

**Bylaws and Policies of the Yellowstone County Democratic Central Committee**  
**Revised January 15, 2020**

**Organization**

The organization shall be named the Yellowstone County Democratic Central Committee, hereafter YCDCC. The organization may be referred to as Yellowstone County Democrats.

The YCDCC shall consist of an elected executive board, elected or appointed precinct committeemen and committeewomen, appointed standing committee chairpersons, and public officials elected or appointed within all or part of Yellowstone County.

**Mission**

The YCDCC shall conduct outreach to expand membership and engage in other field programs and activities that advance the values of the Democratic Party. The YCDCC shall recruit and assist in electing Democrats to local, statewide and federal office to ensure a government of the people, by the people, and for the people of Montana.

**Participation**

All public meetings of the YCDCC are open to all members of the Democratic Party regardless of race, color, creed, sex, age, national origin, religion, ethnic identity, economic status, sexual orientation, gender identity, or philosophical persuasion. Members of the Democratic Party are defined as any individuals who are supportive of the Democratic Party's mission and values and are in good standing with the organization. All members of the Democratic Party of Yellowstone County shall be encouraged to participate in party programs and activities.

**Voting**

All members of the YCDCC, as described under organization, may vote on issues concerning the general operation of the YCDCC.

The voting membership of the YCDCC shall be the executive board members and elected or appointed precinct committeemen and committeewomen.

The voting membership shall be the voting members for: (1) elections, (2) appointments, (3) removal from office proceedings, (4) bylaws and policies amendment(s), (5) platform proposals, and (6) election campaign support decisions.

If a member holds two (2) or more positions within the YCDCC, the member will be allowed one (1) vote. There will be no proxy votes.

**Rules**

The county central committee may not adopt any bylaws, policies, rules or regulations that conflict with the laws of the state of Montana, the rules of the Montana Democratic Party or the rules of the National Democratic Party.

## **Tax Status**

The YCDCC is a 527 Political Non-Profit in the state of Montana. The YCDCC shall adhere to all rules and regulations of the state of Montana and the United States.

## **Executive Board**

### **Duties, Election, Terms of Office, Vacancies, Removal from Office**

The executive board of the YCDCC shall consist of a: (1) chairperson, (2) vice-chairperson, (3) secretary, (4) treasurer, (5) state committeeman, (6) state committeewoman, (7) first male alternate to the chairperson, or vice-chairperson or state committeeman, (8) second male alternate to the chairperson or vice-chairperson or state committeeman, (9) first female alternate to the chairperson or vice-chairperson or state committeewoman, and (10) second female alternate to the chairperson or vice-chairperson or state committeewoman.

The chairperson and vice chairperson shall be one man and one woman.

The immediate past chairperson shall be an ex-officio member of the executive board.

### ***Duties of the Chairperson***

The chairperson shall: (1) serve as spokesperson for the Yellowstone County Democrats, (2) issue a call for the meetings and conventions, set the agendas, and preside at meetings and conventions of the YCDCC, (3) carry out duties and directions prescribed by the Montana Democratic Party, (4) carry out directions prescribed by the YCDCC, and (6) share custody of all records and documents of the YCDCC.

### ***Duties of the Vice-Chairperson***

The vice-chairperson shall: (1) carry out the duties of the chairperson in the temporary absence, fewer than one hundred twenty (120) days in succession, of the chairperson, (2) become the acting chairperson of the YCDCC in the absence, more than one hundred twenty (120) days in succession, of the chairperson, (3) carry out duties and directions prescribed by the Montana Democratic Party, (4) carry out directions prescribed by the YCDCC, and (5) share custody of all records and documents of the YCDCC.

### ***Duties of the Secretary***

The secretary shall: (1) keep minutes, including attendance, of the meetings of the executive board and the meetings and conventions of the YCDCC, (2) retain copies of the minutes of all meetings and conventions and make them available as necessary, (3) carry out directions prescribed by the YCDCC, and (4) share custody of all records and documents of the YCDCC.

### ***Duties of the Treasurer***

The treasurer shall: (1) collect and have custody of the monies belonging to the YCDCC, (2) pay all charges billed to the YCDCC, (3) keep all appropriate financial records, (4) present a financial report at each scheduled meeting of the YCDCC, (5) provide a written two-year financial summary report at the county convention, (6) submit the financial records, on the first day of January each year, for audit by the finance committee, (7) assist the executive board and the finance committee in preparing a two-year budget for approval at the county convention, (8) furnish all reports on the appropriate dates to the Montana Commissioner of Political Practices, (9) carry out directions prescribed by the YCDCC, and (10) share custody of all records and documents of the YCDCC.

### ***Duties of State Committeeman and Committeewoman and Alternates***

The state committeeman and committeewoman and alternates shall: (1) serve on the executive board of the YCDCC, (2) attend meetings and conventions of the YCDCC, (3) assist in setting policy and determining programs and activities of the YCDCC, (4) carry out duties and directions of the Montana Democratic Party, and (5) carry out directions prescribed by the YCDCC.

### ***Elections, Terms of Office, Vacancies, Removal from Office***

Members of the executive board shall be elected at the county convention to serve a term of two (2) years.

A vacancy on the executive board shall be filled by an individual elected at the next scheduled county convention or at a special election determined by the YCDCC. The newly elected member's term shall be for the duration of the term of the member whose position was vacated.

An interim executive board member may be appointed by the YCDCC chairperson for a period of time not to exceed sixty (60) days.

Members of the executive board may be removed from office for cause by a two-thirds (2/3) affirmative vote of the voting membership at a special meeting called with fifteen (15) days notice and publicized in such manner as to assure notice to all interested persons. The notice shall contain the charges and be signed by not less than twenty-five (25) percent of the voting membership. A full hearing, prior to a vote, shall be granted the member being considered for removal.

## **Precinct Committeemen and Precinct Committeewomen Duties, Elections, Appointments, Terms of Office, Vacancies**

### ***Duties of Precinct Committeemen and Precinct Committeewomen***

Precinct committeemen and committeewomen shall: (1) represent Democrats in the precinct for which they were elected or appointed, (2) attend meetings and conventions of the YCDCC, (3) assist in setting policy and determining programs and activities of the YCDCC, (4) act to fill vacancies in official candidacies for elected office or vacancies in elected positions in the county, according to the laws of the state of Montana and the rules of the Montana Democratic Party, and (5) carry out directions prescribed by the YCDCC.

### ***Elections, Appointments, Terms of Office, Vacancies***

Precinct committeemen and committeewomen shall be elected at the county convention to serve a term of two (2) years. A candidate for precinct committeeman or committeewoman shall be a registered voter and resident of the precinct for which the individual is a candidate.

A vacancy in a precinct position may be filled by appointment with an affirmative vote of the voting membership at a regularly scheduled meeting or at a special meeting determined by the YCDCC. Appointed precinct committeemen and committeewomen shall serve until the next county convention.

### **Meetings of the YCDCC and Executive Board Schedule, Notice, Quorum, Conduct**

The YCDCC shall meet at a regularly scheduled meeting each month.

The chairperson shall give notice of meetings in an e-mail no fewer than seven (7) days before the meeting. The notice shall be publicized in such manner as to assure notice to all interested persons.

Special meetings may be called by the chairperson, or within a reasonable time after a written request for such a meeting, signed by five (5) members of the YCDCC, is received. Notice of special meetings shall be publicized in a timely manner and to assure notice to all interested persons.

The attendance of ten (10) percent of the voting membership shall constitute a quorum at a regular meeting. The attendance of twenty (20) percent shall constitute a quorum at a special meeting.

The executive board shall meet at the call of the chairperson to carry out the policy, programs and activities of the YCDCC between meetings of the YCDCC. Notice shall be given to executive board members in a timely manner.

The attendance of forty (40) percent of the members of the executive board shall constitute a quorum.

Meetings shall be conducted in accordance with *Roberts Rules of Order, Revised* and shall, as appropriate, follow a standard agenda adopted by the YCDCC. See: YCDCC Meeting Agenda (Attachment # 1).

### **Standing Committees**

Chairpersons of standing committees shall be appointed by the YCDCC chairperson with approval of the voting membership. See: Standing Committees of the YCDCC (Attachment # 2). Each standing committee chairperson shall organize a committee to carry out programs and activities as determined by the YCDCC and may appoint sub-committee chairpersons as needed.

Chairpersons, sub-committee chairpersons, and members of a committee do not need to be voting members of the YCDCC.

Standing committee chairpersons will report at each regularly scheduled meeting of the YCDCC.

The YCDCC Chairperson, between meetings of the YCDCC, may reverse or amend any decision made by a committee. The voting membership of the YCDCC, at a regularly scheduled meeting, may reverse or amend any decision made by a committee or the YCDCC chairperson.

### **Communications**

#### **Data Management**

The YCDCC shall maintain a written communications and data management policy. See: YCDCC Communications and Data Management Policy (Attachment # 3).

### **Accounts, Financial Papers and Authority**

The chairperson, vice-chairperson, and treasurer shall be authorized to sign for all bank accounts or other financial papers for the YCDCC. Two signatures shall be required for checks and other financial papers. The chairperson of the YCDCC shall be authorized to appropriate no greater than five hundred (500) dollars without executive board approval.

### **County Convention**

#### **Purpose, Notice, Quorum, Terms of Office**

The YCDCC shall hold a county convention in May of each odd-numbered year. The purpose of the convention shall be to (1) elect members to the executive board, (2) review and/or revise the bylaws and policies of the YCDCC, (3) elect precinct committeemen and committeewomen, (4) review a two-year financial summary report, (5) adopt a two-year budget, (6) adopt a two-year calendar, and (7) adopt a strategic plan. See: Rules and Procedure for the Yellowstone County Democratic Central Committee County Convention (Attachment # 5).

The chairperson shall give notice in an e-mail to each YCDCC member no fewer than seven (7) days before the convention. Notice of the meeting shall also be posted in a locally-published newspaper.

The attendance of ten (10) percent of the voting membership shall constitute a quorum.

Newly-elected executive board members and precinct committeemen and committeewomen shall assume office at the next regularly scheduled meeting of the YCDCC.

### **County Delegate Selection Convention**

A county delegate selection convention shall be held during each US presidential election year, in accordance with national and state party rules, for the purpose of selecting delegates to the state delegate selection convention. Delegates to the state convention will choose delegates to the national convention.

### **Platform Convention**

#### **Purpose, Notice, Quorum**

The YCDCC shall hold a platform convention in May of each even-numbered year. The purpose of the convention shall be to determine: (1) proposals for amendments to the platform of the Montana Democratic Party, and (2) proposals for YCDCC resolutions to be offered at the platform convention of the Montana Democratic Party. See: Rules and Procedure for the Yellowstone County Democratic Central Committee Platform Convention (Attachment # 6).

The chairperson shall give notice in an e-mail to each YCDCC member no fewer than (7) days before the convention. Notice of the meeting shall also be posted in a locally-published newspaper.

The attendance of ten (10) percent of the voting membership shall constitute a quorum.

### **Partisan and Non-Partisan Primary and General Election Campaign Support**

The YCDCC shall offer equal support for all qualified candidates in a primary election campaign within all or part of Yellowstone County. See: Campaigns and Elections (Attachment # 4). An exception may be made by a two-thirds (2/3) affirmative vote of the voting membership.

The chairperson of the YCDCC shall remain neutral during the primary election campaign for offices sought by more than one qualified candidate.

Any other member of the YCDCC, on his/her own initiative, may offer support to any candidate(s) of his/her choice in a primary election campaign.

The YCDCC shall offer equal support for all qualified candidates in a general election within all or part of Yellowstone County. See: Campaigns and Elections (Attachment # 4). An exception may be made by a two-thirds (2/3) affirmative vote of the voting membership.

The YCDCC may offer campaign support in a general election to candidates within the state of Montana, by an affirmative vote of the voting membership.

### **Amendment of the Bylaws and Policies**

These bylaws and policies may be amended by an affirmative vote of the voting membership at the county convention, at a regularly scheduled meeting, or at a special meeting determined by the YCDCC.

The chairperson shall give notice in an e-mail no fewer than seven (7) days before the meeting at which the bylaws and policies amendment(s) will be considered. The notice shall be publicized in such manner as to assure notice to all interested persons. The notice shall include the bylaws and policies proposal(s) to be considered.

Bylaws and policies revisions shall be considered effective upon approval.

Attachment # 1

**Yellowstone County Democratic Central Committee**  
**Meeting Agenda**  
*(date and location)*

Call to Order

Pledge of Allegiance

Introductions and Attendance

Additions or Revisions to the Agenda

Minutes of Previous Meeting(s) or Convention(s)

Financial Report

Standing Committee Chairperson(s) Reports

- Campaigns and Elections
- Finance
- Fundraising
- Community Events
- Membership
- Democratic Party Platform
- Communication
- Data Management
- Issue Organizing
- Strategic Plan
- Hospitality

Reports and Announcements

- Elected Officials
  - Federal
  - State
  - Legislature
  - County

Montana Democratic Party

Yellowstone Democratic Club

Laurel Democratic Club

Yellowstone County Democratic Study Group (Breakfast Club)

College Democrats

High School Democrats

Old Business

New Business

Public Comment

Adjournment



## **Standing Committees of the Yellowstone County Democratic Central Committee**

### **Campaigns and Elections**

- Recruitment of candidates for public office
- Candidate support including coordination with partner organizations
- Coordination of campaign volunteers
- Events such as “meet the candidates,” rallies, debates, election night celebrations
- Voter registration and education
- Voter’s guide(s)
- GOTV
- Recruitment of election judges

### **Finance**

- Budget proposal
- Yearly audit

### **Fundraising**

- Events and activities
- On-going programs

### **Community Events**

- Montana Fair
- Parades and celebrations
- Community service opportunities

### **Membership**

- Bylaws and Policies
- Membership roster and contact information
- Recruitment of executive board members, and precinct committeemen and committeewomen
- County Convention
- State Officers Convention
- Special Elections

### **Democratic Party Platform**

- County Platform Convention
- State Platform Convention

### **Communication**

- Website
- Social media
- Press releases (from the YCDCC Chairperson)
- Letters to editor
- E-mail and/or written notices to contacts in Master Data Base

### **Data Management**

- VOTEBUILDER
- Master Data Base of contact information including e-mails

### **Issue Organizing**

- Volunteers
- Communication
- Data Base of contact information for partner organizations.
- Recruitment for state and local government advisory boards

### **Strategic Plan**

- Yearly evaluation and recommendations

### **Hospitality**

- Welcoming new participants
- Communication among participants at meetings and events
- Social events

**Yellowstone County Democratic Central Committee  
Communications and Data Management Policy**

The Yellowstone County Democrat Central Committee will own, operate, maintain, and use for dissemination of information, a Master Data Base of contact information consisting of names and contact information, including e-mail addresses, of those interested in the programs and activities of Yellowstone County Democrats.

Those having access to the Master Data Base of contact information will be the (1) YCDCC Chairperson, (2) Vice-Chairperson and the (3) Chairperson(s) of the Communications and Data Management Standing Committees.

The YCDCC may also provide communication using the Montana Democratic Party VOTEBUILDER.

Any communications delivered using the Master Data Base of contact information or VOTEBUILDER will be at the discretion of the YCDCC Chairperson. The Chairperson will sign all information delivered.

The communications will include the YCDCC's address, telephone number, and e-mail address. Other information such as a website or social media may also be included.

The communications will include contact information of the chairperson, vice-chairperson, secretary, and treasurer of the YCDCC.

The Data Management standing committee will be responsible for the technical maintenance and operation of the Master Data Base of contact information and VOTEBUILDER (within the guidelines of the MDP) and assist the YCDCC Chairperson in the delivery of communications.

Communications delivered will be limited to the programs and activities of the YCDCC with the following possible exceptions:

1. programs and activities of the Montana Democratic Party
2. programs and activities of a Montana county central committee
3. programs and activities of Montana Democratic Party partner organizations
4. requests of non-chartered organizations of Democrats
5. requests of nonpartisan or special-issue organizations who support the MDP Platform
6. requests of elected officials who are Democrats
7. requests of candidates for office who are Democrats (fund raising event announcements)

The YCDCC will not send out communications from faith-based organizations.

All communications will include the disclaimer:

*Paid for by the Yellowstone County Democratic Central Committee, \_\_\_\_\_,  
Treasurer, PO Box 21131, Billings, MT 59104.*

It will also include the disclaimer, when appropriate:

*This message is information only and is not an endorsement of any candidate or position on any issue.*

In an e-mail communication, recipients will be given an opportunity to unsubscribe.

### **Campaigns and Elections**

To qualify for campaign support from YCDCC, a candidate must meet the following criteria as determined by the Campaigns and Elections Committee with approval by the YCDCC. The criteria need to be met between the state filing deadline and Primary Election Day.

1. Provide written recommendations from five (5) Democrats in good standing.

*A Democrat in good standing must meet at least one of the following criteria: (1) a voting member of the YCDCC, (2) a current or former elected official, or (3) a participant in YCDCC meetings, activities and events.*

2. Sign a statement of support for the Platform of the Montana Democratic Party.
3. Appear at a regular meeting of the YCDCC to announce your candidacy for office.

**Rules and Procedure for the Yellowstone County Democratic Central Committee County Convention**

time and place

Attendees, please sign in as you enter the meeting room. Voting members will receive an envelope with a ballot(s).

Per the YCDCC Bylaws and Policies adopted month, year, the voting members of the County Convention are Executive Board Members and Precinct Committeemen and Committeewomen. There will be no proxy votes. If a person holds more than one voting position in the YCDCC, that person is allowed only one vote. Ten (10) percent of the eligible voting members constitutes a quorum.

The Convention Agenda will be as follows:

- Registration and Ballots
- Call to Order
- Introductions
- Adoption of Convention Rules and Procedure
- Summary of Financial Report 20\_\_-20\_\_
- Adoption of Bylaws and Policies 20\_\_-20\_\_
- Adoption of Strategic Plan 20\_\_-20\_\_
- Election of Executive Board
- Election of Precinct Committeemen and Committeewomen
- Adoption of Preliminary Budget 20\_\_-20\_\_
- Adoption of Calendar 20\_\_-20\_\_
- Adjournment

Bylaws and Policies are in effect immediately upon adoption.

All Executive Board and Precinct Committeemen and Committeewomen are open.

Nominations for Executive Board Members and Precinct Committeemen and Committeewomen must be made and seconded by a voting member. To qualify as a nominee, it is not necessary to be a voting member. Nominees will be listed on a visible board in the order in which they are nominated.

Nominators for Executive Board positions will have one minute to speak and candidates will have two minutes. There will be no nominating speeches for Committeemen and Committeewomen, but candidates in contested precinct races will have one minute to speak to their candidacy. Candidates do not need to be present, but must have a designee to accept the nomination and speak on the candidate's behalf.

The presiding Chairperson shall conduct the voting and appoint ballot counters as needed. A nominee may have an observer of the counting.

In an uncontested race, a candidate may be elected by acclamation.

In a contested race, if no nominee receives 50% + 1 on the first ballot, a subsequent ballot will be cast. The nominee with the fewest votes will be removed from the list of nominees on the second ballot. This procedure will be repeated until one nominee reaches 50% + 1.

All newly elected Executive Board members and Precinct Committeemen and Committeewomen shall assume office at the next regularly scheduled meeting of the YCDCC.

Attachment # 6

**Rules and Procedure of the Yellowstone County Democratic Central Committee Platform Convention**

time and place

**Rules and Procedure for the Yellowstone County Democratic Central Committee Special Election for the Purpose of Electing a \_\_\_\_\_ *title of office* \_\_\_\_\_ to Fill the Vacancy Created by the Resignation of \_\_\_\_\_ *name of person* \_\_\_\_\_**

\_\_\_\_\_ *time and place* \_\_\_\_\_

Attendees, please sign in as you enter the meeting room. Voting members will receive an envelope with a ballot(s).

Per the YCDCC Bylaws and Policies adopted \_\_\_\_\_ *month, year* \_\_\_\_\_, the voting members in an election are Executive Board members and Precinct Committeemen and Committeewomen. There will be no proxy votes. If a person holds more than one voting position in the YCDCC that person is allowed only one vote. Twenty (20) percent of the eligible voting members constitutes a quorum.

In the event the election of the \_\_\_\_\_ *title of office* \_\_\_\_\_ creates another vacancy on the Executive Board, an immediate special election will follow to fill the newly vacated position.

Order of Business:

Registration and Ballots

Call to Order

Adoption of Special Election Rules and Procedure

Call for Nominations

Nominations must be made and seconded by a voting member.

To qualify as a nominee, it is not necessary to be a voting member.

Nominees will be listed on a visible board in the order in which they are nominated.

Members making nominations have one minute to speak.

Nominees will have two minutes to speak.

Nominees do not have to be present, but must have a designee to accept the nomination and speak on the candidate's behalf.

Voting

The presiding Chairperson will conduct the voting and appoint ballot counters as needed. A nominee may have an observer of the counting.

In an uncontested race, a candidate may be elected by acclamation.

In a contested race, if no nominee receives 50% + 1 on the first ballot, a subsequent ballot will be cast. The nominee with the fewest votes will be removed from the list of nominees on the second ballot. This procedure will be repeated until one nominee reaches 50% + 1.

Announcement of Results

The newly-elected Executive Board member will assume office at the next regular meeting of the YCDCC.

Adjournment