

# **Bylaws and Policies of the Yellowstone County Democratic Central Committee**

**As Revised May 21, 2025**

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## **Revised May 21, 2025**

### **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, self-declared Democratic Party members and public officials elected or appointed within all or part of Yellowstone County.

Members of the Democratic Party are defined as individuals who demonstrate their commitment to the Democratic Party's mission and values through engagement in its organizational structures and campaigns.

### **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**

YCDCC supports the broadest possible political participation and will not discriminate on the basis of race, color, creed, gender identity, sexual orientation, age, national origin, religion, ethnicity, economic status, philosophical persuasion or ability.

This commitment to non-discrimination extends to all aspects of YCDCC work, ensuring an inclusive and welcoming environment for all members and participants. All public meetings of the YCDCC shall be held in places accessible to all party members.

### **Voting**

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

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

Issues concerning (1) elections, (2) appointments, (3) removal from office proceedings, (4) bylaws and policies amendment(s), (5) election endorsements and support decisions, and (6) financial expenditures exceeding five hundred (500) dollars shall be decided by the governing delegation.

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.

When a vote is called in YCDCC proceedings, the chairperson shall specify whether it includes all members or the governing delegation.

## **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 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 financial review by an ad hoc committee appointed by the chairperson of the YCDCC, (7) assist the executive board in preparing a one-year budget for approval at the January central committee.

### ***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.

meeting, (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. See: Rules and Procedures for the Yellowstone County Democratic Central Committee Special Election for the Purpose of Electing... (Attachment # 7).

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 governing delegation 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 governing delegation. 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/appointed 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.

Once the term has expired, the position becomes vacant. During their term, vacancies in the office occur only on the death or written resignation of the incumbent, or when the incumbent is no longer a resident or registered voter of the precinct.

A vacancy in a precinct position may be filled by appointment with an affirmative vote of the governing delegation 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 governing delegation 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 governing delegation 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).

Any grievance concerning a member of the Yellowstone County Democratic Central Committee or the YCDCC as a whole must be put in writing and submitted to the executive board. The YCDCC chairperson will call a meeting of the executive board to hear the grievance. If appropriate, the chairperson may designate a neutral party to receive and investigate the grievance and conduct the executive board meeting.

### **Standing Committees**

Chairpersons of standing committees shall be appointed by the YCDCC chairperson with approval of the governing delegation. See: Standing Committees of the YCDCC (Attachment # 2). Each standing committee chairperson shall organize 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 members of the governing delegation of the YCDCC.

Standing committee chairpersons will report at each regularly scheduled meeting of the YCDCC. Each chairperson will submit a Plan of Action to the YCDCC at an appropriate time as determined by the YCDCC chairperson.

The YCDCC chairperson, between meetings of the YCDCC, may reverse or amend any decision made by a committee. The governing delegation 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 approval of the governing delegation.

## **Budget**

The treasurer and the executive board shall prepare, annually, a one-year budget for expenditures to be made January through December of the coming year, to be voted on by the governing delegation at the January meeting of the YCDCC.

The budget may be amended by a majority vote of the governing delegation at a regularly scheduled meeting of the YCDCC.

## **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/appoint precinct committeemen and committeewomen, (4) review a two-year financial summary report, (5) adopt a budget, (6) adopt a 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.

The attendance of ten (10) percent of the governing delegation 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.

## **Public Fundraising Events Sponsored by the YCDCC**

See: Policy for Public Fundraising Events Sponsored by the YCDCC (Attachment # 10).

## **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 YCDCC chairperson 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 governing delegation.

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

These bylaws and policies may be amended by an affirmative vote of the governing delegation 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/Treasurer's Report

Standing Committee Chairperson(s) Reports

Ad hoc Committee Reports

Montana Democratic Party Reports

Governance

Staff

Old Business

New Business

Reports and Announcements

Elected Officials

Democratic Social Clubs and Study Groups

College and High School Democratic Clubs

Public Comment

Adjournment

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

### **Candidate Development**

- seeking out and encouraging qualified individuals to run for public office
- recruiting candidates for every office elected in the county
- identifying and introducing potential Democratic candidates for public office
- providing campaign assistance to candidates of the Democratic Party, including, but not limited to, connecting candidates with relevant training opportunities, donors, and fundraising opportunities
- reviewing and recommending a YCDCC strategy and budget for candidate support
- consulting with the YCDCC Executive Board concerning the program for regular meetings including opportunities for potential candidates to address YCDCC members
- working to build the infrastructure of the party which supports future candidates through training and committee development

### **Fundraising**

- conducting activities aimed at raising money for the YCDCC
- planning and organizing fundraising events
- developing and implementing ongoing fundraising programs
- coordinating with the treasurer to maintain an effective overall committee budget and spending plans
- setting fundraising goals
- coordinating with other committees and members to support fundraising activities
- developing and implementing a fundraising plan which creates a strategic approach to fundraising, identifies potential donors and outlines various fundraising methods
- ensuring compliance with campaign finance rules
- reporting fundraising activities to the YCDCC
- coordinating donor appreciation guidelines and activities

### **Precinct Development**

- building and maintaining membership with a primary focus on filling committeemen and committeewomen positions and directing volunteers to local precinct and central committee activities
- identifying Democratic voters and assisting in voter registration
- assisting precinct committeemen and committeewomen in coordinating campaign volunteers
- welcoming new participants
- maintaining contact with precinct committeemen and committeewomen
- bringing to the YCDCC consideration of current issues brought up in precinct work
- maintaining a YCDCC membership list

### **Bylaws and Policies**

- creating bylaws and policies for the YCDCC
- conducting an annual review of the bylaws and policies
- proposing amendments to the bylaws and policies as necessary
- ensuring compliance and updating of YCDCC bylaws and policies

## Attachment #2 continued

### Party Platform

- participating in the development of the Platform of the Montana Democratic Party
- organizing proposals for amendments to the Platform of the Montana Democratic Party and sharing proposed changes with state platform officials
- guiding discussions on each plank in the platform at the County Platform Convention to reach consensus on the plank's language
- preparing the YCDCC delegation to the Montana Democratic Platform Convention to advocate for any YCDCC proposed changes to the state platform
- reporting to the YCDCC on the results of the delegation's work at the state platform convention
- educating YCDCC and the public about how current issues relate to the Platform of the Montana Democratic Party

### Communication and Data Management

- managing the online presence of the YCDCC including, but not limited to, website and social media profiles
- handling press releases from the YCDCC chairperson
- sending out internal and public notices and announcements
- managing letter-to-the-editor programs and working to gain news attention
- communicating with the Montana Democratic Party to disseminate messaging and materials
- maintaining operation of the Master Data Base of contact information and VOTEBUILDER (within MDP guidelines)
- reviewing newspapers and social media for public sentiment about local, state and national issues and staying informed about Democratic Party positions

**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 of the Communications and Data Management Standing Committee.

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 Communications and 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

Within seven (7) days of a candidate's official filing for elected office, the chairperson of the YCDCC shall send the candidate a notification letter concerning candidate support from the YCDCC. The notification will include references to the Bylaws and Policies that govern Partisan and Non-Partisan Primary and General Election Campaign Support (Page 8, Lines 1-18), and (Attachment # 4).

The notification will also include attachments of the (1) YCDCC Membership Roster and appropriate Membership Contact Information, (2) Rules of the Democratic Party of the State of Montana, (3) Montana Democratic Party Platform, and (4) Bylaws and Policies of the Yellowstone County Democratic Central Committee. See: Model Campaign Support Letter (Attachment #8).

To qualify for campaign support from YCDCC, a candidate must meet the following criteria as determined by the YCDCC. The criteria need to be met between the date of the candidate's official filing and the state's or local jurisdiction's appropriate election day. A checklist listing the criteria and space for responses will be provided each candidate. See: YCDCC Checklist for Campaign Support (Attachment # 9).

1. Provide names and telephone numbers of five (5) Democrats in good standing who will attest to the candidate's qualifications as a Democrat.

*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 general support for the Platform of the Montana Democratic Party.
3. Appear at a regular meeting of the YCDCC to announce their candidacy for office.

In non-partisan races, when the candidate has met the above criteria by the appropriate deadline, the chairperson of the YCDCC, in accordance with the Montana Democratic Party, may grant the candidate access to VOTEBUILDER. The candidate may also be offered volunteer support, use of campaign office space, table space at events, and training.

In partisan races, use of VOTEBUILDER will be determined by the Montana Democratic Party. The YCDCC may also offer volunteer support, use of campaign office space, table space at events, and training upon the candidate's meeting the above criteria by the appropriate deadline.

The voting membership of the YCDCC will determine what financial support, including in-kind contributions, will be offered by YCDCC to a candidate in a non-partisan or partisan campaign. A candidate must have met the three (3) criteria above by the appropriate deadline before any financial support will be offered.

Candidates wishing to receive YCDCC campaign support must meet the three criteria by the appropriate deadline each time they file for elected office.

## Attachment # 5

### 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. Governing Delegation members will receive an envelope with a ballot(s).

Per the YCDCC Bylaws and Policies adopted month, year, the

Governing Delegation 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 governing delegation members constitutes a quorum.

The Convention Agenda will be determined by the YCDCC chairperson and include the following as appropriate.

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

Bylaws and Policies are in effect immediately upon adoption.

All Executive Board and Precinct Committeemen and Committeewomen positions are open.

Nominations for Executive Board Members and Precinct Committeemen and Committeewomen must be made and seconded by a governing delegation member. To qualify as a nominee, it is not necessary to be a governing delegation 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.

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

### time and place

The County Platform Convention will be held on the third Wednesday in May every even-numbered year. A notice of the convention shall be placed in a publication of general circulation in Yellowstone County and on social media. See: Platform Convention Purpose, Notice (Page # 6). The notice shall include the time and place of the convention and shall invite all Democrats in Yellowstone County to participate.

Copies of the current Montana Democratic Party Platform shall be available to all who attend the convention along with copies of any proposals made by any Democrat for inclusion in the platform. To attend and vote at the convention, each attendee must complete a statement that declares the purpose in attending and affirms they are Democrats. See: Platform Convention Affirmation below.

A discussion leader will be appointed for each plank in the platform and that person will guide those who wish to participate in that particular plank to reach a majority consensus on the language in the plank. Sufficient time will be given to each plank group to conclude its work. Each plank group will report back to the full convention on their proposed changes, and the full convention will vote on the final language to include in Yellowstone County's version of the state platform.

The chair of the county platform convention shall share all proposed changes with state platform officials and prepare the county delegation to travel to the Montana Democratic Party Platform Convention to support and advocate for the proposed Yellowstone County changes to the state platform. After the state convention, the delegation will report back to the YCDCC on the result of their work.

### **Platform Convention Affirmation**

I, \_\_\_\_\_ *print name* \_\_\_\_\_, hereby affirm that I am a Democrat residing in Yellowstone County, State of Montana, and that I am attending and participating in the Yellowstone County Democratic Platform Convention for the sole purpose of reviewing, supporting and enhancing the values stated in the Montana Democratic Party Platform.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**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. Governing delegation members will receive an envelope with a ballot(s).

Per the YCDCC Bylaws and Policies adopted \_\_\_\_\_ *month, year* \_\_\_\_\_, the governing delegation 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 governing delegation 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 governing delegation member.

To qualify as a nominee, it is not necessary to be a governing delegation 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**



**Model Campaign Support Letter**

Dear (*Candidate*):

Congratulations on your candidacy for (title of elected office). The Yellowstone County Democratic Central Committee (YCDCC) wants to offer you support for your upcoming campaign and wish you well in that endeavor.

This letter includes attachments for the (1) Membership Roster of the YCDCC and appropriate Membership Contact Information, (2) Rules of the Democratic Party of the State of Montana, (3) Montana Democratic Party Platform, (4) Bylaws and Policies of the Yellowstone County Democratic Central Committee.

Please refer to Page 8, Lines 1-18 and Attachments # 4 and # 9 of the YCDCC Bylaws and Policies for the policies relating to YCDCC campaign support.

If you would like campaign support from the Yellowstone County Democratic Central Committee, please fill in the YCDCC Checklist for Campaign Support attached to this letter and return the Checklist to the Chairperson (*name of Chairperson*) at this address (*address of Chairperson*) by the appropriate deadline.

Thank you for your willingness to serve your community and running for elected office. We wish you success and are here to help you in that endeavor.

Sincerely,  
(Signature of Chairperson)  
Chairperson, Yellowstone County Democratic Central Committee

**YCDCC Checklist for Campaign Support**

Name of Candidate \_\_\_\_\_

Candidate for \_\_\_\_\_

**Contact Information**

Residential Address \_\_\_\_\_

Mailing Address, if different than residential \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Please provide the names and telephone numbers of five Democrats in good standing who will attest to your qualifications as a Democrat.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you generally agree and support the Platform of the Montana Democratic Party? \_\_\_\_\_

Have you appeared at a regular meeting of the YCDCC and announced your candidacy? \_\_\_\_\_

Date of attendance \_\_\_\_\_

Please Return this Checklist to (name of Chairperson) at (address)

Questions: Please call (name of Chairperson) at (telephone number)

**Policy for Public Fundraising Events Sponsored by the YCDCC  
Adopted April 16, 2025, by the Yellowstone County Democratic Central Committee**

1. There will be no campaign literature, contribution envelopes, and other campaign related materials placed on the dining tables at an event where food is served. No campaign banners or signs will be posted in the dining room.
2. There will be tables, in close proximity to the dining room, where candidates may display campaign literature, contribution envelopes, banners and signs, and other campaign related materials.
3. All petition gatherers must remain outside the building where the event is being held.

*Any variances to the above will be at the discretion of the YCDCC Chairperson.*

4. There will be no fundraising activities taking place by any other organization during the hours of, in the space of, the YCDCC scheduled event.
5. No disruptive behavior among attendees will be tolerated. Offenders will be asked to leave the premises.