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

**As Revised May 21, 2025**

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

**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.

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

3

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

6

## 7 **Rules**

8

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

12

## 13 **Tax Status**

14

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

17

## 18 **Executive Board**

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

20

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

27

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

29

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

31

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

33

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

39

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

41

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

48

1 ***Duties of the Secretary***

2

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

7

8 ***Duties of the Treasurer***

9

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

19

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

21

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

26

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

28

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

31

32 A vacancy on the executive board shall be filled by an individual elected at the next scheduled  
33 county convention or at a special election determined by the YCDCC. The newly elected  
34 member's term shall be for the duration of the term of the member whose position was  
35 vacated. See: Rules and Procedures for the Yellowstone County Democratic Central Committee  
36 Special Election for the Purpose of Electing... (Attachment # 7).

37

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

40

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

47

48

1 **Precinct Committeemen and Precinct Committeewomen**

2 **Duties, Elections, Appointments, Terms of Office, Vacancies**

3

4 ***Duties of Precinct Committeemen and Precinct Committeewomen***

5

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

12

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

14

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

19

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

23

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

28

29 **Meetings of the YCDCC and Executive Board**

30 **Schedule, Notice, Quorum, Conduct**

31

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

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

36

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

41

42 The attendance of ten (10) percent of the governing delegation shall constitute a quorum at a  
43 regular meeting. The attendance of twenty (20) percent shall constitute a quorum at a special  
44 meeting.

45

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

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

3

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

7

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

13

#### 14 **Standing Committees**

15

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

20

21 Chairpersons, sub-committee chairpersons, and members of a committee do not need to be  
22 members of the governing delegation of the YCDCC.

23

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

27

28 The YCDCC chairperson, between meetings of the YCDCC, may reverse or amend any decision  
29 made by a committee. The governing delegation of the YCDCC, at a regularly scheduled  
30 meeting, may reverse or amend any decision made by a committee or the YCDCC chairperson.

31

#### 32 **Communications**

##### 33 **Data Management**

34

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

37

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

39

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

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## **1 Budget**

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

6

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

9

## **10 County Convention**

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

12

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

19

20 The chairperson shall give notice in an e-mail to each YCDCC member no fewer than seven (7)  
21 days before the convention.

22

23 The attendance of ten (10) percent of the governing delegation shall constitute a quorum.

24

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

27

### **28 County Delegate Selection Convention**

29

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

34

## **35 Platform Convention**

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

37

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

43

44 The chairperson shall give notice in an e-mail to each YCDCC member no fewer than (7) days  
45 before the convention.

46

47

48

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

2

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

4

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

6

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

10

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

13

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

16

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

20

21 The YCDCC may offer campaign support in a general election to candidates within the state of  
22 Montana, by an affirmative vote of the governing delegation.

23

24 **Amendment of the Bylaws and Policies**

25

26 These bylaws and policies may be amended by an affirmative vote of the governing delegation  
27 at the county convention, at a regularly scheduled meeting, or at a special meeting determined  
28 by the YCDCC.

29

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

34

35 Bylaws and policies revisions shall be considered effective upon approval.

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1 Attachment # 1

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3

## **Yellowstone County Democratic Central Committee**

4

### **Meeting Agenda**

5

*(date and location)*

6

7 Call to Order

8

9 Pledge of Allegiance

10

11 Introductions and Attendance

12

13 Additions or Revisions to the Agenda

14

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

16

17 Financial Report

18

19 Standing Committee Chairperson(s) Reports

20

21 Campaigns and Elections

22

Fundraising

23

Community Events

24

Membership

25

Democratic Party Platform

26

Communication and Data Management

27

Issue Organizing

28

Hospitality

29

30 Ad hoc Committee Reports

31

32 Montana Democratic Party Reports

33

Governance

34

Staff

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36 Old Business

37

38 New Business

39

40 Reports and Announcements

41

42 Elected Officials

43

44 Democratic Social Clubs and Study Groups

45

46 College and High School Democratic Clubs

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48 Public Comment

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50 Adjournment

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

5 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

18 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

31 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

42 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

1 Attachment #2 continued

2

3 Party Platform

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

14

15 Communication and Data Management

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

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1 Attachment # 3

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

4

5

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

10

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

14

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

16

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

19

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

22

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

25

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

29

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

32

33

1. programs and activities of the Montana Democratic Party

34

2. programs and activities of a Montana county central committee

35

3. programs and activities of Montana Democratic Party partner organizations

36

4. requests of non-chartered organizations of Democrats

37

5. requests of nonpartisan or special-issue organizations who support the MDP Platform

38

6. requests of elected officials who are Democrats

39

7. requests of candidates for office who are Democrats (fund raising event announcements)

40

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

42

43 All communications will include the disclaimer:

44

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

47

48 It will also include the disclaimer, when appropriate:

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

50

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

52

53

## Campaigns and Elections

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

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

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

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

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

27 2. Sign a statement of general support for the Platform of the Montana Democratic Party.

29 3. Appear at a regular meeting of the YCDCC to announce their candidacy for office.

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

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

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

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

1 Attachment # 5

2

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

4

5

                    time and place                    

6

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

9

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

11

12

13 Governing Delegation Members of the County Convention are Executive Board Members and Precinct  
14 Committeemen and Committeewomen. There will be no proxy votes. If a person holds more than one voting  
15 position in the YCDCC, that person is allowed only one vote. Ten (10) percent of the eligible governing delegation  
16 members constitutes a quorum.

17

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

19

20 Registration and Ballots

21 Call to Order

22 Introductions

23 Adoption of Convention Rules and Procedure

24 Summary of Financial Report

25 Adoption of Bylaws and Policies

26 Adoption of Strategic Plan

27 Election of Executive Board

28 Election/Appointment of Precinct Committeemen and Committeewomen

29 Adoption of Budget

30 Adoption of Calendar

31 Adjournment

32

33 Bylaws and Policies are in effect immediately upon adoption.

34

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

36

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

40

41 Nominators for Executive Board positions will have one minute to speak and candidates will have two minutes.

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

45

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

48

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

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

53

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

56

57

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

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

7 The County Platform Convention will be held on the third Wednesday in May every even-numbered year.

8 A notice of the convention shall be placed in a publication of general circulation in Yellowstone County

9 and on social media. See: Platform Convention Purpose, Notice (Page # 6). The notice shall include the

10 time and place of the convention and shall invite all Democrats in Yellowstone County to participate.

12 Copies of the current Montana Democratic Party Platform shall be available to all who attend the

13 convention along with copies of any proposals made by any Democrat for inclusion in the platform. To

14 attend and vote at the convention, each attendee must complete a statement that declares the purpose

15 in attending and affirms they are Democrats. See: Platform Convention Affirmation below.

17 A discussion leader will be appointed for each plank in the platform and that person will guide those who

18 wish to participate in that particular plank to reach a majority consensus on the language in the plank.

19 Sufficient time will be given to each plank group to conclude its work. Each plank group will report back

20 to the full convention on their proposed changes, and the full convention will vote on the final language

21 to include in Yellowstone County's version of the state platform.

23 The chair of the county platform convention shall share all proposed changes with state platform officials

24 and prepare the county delegation to travel to the Montana Democratic Party Platform Convention to

25 support and advocate for the proposed Yellowstone County changes to the state platform. After the

26 state convention, the delegation will report back to the YCDCC on the result of their work.

31 **Platform Convention Affirmation**

33 I, \_\_\_\_\_ *print name* \_\_\_\_\_, hereby affirm that I am a Democrat residing in

35 Yellowstone County, State of Montana, and that I am attending and participating in the Yellowstone

37 County Democratic Platform Convention for the sole purpose of reviewing, supporting and enhancing

39 the values stated in the Montana Democratic Party Platform.

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

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

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

1 Attachment # 7

2

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

6

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

8

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

11

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

17

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

20

21 Order of Business:

22

23 Registration and Ballots

24

24 Call to Order

25

25 Adoption of Special Election Rules and Procedure

26

26 Call for Nominations

27

27 Nominations must be made and seconded by a governing delegation member.

28

28 To qualify as a nominee, it is not necessary to be a governing delegation member.

29

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

30

30 Members making nominations have one minute to speak.

31

31 Nominees will have two minutes to speak.

32

32 Nominees do not have to be present, but must have a designee to accept the

33

33 nomination and speak on the candidate's behalf.

34

34 Voting

35

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

36

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

37

38 In a contested race, if no nominee receives 50% + 1 on the first ballot, a subsequent

38

39 ballot will be cast. The nominee with the fewest votes will be removed from the  
40 list of nominees on the second ballot. This procedure will be repeated until one  
41 nominee reaches 50% + 1.

39

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42 Announcement of Results

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

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45 Adjournment

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1 Attachment # 8

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### Model Campaign Support Letter

4

5 Dear (*Candidate*):

6

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

10

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

15

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

18

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

22

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

25

26 Sincerely,

27 (Signature of Chairperson)

28 Chairperson, Yellowstone County Democratic Central Committee

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1 Attachment # 9

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### YCDCC Checklist for Campaign Support

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5

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

7

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

9

#### 10 Contact Information

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

12

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

14

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

16

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

18

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

21

22 \_\_\_\_\_

23

24 \_\_\_\_\_

25

26 \_\_\_\_\_

27

28 \_\_\_\_\_

29

30 \_\_\_\_\_

31

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

33

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

35

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

37

38

39

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

41

42

43

44

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

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1 Attachment # 10

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

7 1. There will be no campaign literature, contribution envelopes, and other campaign related materials  
8 placed on the dining tables at an event where food is served. No campaign banners or signs will be  
9 posted in the dining room.

10

11 2. There will be tables, in close proximity to the dining room, where candidates may display campaign  
12 literature, contribution envelopes, banners and signs, and other campaign related materials.

13

14 3. All petition gatherers must remain outside the building where the event is being held.

15

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

17

18 4. There will be no fundraising activities taking place by any other organization during the hours of, in  
19 the space of, the YCDCC scheduled event.

20

21 5. No disruptive behavior among attendees will be tolerated. Offenders will be asked to leave the  
22 premises.