CEC.

Sec. 3- The County Chair and all members of the CEC shall conduct themselves in accordance with Part 2 of these bylaws.

Sec. 4- PCDP will not endorse one Democrat in opposition to another Democrat in contested races.

Sec. 5- The fiscal year for PCDP shall end on the last day of May each year.

Sec. 6- Unless specified in these bylaws or the Rules of the TDP all meetings of the CEC and PCDP shall be conducted in accordance with the latest edition of Robert's Rules of Order.

ARTICLE V-MEMBERSHIP

Sec. 1- Any resident of Parker County who supports Democratic principles and does not support the candidate or issues of any other political party shall have the right to be considered a member of PCDP.

ARTICLE VI-OFFICERS AND STAFF

The County Chair, with the advice and consent of the CEC, shall appoint the support staff listed in Sections 1 and 2 of this article, and from time to time shall appoint such other persons as needed for the conduct of the business of PCDP. Staff members who are not otherwise CEC members will not be allowed to vote.

Sec. 1- The Secretary shall:

a) Be responsible for the minutes of the meeting of the CEC and distribute copies of the minutes to members of the CEC;
b) Report attendance of the CEC meetings in the minutes;
c) Be responsible for PCDP correspondence as directed by the County Chair;
d) Send out notices to the CEC as directed by the County Chair;
e) Maintain copies of all records, agendas, minutes, reports and resolutions for official records at a location determined by the County Chair;
f) Maintain a current roster of CEC members and members of official committees for distribution as directed by the County Chair or the CEC;
g) Assist the County Chair in conducting elections and obtaining and distributing election-related materials to members of the CEC, Election Judges and Elections Clerks;
h) Transfer all records to incoming Secretary; and
i) Perform such other duties applicable to the office as contained in these bylaws, or as prescribed by the parliamentary authority adopted in Article IV.

Sec. 2- The Treasurer shall:

a) Be the custodian of funds in bank accounts and pay all bills as authorized by Article IX of these bylaws;
b) Submit any required financial report(s) on a timely basis and account for all funds received and disbursed at each CEC meeting, and as proscribed by law;
c) Serve on the Financial Committee;
d) Keep an itemized record, in a permanent file, of all receipts and expenditures;
e) Secure bonding as required by law. Such bonding costs shall be provided by CEC funds;
f) Assume duties of Treasurer's Office only after the previous Treasurer submits complete records and audit; and

g) Perform such other duties applicable to the office as contained in these bylaws, or as prescribed by the parliamentary authority adopted in Article IV.

ARTICLE VII-COMMITTEES

Sec. 1-The standing committees for PCDP shall be: a) Steering, b) Bylaws, c) Elections, d) Finance, e) Communications, f) Legislation and Policy, g) Precinct Chair, and such other committees as shall be authorized by the CEC. Unless otherwise specified in these bylaws committees shall consist of a chair and at least two (2) members. The committee chairs shall be appointed by the County Chair with the consent of the CEC. Committee chairs will be appointed at the CEC meeting following the Primary Election and will serve two (2) years or until their replacements are appointed. Each committee chair shall select the members of his/her committee except as provided elsewhere in these bylaws. Committee chairs and members are not required to be CEC members. CEC members who miss two (2) or more consecutive regularly scheduled CEC meetings may be excluded, by action of the County Chair, from serving on committees until such time that they have been in attendance at two (2) or more consecutive CEC meetings. The County Chair shall be an ex officio member of all committees.

Sec. 2- The functions of the Standing Committees shall be to plan and to recommend to the CEC policies and programs within their areas of responsibility. Committees shall perform other duties assigned by the County Chair or CEC. Their specific functions shall be:

a) The Steering committee shall provide advice and assistance to the CEC on the policies and programs of the PCDP. The Steering Committee shall be chaired by the County Chair. Members of the Steering Committee shall include, but not be limited to:

1. Any current or former elected Democratic public official residing in Parker County;
2. Chief executive of any current or former Democratic Clubs or PACS in Parker County;
3. Senate District Chairpersons who reside in Parker County;
4. Chairs of other PCDP CEC committees;
5. Officers or staff of the Democratic National Committee and/or the TDP who reside in Parker County; and
6. A maximum of three (3) other persons who shall be appointed at large by the County Chair or maximum of three other persons by vote of the CEC.

b) The Bylaws Committee shall review PCDP's bylaws and policies at least annually by the end of the fiscal year and shall make recommendations to the CEC when necessary.

c) The Elections Committee shall assist the County Chair in conducting Primary Elections and Runoff Elections and the County Convention.

d) The Finance Committee shall consist of the Treasurer, two (2) members of the CEC and at least one (1) person who is not a CEC member. The Finance Committee shall:

1) Perform a complete audit of all PCDP financial records as soon as possible after the end of the fiscal year (May 31) and submit the audit results to the CEC at the next regular meeting;
2) Submit a budget for the subsequent fiscal year if requested by the CEC;
3) Assist the CEC in developing a sound financial policy;
4) Submit amendments to the budget as needed for the current fiscal year. Such amendments may be adopted by a majority vote of the CEC;

5) Receive from the Treasurer a record of all accounts, income receipts, accounts payable, financial statements, checks and deposit slips.

e) The Communications Committee shall:
1. Maintain contact lists for local news media;
2. Work with the CEC to provide information about Democratic activities to local news media;
3. Maintain electronic communications and Internet facilities on behalf of PCDP; and
4. Provide technical advice and assistance when possible.

f) The Legislative and Policy Committee shall:
1. Monitor actions of local, state and national legislative and executive elected officials;
2. Report same to CEC and make recommendations on needed actions; and
3. Assist the County Chair in implementation of action plans.

g) The Precinct Chair Committee shall:
1. Recruit candidates for the elected office of precinct chair for the primary election;
2. Assist precinct chair candidates in filing for election;
3. Recommend candidates to the CEC to fill vacant positions on the CEC; and
4. Assist the County Chair in providing training for Precinct Chairs.

Sec. 3- Special committees may be formed as needed.

ARTICLE VIII-MEETINGS

Sec. 1- Meetings at all levels of PCDP shall be open to all Democrats and the public.

Sec. 2- The CEC shall meet as proscribed by state law and the Rules of the TDP. In addition to statutory meetings the CEC will meet during the fourth (4th) week of even numbered months, day to be set by County Chair, except that if such meetings are within thirty (30) days of a required statutory meeting they may be cancelled by the County Chair. Other meetings may be called as provided by the Rules of the TDP. Committee chairs shall appoint a recording Secretary for each committee. Minutes of committee meetings shall be available upon request by any PCDP member.

Sec. 3- Notice of meetings shall be made to CEC members as required by TDP rules and Part 2 of these bylaws. For the benefit of all Democrats notice of meetings will be made by email when available and attempts will be made to have notice made in all regularly published Parker County newspapers.

Sec. 4- Committees shall meet as needed with reasonable call by the committee chair. With the approval of the committee chair, participation may be by telephone or other electronic means.

ARTICLE IX-FINANCES

Sec. 1- The fiscal year shall begin June 1st.

Sec. 2- The financial statement and financial reports and the budget shall be presented to the membership at the first (1st) meeting following the annual audit by the Finance Committee.

Sec. 3- The Treasurer is authorized to pay reasonable, normally recurring bills and fees.

Sec. 4- The County Chair is authorized to pay reasonable expenses incurred during normal activities not to exceed $250.00. In addition the amount may be increased to $500.00 with the approval of the majority of the members of the Finance Committee.

Sec. 5- Amounts exceeding $500.00 shall require the approval of a majority of the attendees at a CEC meeting at which a quorum exists for conducting normal business.

Sec. 6- Sections 1 through 5 of this Article IX shall require approval for each fiscal year at a CEC meeting at which a quorum is 51% of the non-vacant Precinct Chairs.

PART 2- THE COUNTY EXECUTIVE COMMITTEE

ARTICLE I- LEGAL AUTHORITY

As provided by state law, the Rules of the TDP and these bylaws, the County Executive Committee (CEC) shall be the sole governing body of the Parker County Democratic Party. The CEC consists of all elected or appointed Parker County Precinct Chairs. The County Chair is by law the chair of the CEC and has the right to preside at all meetings of the CEC. If any portion of PCDP's bylaws conflict with the Rules of the TDP and/or Texas Election Code, TDP rules and/or Texas Election Code shall govern.

ARTICLE II- COUNTY CHAIR

The County Chair is considered to be the head of the PCDP. In accordance with state law, the Rules of the TDP and these bylaws the County Chair will be elected at each Democratic Primary Election and shall serve two (2) years and until a replacement is elected. Vacancies may be filled by procedures found in Part 2 of these bylaws. The County Chair shall:

a) Be at east eighteen (18) years of age;
b) Be a resident of Parker County;
c) Have voted in the most recent Democratic Primary Election;
d) Not be a candidate or holder of any elective office of the federal, state or county government; and
e) Must show evidence of standing strongly for the Democratic Party.

ARTICLE III- PRECINCT CHAIRS

In addition to the County Chair the voting members of the CEC shall be the elected or appointed Precinct Chairs of Parker County voter precincts. Precinct Chairs are elected in each Democratic Primary Election and shall serve two (2) years and until a replacement is elected. Vacancies at other times may be filled

following the procedures found in these bylaws. To be elected and to serve Precinct Chairs shall:

a) Be at least eighteen (18) years of age;
b) Be a resident of the precinct which they will serve;
c) Have voted in the most recent Democratic Primary Election;
d) Not be a candidate or holder of any elective office of the federal, state or county government.

ARTICLE IV- VACANCIES

Vacancies in the position of County Chair or Precinct Chair shall be filled in accordance with state law and the Rules of the TDP and in these bylaws. Appointed CEC members will meet the same qualification as those required for election to that office.

Sec. 1- County Chair. When a vacancy occurs in the office of County Chair:

a) The outgoing County Chair or the CEC Secretary may call a meeting to fill the vacancy at any time after it occurs;
b) If no meeting is called, any CEC member can make a written request to the Secretary who must then call a meeting within twenty (20) days.

Sec. 2- Precinct Chairs. Vacancies in Precinct Chair positions may be filled by vote of the CEC at any meeting at which a majority of the non-vacant Precinct Chairs shall constitute a quorum.

ARTICLE V- MEETINGS

Sec. 1- Meeting Schedule. The CEC shall hold statutory meetings as required by state law and all meetings required by the Rules of the TDP. In addition the PCDP CEC shall meet on the fourth (4th) Monday of even numbered months at a time and location to be determined by the County Chair except that the County Chair may cancel these meetings if they fall within thirty (30) days of other required meetings.

Sec. 2- Notice of Meetings. Excluding emergency situations notice of meetings shall be made to Precinct Chairs in writing five (5) days in advance. Notice by email shall constitute written notice unless individual Precinct Chairs give written notice to the County Chair that email is unavailable or they do not wish to be notified by email.

ARTICLE VI- QUORUM

Meeting quorum requirements shall vary by business being done;

Sec. 1- Vacancies. A quorum for filling CEC vacancies shall be a majority of the non-vacant Precinct Chairs.

Sec. 2- Expenditure of Funds. Unless otherwise specified by law a quorum shall be a majority of the non-vacant Precinct Chairs.

Sec. 3- For all other non-statutory business a quorum shall be one-quarter (1/4) of the non-vacant Precinct Chairs.

ARTICLE VII- REMOVAL FROM OFFICE

Under the Rules of the TDP members of the CEC may be removed from office for supporting a candidate of an opposing party or for failure to support a candidate of the Democratic Party.

PART 3- AMENDMENT TO BYLAWS

Sec. 1-With proper notice by any PCDP member, the bylaws of PCDP may be amended at the first meeting of the fiscal year by a two-thirds (2/3) vote of members present at a meeting in which a quorum exists.

Sec. 2-Amendments to these bylaws may be proposed to the Bylaws Committee by any PCDP member at any time during the year. The Bylaws Committee shall recommend amendments to the County Chair and the CEC if the Committee votes to amend the bylaws more than once during the fiscal year.

Sec. 3-Notice of proposed bylaw amendments shall be considered proper notice so long as proposed amendments are received by the Bylaws Committee at least sixty (60) days in advance of the first day of the new fiscal year. Amendments may not be approved within the 60-day period following the proposal in order to give the full CEC the opportunity to review and comment on the proposed change(s) prior to voting. Persons proposing amendments may do so at any other time during the fiscal year; however, the Bylaws Committee shall have full authority to recommend immediate action or to withhold consideration of the proposed changes until the first meeting of the new fiscal year.

Sec. 4-The Bylaws Committee shall be responsible for reporting proposed Bylaws changes to the CEC and making recommendations on adoption of any changes.