



**The Bylaws of the
Democratic Executive Committee
of Polk County, Florida**

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Article I. Name, Purpose, and Governance

1. Name

The Polk County Democratic Executive Committee, hereinafter referred to as the ***Polk DEC***.

2. Purpose

The purpose of the Polk DEC is:

- 1) to find, train, and support Democratic candidates for local, state, and national offices who represent and uphold the core principles of the Democratic Party;
- 2) to determine the policy of, and carry out the work of, the Democratic Party in Polk County;
- 3) and to seek, for our county and state and nation and all people, individual freedom in the framework of a just society and political freedom in the framework of meaningful participation by all citizens.

3. Authority

The Polk DEC derives its authority from ***Article V of the Charter***, and ***Articles V and VI of the Bylaws, of the Florida Democratic Party (FDP)***.

The organization of statewide Democratic clubs, organizations, and caucuses shall be prohibited without the recommendation of the FDP State Chair and a two-thirds vote of approval by the FDP Central Committee unless otherwise provided in the FDP Charter and Bylaws. The charter of such clubs, organizations, and caucuses shall be entirely within the jurisdiction of the FDP.

The FDP Charter and Bylaws and the State of Florida Statutes shall prevail in the case of a conflict and shall govern in all cases to which these bylaws do not speak.

No provision of the Polk DEC Bylaws shall conflict with or contravene any of the provisions of the adopted Charter and Bylaws of the FDP.

The Polk DEC has supervisory power and jurisdiction over Democratic Party affairs in Polk County. It shall set policy and prescribe and enforce rules and regulations concerning Party affairs.

Parliamentary Authority

Unless otherwise provided in these bylaws, Florida Statutes, and the Charter and Bylaws of the FDP, the most recent edition of *Robert's Rules of Order* shall govern.

4. General Policies

4.1. Open Meetings

Meetings shall be open to all members of the Democratic Party regardless of race, color, creed, sex, age, religion, economic status, ethnic identity, national origin, disability, sexual orientation, or gender identity and expression.

All meetings of the Polk County Democratic committees, clubs, organizations, and caucuses shall be held in facilities that are fully accessible to the physically disabled (*FDP Charter, Article I, Section 4.*).

4.2. Membership Tests

No tests for membership in, nor oaths of loyalty to, the Florida Democratic Party shall be required or used which have the effect of requiring prospective or current members of the Florida Democratic Party to acquiesce in, condone, or support discrimination on the basis of race, color, creed, sex, age, religion, economic status, ethnic identity, national origin, disability, sexual orientation, or gender identity and expression.

4.3. Fees

No qualification fee, in excess of the amount provided by law, may be charged for any office of the Florida Democratic Party.

4.4. Secret Ballots

No vote shall be taken by secret ballot.

4.5. Minutes

Minutes shall be kept of all meetings of the Polk DEC and shall be presented at the next meeting for approval.

Copies of approved Polk DEC meeting minutes shall be sent to the State Chair within twenty (20) days following such approvals. (*FDP Bylaws, Article V, Section 5.3*)

4.6. Budget Procedures

Annual budgets shall be developed by the Polk DEC Chair, the Treasurer, and the Finance and Budget Committee. The annual budget shall be submitted to the Elected Officers, the Steering Committee, and Polk DEC for vote no later than March 15 of each calendar year. The approved annual budget shall be presented to the Polk DEC by no later than March 31 of each calendar year.

Revisions to the annual budget may be made if a total actual or projected expense or income item differs by more than \$3,000 from the current annual budget amount for that item. Budget revisions are developed by the Polk DEC Chair, the Treasurer, and the Finance and Budget Committee and submitted to the Elected Officers and Steering Committees for vote.

The approved revised annual budget shall be presented to the Polk DEC no later than two weeks after approval by the Steering Committee.

5. Code of Political Ethics

It shall be the responsibility of the Florida Democratic Party to encourage and support codes of political ethics that embody substantive rules of ethical guidance for elected officials, and employees in federal, state, and local governments. It shall be the responsibility of the Florida Democratic Party to assure that elected officials conduct themselves, at all times, in a manner that reflects creditably upon the office they serve, do not use their office to gain special privileges or benefits, and refrain from acting in their official capacities when their independent judgment would be adversely affected by personal interests or duties (*FDP Charter, Article I, Section 12.*).

This includes Polk DEC elected, automatic, and appointed officers and members.

6. Removals

An *officer* or *member* of any Polk DEC committee or club may be removed from office upon a two-thirds (2/3) vote of the entire membership at a regular or special meeting, provided there shall have been at least ten (10) days written notice of the purpose of said meeting.

Such removal may be for cause including, but not limited to, malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, and/or conviction of a felony involving moral turpitude (*FDP Bylaws, Article I., Section 2.1*).

7. FDP Penalties

The FDP Chair, at the direction of the FDP Central Committee, shall be responsible for the imposition of penalties upon the Polk DEC.

Should the Polk DEC be found to be non-compliant with the Charter and Bylaws of the FDP or the Florida Statutes, the FDP Chair may notify the Polk DEC of such noncompliance by email, telephone, or facsimile transmission. The Polk DEC shall have thirty (30) days to comply.

The Polk DEC Chair, or the other elected officers, may be suspended by the State Chair for failure to comply within thirty (30) days.

The Central Committee shall review the actions of the State Chair at the next meeting of the Central Committee and affirm the suspension or removal of the officer(s) of the Polk DEC, upon a two-thirds (2/3) vote of the entire membership of the Central Committee.

The Central Committee may reinstate said officer(s) of the Polk County DEC.

A Polk DEC officer who has been removed from office shall not be eligible to hold any Polk DEC office for the remainder of said term.

Article II. Polk DEC Membership

1. Membership

Membership in the Polk DEC and Polk DEC clubs is limited to Democrats registered to vote in Polk County, Florida.

The distribution of Polk DEC funds among members is forbidden.

To encourage full participation by all Democrats, with particular concern for groups historically under-represented in the Democratic Party's affairs, the Polk DEC shall develop and implement diversity outreach and inclusion programs based on the registered Democrats in Polk County, including recruitment, education and training, in order to achieve full participation and diversity by such groups in the Polk DEC and among its State Committee Members.

Such programs shall include specific goals for groups not limited to Blacks, Hispanics, Native Americans, Asian Americans and Pacific Islanders, as well as members of the LGBTQ+ community, people with disabilities, youth, and veterans. While goals should be used to achieve diversity outreach and inclusion, in no event may such participation be accomplished directly or indirectly by the use or imposition of quotas.

2. Precinct Committee Persons (PCPs)

Precinct Committee Persons (PCPs) are those persons elected pursuant to *Florida Statute 103.091(4)*, *FDP Article V, Section 1.1.3*, and those elected by the Polk DEC to fill vacancies in precincts.

The PCPs of the DEC shall consist of at least two people of different genders from each precinct who are registered Democrats, and who reside in, and are registered to vote in, the precinct they are to represent.

To be considered as a PCP, individuals submit a Candidate Oath Form, a Loyalty Oath Form, and a Telephone/DEI form, to the Polk DEC Credentials Committee, which validates each form and notifies the individual of the result. The Candidate Oath Form must be notarized. The Loyalty Oath Form must be either notarized or witnessed by two Polk County Democrats. Candidates will be notified by the Polk DEC Credentials Committee whether they are validated or not.

Elected PCPs shall take office on the first day of the month following the Presidential election, or immediately after the meeting they attend where they are elected to the Polk DEC, and shall serve for a term of up to four (4) years.

If a candidate does not appear at a DEC meeting for three (3) meetings after validation, they will no longer be considered for membership.

Once a person is elected in a precinct, even if that person should move out of that precinct and be appointed At-Large, or to fill a vacancy in the precinct, or fill a vacancy in the precinct into which he or she moved; for the purpose of eligibility to seek office, such person

shall be classified as an elected member for the duration of that term. If a vacancy does not exist in the precinct where the member moves, an At-Large Status shall be created for that member, and not to be counted against the total number of Appointed Members available to Polk .

2.1. Activities of Precinct Committee Persons (PCPs)

PCPs have several responsibilities:

- 1) Attend Polk DEC meetings to learn about Polk DEC activities. PCPs can have no more than three (3) unexcused DEC absences in a calendar year.
- 2) Attend FDP and Polk DEC training sessions when possible.
- 3) Check for DEC communications on a regular basis and respond as needed.
- 4) Contact Democrats in your precinct at least annually, which can be done with the help of other volunteers and other PCPs.
- 5) Help register voters (VR).
- 6) Encourage Democrats to vote by mail (VBM).
- 7) Participate in Get Out The Vote (GOTV) activities.
- 8) Get to know other PCPs.
- 9) Read and know the Polk DEC Bylaws.
- 10) Notify the DEC Credentials Committee of the Polk DEC of any change in contact information: name, phone number(s), mailing address, email address.

Other activities may include:

- 1) Help raise funds and, if possible, contribute.
- 2) Serve on committees supporting the purposes of the Polk DEC.
- 3) Join or start a Polk County Democratic club or caucus.
- 4) Participate in community activities as a Polk County Democrat.

2.2. Optional Precinct System

Polk County has less than two hundred (200) precincts. *FDP Bylaws, Art. V, Section 1.1.3, **Optional Precinct System***, of the FDP Bylaws, is deemed to apply to the membership specifications of the Polk DEC.

In a county consisting of fewer than two hundred (200) precincts, the elected membership of the county Democratic Executive Committee shall consist of a man and a woman from each precinct who are registered Democrats, and who reside in, are registered to vote in, and are elected from the precinct they are to represent.

Should the **voter registration** of any precinct total more than one thousand (1,000) as of January 1 of a year in which qualifying for election to the Polk DEC occurs, the Polk DEC may, by this provision of its Bylaws, and upon immediate notification to the Polk County Supervisor of Elections and the State Chair, elect an additional one (1) man and one (1) woman to represent each of such precincts.

Any time a precinct totals more than one thousand (1,000) or fraction thereof additional **registered voters**, or when new precincts are created, additional Polk DEC precinct positions may be created. Such positions shall be filled by the Polk DEC according to its procedures for filling vacancies.

2.3 Election of Members

PCPs shall be elected by a plurality vote on the first primary ballot of each Presidential election year. Additional PCPs can be elected into the Polk DEC at a regular Polk DEC meeting at other times to fill vacancies or represent additional precincts.

2.4. Absences

An office shall be deemed vacant when a member accumulates three (3) unexcused absences from a DEC meeting in a calendar year.

An absence is excused for the reason of illness, business, out-of-town, or other reasonable excuses, with prior notification to the Credentials Committee, which determines whether the absence is excused or not.

Attendance for DEC and Steering Committee meetings shall be recorded by the Credentials Committee

2.5. PCP Vacancies

PCP vacancies in the Polk DEC shall be filled within sixty (60) days in accordance with Florida Statutes. After a vacancy has existed for sixty (60) days, it may be filled by the State Chair.

Those persons appointed or elected to fill precinct vacancies must be registered Democrats residing within the precinct that they are elected or appointed to represent.

If a PCP moves and a vacancy does not exist in the precinct to which the member moves, an At-Large Status shall be created for that PCP, and shall not be counted against the total number of Appointed Members available to the Polk DEC.

If a person is elected in a precinct, even if that person should move out of that precinct and be appointed as an At-Large member, or to fill a vacancy in the precinct, or fill a vacancy in the precinct into which he or she moved; for the purpose of eligibility to seek office, such person shall be classified as a PCP for the duration of the PCP term.

2.6. Discipline

The Polk DEC shall follow the requirements and authority of the FDP Charter and Bylaws with respect to the removal of Polk DEC PCPs, by reason of absences, violation of oaths of

office, failure to comply with the responsibilities of membership as specified in these Bylaws, or causing discord, dissension, dissonance, or disagreement within the Polk DEC may be given a warning for behavior by the Chair , with the understanding of possible removal or other disciplinary action, if the violation is not corrected.

3. Automatic Members

Automatic Members shall be defined as those who are Democratic elected officials, presidents of duly chartered Polk Democratic Clubs, presidents of chartered local Polk Democratic caucus chapters who reside in Polk County, and/or presidents of Democratic Women’s Clubs located in Polk County.

Such members shall serve for the duration of their terms of office.

Automatic members shall enjoy voting privileges; however, they shall not serve as Elected Officers of the Polk DEC unless they are also PCPs.

Automatic Members do not contribute to the determination of any quorums, and shall not be required to meet attendance requirements unless they are also PCPs.

If an Automatic Member who is not also a PCP accrues three (3) unexcused absences in a calendar year, all members of the officers/board of the respective club/caucus will be notified in writing (via email), by the Credentials Committee, of those absences. This notification carries no disciplinary action, but serves as a reminder that the voice and vote of the club or caucus are not being heard at the DEC.

4. Appointed Members

Appointed Members shall submit an FDP Loyalty Oath and Telephone/DEI form to the Credentials Committee, and may then be appointed by the Polk DEC Chair. and approved by a majority vote of the membership present and voting.

Appointed Members shall be registered Democrats residing in Polk County.

Selection of Appointed Members shall be made in order to achieve political, economic, or minority balance within the Polk DEC.

An additional ten percent (10%) of the total elected membership of the Polk DEC may consist of Appointed Members.

Appointed Members serve at large and shall enjoy the privileges and responsibilities of membership, including voting, except they may not serve as Elected Officers of the DEC and may not vote in an Organizational Meeting.

Appointed Members do not contribute to the determination of any quorums, and shall not be required to meet attendance requirements.

The term of office for Appointed Members shall be one (1) year commencing with the date of appointment, however, it shall expire immediately prior to the commencement of the Organizational Meeting of the next Polk DEC. The appointment may be renewed after the completion of the Organizational Meeting.

(FDP Bylaws, Article V., Sections 1.3.1 and 1.3.2.)

5. Special At-Large Members

At any time after the election of officers, the Polk DEC may allow, at the request of a Democratic Party elected official from the county, state, or national Democratic Party level, a Special At-Large status for that person.

Such positions shall not be included in Polk DEC's Appointed Membership quota (10% of the Elected Members), do not affect the quorum requirements, are not subject to attendance requirements, do not have voting privileges, and cannot be an Elected Officer of the Polk DEC. Such members shall serve for the duration of their terms of office.

If the elected official is a PCP, a vacancy would be created in the ~~district~~ or precinct he or she represents. Said vacancy shall be filled in accordance with Polk DEC Bylaws.

6. Associate Members

Membership in Polk County DEC clubs and caucuses is limited to Democrats registered to vote in Florida. Polk Democratic organizations are permitted to provide for Associate Member status to offer opportunities for those who might otherwise be unable to participate. Associate Members are not full voting members, do not count toward a quorum, cannot hold office, and are not subject to attendance requirements.

Article III. Polk DEC Meetings

1. Rules of Procedure

The *FDP Bylaws*, *Polk DEC Bylaws*, and *Robert's Rules - Latest Revision*, provide rules of procedure for all Polk DEC meetings.

Voting shall be one (1) vote for each member.

There will be no secret ballots.

All meetings will be recorded.

2. Meetings of the Elected Officers Committee

Polk DEC Elected Officers will meet as necessary to conduct Polk DEC business between meetings of the Steering Committee and the full Polk DEC.

3. Meetings of the State Committee Members Committee

Polk DEC State Committee Members will meet as necessary to convey the needs of the Polk DEC to the FDP State Committees; to report the activities of the FDP State Committees to the Polk DEC; to assign, and re-assign on a regular basis, Polk DEC State Committee Members to Polk DEC Committees; and to support the Polk DEC Committees to which they are assigned.

4. Meetings of the Steering Committee

The Steering Committee meets the week before the full DEC. Proxies for Steering Committee meetings are described in Article III., Section 4.5.

5. Meetings of the Polk DEC

5.1 Regular and Special Meetings

Regular and special meetings of the full Polk DEC are open to any Democrat. Voting is limited to PCPs, Automatic Members, and Appointed Members.

5.2. Organizational Meeting

The Organizational Meeting is held in December of each Presidential year. Attendance and voting is limited to PCPs and Automatic Members. Elections are held for all Elected Officer positions, except elections of State Committee Members may take place seven (7) days later.

5.3. Meeting Notice

The Secretary shall provide notice via electronic media of each regular or special meeting at least five (5) days prior to the date of the meeting, except in cases of emergency or as specifically stipulated in these Bylaws.

Such notice should include an agenda (if possible) and a brief summary of issue items requiring a decision at the meeting. Upon request, a PCP shall be entitled to receive written meeting notices via U.S. Mail).

5.4. Failure to Call

In the event a meeting of the full Polk DEC is not called for a period of two (2) calendar quarters, the Chair of the Congressional District in which the Polk DEC is primarily located, or the Congressional District Vice Chair at the direction of the Congressional District Chair, shall 1) call a meeting for the purpose of reorganization upon written notice of at least two (2) weeks to all members of the membership list on file with the county Supervisor of Elections, and 2) notify the FDP State Chair immediately.

6. Proxies

Any PCP, Automatic Member, or Appointed Member who, for any reason, is unable to attend any meeting of the full Polk DEC or the Steering Committee, may execute and submit a written proxy to the DEC Credentials Committee.

Such proxy shall be sworn to before a notary public, or, alternatively, may be validated by two (2) registered Democrats signing as witnesses. Prior to the meeting, the written proxy must be submitted to the Credentials Committee and a written notice of the proxy must be submitted by the Credentials Committee to the Polk DEC Chair.

If a proxy is incomplete in any way, the member sending the incomplete proxy shall be notified immediately by the Credentials Committee, by phone, email, or facsimile transmission, that the proxy is incomplete.

To be honored, the proxy must be completed and received before the start of the meeting.

Proxies may contribute no more than 15% of the quorum.

Proxies do not count toward a PCP's attendance requirement.

No person shall be permitted to hold more than one (1) proxy in any DEC meeting.

6.1. DEC Meetings

A PCP may not be a proxy holder.

A PCP shall designate a registered Democrat residing in the same precinct as the PCP, as the proxy holder for a DEC meeting.

An Automatic Member shall designate a member of the respective club or caucus as the proxy holder for a Polk DEC meeting.

An Appointed Member shall designate a Democrat registered in Polk County as the proxy holder for a Polk DEC meeting.

An Special At-Large member shall designate a registered Democrat in their constituency as the proxy holder for a Polk DEC meeting.

6.2. Steering Committee Meetings

A Steering Committee member shall designate a Democrat, who is not otherwise a member of the Steering Committee, as the proxy holder for a Steering Committee meeting.

An Automatic Member of the Polk DEC shall designate a member of the respective club or caucus, who is not otherwise a member of the Steering Committee, as the proxy holder for a Steering Committee meeting.

7. Meetings of Standing Committees

Each committee chair shall call regular meetings of the committee.

8. Meetings of Clubs and Caucuses

Meetings are called as specified in the club and caucus Bylaws.

9. Quorums

9.1. Quorum Limitation

Proxies may not account for more than fifteen percent (15%) in computing a quorum.

9.2. Polk DEC Meetings

The quorum for Polk DEC meetings is 25% of the elected PCPs.

Automatic Members are not included in determining the quorum unless they are also PCPs.

Appointed Members and Special-At-Large Members are not included in determining the quorum.

9.3. Other DEC Meetings

The quorum for other DEC meetings is a simple majority of the members.

9.4. Clubs

The quorum of any meeting of a Polk County Democratic club shall be ten percent (10%) for clubs with 500 or more members, and twenty percent (20%) for clubs with 499 or fewer members, as specified in the club's Bylaws; unless the club specifies a higher percentage.

10. Agendas for Polk DEC Meetings

10.1 Election of Delegates to Presidential and Gubernatorial Conventions

The FDP shall publicize the procedures and qualifications for the selection of FDP officers, representatives, and/or convention delegates. All meeting notices and publications of the FDP shall be disseminated in a manner that shall allow adequate time for full participation by all interested Florida Democrats.

10.2. Organizational and Re-Organizational Meetings

The Organizational and Re-Organizational Meetings are held in even-numbered years in December.

They shall be called to order by the Polk DEC Chair, who shall chair the meeting until the election of the new Chair who shall then assume the Chair. The meeting will be recorded by the Secretary until the election of the new Secretary who will then continue the recording of the meeting.

The order of business shall be as follows:

- (1) Invocation
- (2) Pledge of Allegiance
- (3) Roll Call
- (4) Credentials Report
- (5) Nominating Committee Report
- (6) Election of Chair
- (7) Election of First Vice Chair
- (8) Election of Second Vice Chair
- (9) Election of Secretary
- (10) Election of Treasurer
- (11) Election of Sergeant-at-Arms
- (12) Election of State Committee Members (NOTE: The election of State Committee Members occurs only at the Organizational Meeting, or within seven (7) days of that meeting.)
- (13) Adjournment

10.3. Election Procedures

- 1) Nominations from the floor will be requested. A nomination from the floor will be accepted if the candidate agrees to serve.
- 2) Each candidate shall have time for nominating and acceptance speeches or any other activity on the candidate's behalf. The voting for that office will then proceed.
- 3) Each candidate may name one (1) teller for the counting of ballots.
- 4) The tellers shall count the ballots in the presence of the full DEC.
- 5) If there is only one candidate for any office, the Chair shall entertain a motion for casting a single ballot for that candidate on behalf of the voting membership.
- 6) If there is more than one candidate for a given office, voting will be with a written ballot, roll call, or electronic method. Ballots are not secret. A written ballot must have both the printed and signed name of the voter in order to be valid.
- 7) In the event no one (1) candidate receives a majority on the first ballot, the two (2) candidates receiving the highest votes shall be in a run-off election.
- 8) Proxy Voting shall be governed by these DEC bylaws: Article III., Section 4.5.

10.4. Election of State Committee Persons

All registered Democrats residing in Polk County shall be eligible to run for state committee member through elections held by the Polk DEC.

The Polk DEC members shall elect the State Committee Members from among the DEC membership.

The Polk DEC shall elect at least two State Committee Members of different genders. The Polk DEC's State Committee Members shall be equally divided between men and women (determined by gender self-identification), but where this is not practical the variance shall not be greater than one (1). In the case of gender non-binary State Committee Members, they shall not be counted as either a male or female, and the remainder of the members shall be equally divided.

It shall be the policy of the Polk DEC that its elected State Committee Members on the State Executive Committee reflect the diversity among the registered Democrats within Polk County. To that end, without limitation, each county shall establish as a minimum goal having State Committee Members from a racial/ethnic group approximately equal to that group's percentage of the total registered Democrats in the county.

Such goals, if any, of Polk County shall be applied to its quadrennial election of State Committee Members and to the filling of any subsequent vacancies, based on the most recent county data posted on the Florida Department of State website or such other source as Polk County chooses.

Racial/ethnic and other historically underrepresented groups whose numbers in particular countries are not sufficient to qualify mathematically for a specified goal shall still be eligible for consideration under the general inclusion and outreach provisions of *Article II, Section 2.1.4 of the FDP Charter*.

Article IV. Polk DEC Elected Officers

1. Officers

Elected Officers shall include the Chair; First Vice Chair, who shall be of a different gender from the chair); Second Vice Chair; Secretary; Treasurer; Sergeant-At-Arms; and State Committee Members.

Each county's apportionment of elected State Committee Members shall be based on a number equal to its combined percentages of the total state Democratic registration as of October 31 of the most recent presidential election year and the average of the total state Democratic vote for Governor, the total state Democratic vote for President, and the total state Democratic vote for United States Senator in the most recent election.

Four hundred (400) members shall be apportioned to the counties on the basis set forth above by using the method of equal proportions, provided that each county shall have at least two such members.

In order to fill the Polk DEC's apportionment of elected State Committee Members, other Elected Officers may also serve as State Committee Members.

2. Terms of Office

The terms of office for the Polk DEC Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer, and Sergeant-at-Arms are two (2) years, or until their respective successors are elected.

The election of these officers shall be scheduled in December of even-numbered years during the Organizational and Reorganizational Meetings.

The Polk DEC State Committee Members shall serve four (4) year terms, in accordance with the *FDP Bylaws Article V, Section 2.1*, or until their respective successors are elected.

Their elections shall be held every four years and in conjunction with the Organizational Meeting scheduled in December of the Presidential election year. The election of State Committee Members may be held at a later date, but no more than seven (7) days after the Organizational Meeting.

3. Elected Officer Vacancies

This section has several subsections.

3.1. Leaves of Absence

Any officer of the DEC seeking the Democratic nomination for public office shall take a leave of absence from the DEC office commencing at the time of opening a campaign account for said public office and extending for the duration of the campaign.

The vacancy created shall be filled for the interim period by appointment by the DEC Chair, with confirmation at the next DEC meeting (*from FDP Bylaws, Article V., Section 2.3*).

If the DEC Chair is the officer seeking public office, the vacancy shall be filled for the interim period by appointment by the DEC First Vice Chair, with confirmation at the next DEC meeting.

In the event that the vacancy in the office of DEC Chair is filled by a person of the same gender as the DEC First Vice Chair, or vice versa, the requirement that they be of the opposite genders shall be waived for the interim period.

3.2 Elected Officer Vacancies Other Than Leaves of Absence

3.2.1. Vacancies

An elected office shall be deemed vacant in any of the circumstances described in *Florida Statutes, Section 103.131*, as amended from time to time.

An elected office shall be deemed vacant if an Elect Officer accumulates three (3) unexcused absences in one (1) calendar year from one (1) of these meetings: full DEC, Steering Committee, or Elected Officers Committee meeting.

A vacancy is confirmed by a majority of the remaining Elected Officers.

Notice of the vacancy shall be sent to the State Chairperson within ten (10) days of said vacancy.

3.2.2. DEC Chair Vacancy

In the event of a vacancy in the office of DEC Chair, a meeting shall be held within forty-five (45) days of the vacancy to elect a new DEC Chair.

Vacancies in the DEC Chair position shall not be filled by action of the DEC within the period from the time the DEC Chair position is declared vacant until the election of a new DEC Chair to replace the previous Chair.

In the event that a vacancy in the office of DEC Chair is filled by a person of the same gender as the DEC First Vice Chair, or vice versa, the requirement that they be of the opposite genders shall be waived for the unexpired term.

3.2.3. State Committee Member Vacancies

A vacancy in any State Committee Member position shall be filled by a Polk DEC election within thirty (30) days of the vacancy to elect a new State Committee Member.

If the Polk DEC fails to act within that time, the State Chair shall fill the vacancy by appointing a Democrat residing within Polk County who shall be chosen with priority consideration given to PCPs as specified in *Article II, Section 2 of the FDP Charter*.

3.2.4. Other Elected Officer Vacancies

A vacancy in any other elected officer position shall be filled by a Polk DEC election, within thirty (45) days of the vacancy, to elect a new Elected Officer.

4. Written Notice of Election

Written notice shall be provided to the Polk County DEC members at least fifteen (15) days before the election of any new officers.

5. Officers and Their Responsibilities

5.1. Chair

The duties of the Chair shall be:

- 1) Preside at all meetings of the Polk DEC, the Steering Committee, and the Elected Officers Committee.
- 2) Appoint the chairs and the membership of all Standing Committees, except the Young Democrats Committee and the State Committee Members Committee, within sixty (60) days of assuming office.
- 3) Advise the Secretary of any special meetings in enough time for the Secretary to send notice of such meetings to the Polk DEC.
- 4) Approve all expenditures.
- 5) May approve an actual expense item that differs by more than \$3,000 from the current annual budget expense amount. The monthly total of such expenditure approvals shall not exceed \$3,000.
- 6) With the Treasurer and the Finance and Budget Committee, develop an annual budget by March 31 of the calendar year. Provide copies to any member upon request.
- 7) Update bank or credit union signatories within thirty (30) days of a change in those signatories.
- 8) Serve as an ex officio member of all committees except the Nominating Committee.

- 9) Promulgate an annual precinct organization activity, campaign schedule, and campaign budget by March 31 of the calendar year. Provide copies to any member upon request.
- 10) Coordinate committee operations to meet the Democratic Party's annual strategic initiatives and campaign plan; and ensure Polk DEC compliance with FDP requirements.
- 11) Serve as the only official spokesperson for the Polk DEC or designate a temporary spokesperson.
- 12) Receive resignations of officers, PCPs, committee chairs, and committee members; and notify the Chair of the Credentials Committee of the resignations.
- 13) Either the Polk DEC Chair or one of the Vice Chairs will meet with the State D&I Committee and the executive director of the FDP on a regular scheduled basis for accountability.
- 14) Appoint supporting operational staff with the approval of the Steering Committee.
- 15) Keep, file, and electronically preserve all documents and any correspondence related to the Polk DEC, transfer the same to, and provide training to, the successor in office, within 30 days of leaving office.

5.2 First Vice Chair

The duties of the First Vice Chair shall be:

- 1) Serve in the Chair's place during the absence or inability of the Chair to render and perform the duties, or exercise the powers, as set forth in these Bylaws, Florida Statutes, or in accordance with the Charter and Bylaws of the FDP.
- 2) When acting in the place of the Chair, the First Vice Chair shall have all the powers and be subject to all the responsibilities hereby given to, or imposed upon, the Chair.
- 3) Assist the Chair in carrying out all outreach functions of the Polk DEC.
- 4) Serve as liaison between Polk County DEC and community leaders and organizations.
- 5) Serve as an ex officio member of all committees.
- 6) Either the Polk DEC Chair or one of the Vice Chairs will meet with the State D&I Committee and the Executive Director of the FDP on a regular scheduled basis for accountability.

- 7) Keep, file, and electronically preserve all documents and any correspondence related to the Polk DEC, transfer the same to, and provide training to, the successor in office, within 30 days of leaving office.
- 8) Perform such other duties as the Chair shall direct.

5.3. Second Vice Chair

The duties of the Second Vice Chair shall be:

- 1) Serve in the First Vice Chair's place during the absence or inability of the First Vice Chair to render and perform the duties of office, or exercise the powers, as set forth in these Bylaws, Florida Statutes, or in accordance with the Charter and Bylaws of the FDP.
- 2) Assist the Chair in carrying out all operational functions of the Polk County DEC; Coordinate party activities with Polk County caucuses and clubs.
- 3) Serve as an ex officio member of all committees.
- 4) Either the Polk DEC Chair or one of the Vice Chairs will meet with the State D&I Committee and the executive director of the FDP on a regular scheduled basis for accountability.
- 5) Keep, file, and electronically preserve all documents and any correspondence related to the Polk DEC, transfer the same to, and provide training to, the successor in office, within 30 days of leaving office.
- 6) Perform such other duties as the Chair shall direct.

5.4 Secretary

The duties of the Secretary shall be:

- 1) Attend and keep minutes and records of all meetings of the Polk DEC. Submit copies of said minutes and records for the Polk DEC files and the Florida Democratic Party files within twenty (20) days following approval at a subsequent Polk DEC meeting.
- 2) Attend and keep minutes and records of all meetings of the Polk DEC Steering Committee. Submit copies of said minutes and records for the Polk DEC files within twenty (20) days following approval at a subsequent Steering Committee meeting.
- 3) Attend, take attendance, and keep minutes and records of all meetings of the Polk DEC Elected Officers Committee. Submit copies of said minutes and records

for the Polk DEC files within twenty (20) days following approval at a subsequent Elected Officers meeting.

- 4) With the assistance of the Credentials Committee, provide lists of Elected Officers and PCPs to the FDP and the Polk County Supervisor of Elections immediately after an Organizational and Reorganizational Meeting, by January 31 of each year, and within ten (10) days of any change.
- 5) Keep, file, and report on correspondence related to the Polk DEC.
- 6) Provide notice via electronic media of each regular or special meeting at least five (5) days prior to the date of the meeting, except in cases of emergency or as specifically stipulated in these Bylaws. Such notice should include an agenda (if possible) and a brief summary of issue items requiring a decision at the meeting (upon special request, a member shall be entitled to receive written notice via U.S. Mail).
- 7) Keep, file, and electronically preserve all minutes, agendas, and any correspondence related to the Polk DEC, transfer the same to, and provide training to, the successor in office, within 30 days of leaving office.
- 8) Serve as an ex officio member of all committees.
- 9) Perform such other duties as the Chair shall direct.

5.5 Treasurer

The duties of the Treasurer shall be:

- 1) Deposit any and all funds in such bank or credit union as the Polk DEC may direct, and to be responsible for all funds of the Polk DEC, as required by Florida Statutes and the Charter and Bylaws of the Florida Democratic Party.
- 2) Keep a record of all receipts and expenditures.
- 3) Pay all legitimate bills using paper or electronic means from accounts in such bank or credit union as the Polk DEC may direct.
- 4) Render an accounting of all receipts and expenditures at each meeting of the Polk DEC including monthly income and expenses, year-to-date expenses and income, and a comparison to annual budget income and expense data. Provide copies of these reports to any member of the DEC on request.
- 5) File required financial reports with the FDP and the Polk County Supervisor of Elections.
- 6) Keep, file, electronically preserve, and transfer all records to the successors in

office after all accounts have been audited and approved by the appropriate authorities.

- 7) Serve as an ex officio member of all committees and a permanent member of the Finance and Budget Committee.
- 8) Work with the Chair and the Finance and Budget Committee to submit an annual operating budget to the Polk DEC Steering Committee by March 1 of the calendar year.
- 9) Keep, file, and electronically preserve all minutes, agendas, and any correspondence related to the Polk DEC, transfer the same to, and provide training to, the successor in office, within 30 days of leaving office.
- 10) Perform such other duties as the Chair shall direct.

5.5.1. Annual Audit

The Treasurer shall arrange for an annual audit of the financial condition of the Polk DEC by qualified examiners who shall not be members of the Polk DEC, for each calendar year ending December 31, in compliance with applicable Florida Statutes. Audits shall be conducted in substantial compliance with standard accounting procedures.

Copies shall be retained by the Chair for the examination by any member of the DEC, and forwarded to any member of the DEC upon request.

A copy of the audit shall be filed with the Florida Democratic Party and with the Polk County Supervisor of Elections prior to April 1 of the ensuing year.

The FDP State Chair may have a qualified examiner conduct an audit of a county Democratic Executive Committee for any reason at the expense of the Florida Democratic Party.

5.6. Sergeant-at-Arms

The duties of the Sergeant-at-Arms shall be:

- 1) Be the parliamentary authority and keep order at all meetings.
- 2) Keep a current edition of *Robert's Rules of Order*, which governs the Polk DEC in all cases to which they are applicable and in which they are not inconsistent with the FDP Charter and Bylaws and the Polk DEC Bylaws:
- 3) Have a copy of the FDP and the Polk DEC Bylaws at all meetings.
- 4) Introduce all guest speakers; obtain important information to provide a professional introductory bio for each invited guest.
- 5) Keep, file, electronically preserve (to the extent possible) and transfer the same

- to, and provide training to, the successor in office, within 30 days of leaving office.
- 6) And, perform such other duties as the Chair shall direct.

5.7. State Committee Members

The duties of the State Committee Members are:

- 1) To attend meetings of the Florida Democratic State Executive Committee and any other state party committees on which they serve.
- 2) To represent Polk County Democratic voters, by representing the Polk DEC, on matters before the state party.
- 3) Inform the Polk DEC of all agenda items before State level meetings.
- 4) Report the activities of State level meetings to the Polk DEC.

Effective until December 1, 2024:

- 5) The State Committee Members shall serve as:

To take effect on and after December 1, 2024

5) At least two (2) of Polk County's State Committee Members of different genders shall serve as:

- a.) Liaison between the Florida Democratic Party and the county DEC;
- b.) Liaison between the Polk DEC and the Polk Democratic clubs;
- c.) Liaison between members of the State Executive Committee and Polk DEC

Steering Committee;

- d.) Members of the Polk DEC Elected Officers Committee;
- e.) Members of the Polk DEC Steering Committee;
- f.) Members of the Polk DEC Campaign and Candidate Recruitment Committee;
- g.) Members of the ad hoc Polk DEC Club Certification and Recertification

Committees;

- h.) And other committees as designated by these Bylaws.

- 6) *To take effect on and after December 1, 2024* Counties with more than two State Committee Members may designate at least two different State Committee members of different genders for the Polk DEC roles described above.
- 7) All State Committee Members shall keep, file, electronically preserve (to the extent possible) and transfer all records to, and provide training to, the successors in office, within 30 days of leaving office.

Article V. Polk DEC Committees

1. Policy and Procedure

Provision for committees, membership lists, and records of the Polk DEC shall be in accordance with Article V, Section 5 of the FDP Bylaws.

All committees shall report their activities to the Polk DEC in a timely manner.

Committee chairs must be PCPs, with the exception of the Young Democrats Committee.

Committee Chairs and committee members are appointed by the Polk DEC Chair, except for the Young Democrats Committee Chair and the Foreperson of the State Committee Members Committee.

The term for all Committee Chairs ends prior to the Organizational and Re-Organizational Meetings, except for the Organizational and Re-organizational Meeting Committees, and Nominating Committees, whose terms end at the adjournment of those meetings.

Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to the successor Committee Chair, within 30 days of leaving the position.

2. Standing Committees

The Polk DEC shall establish the following standing committees to further the goals and policies of the Florida Democratic Party.

Standing committees shall have regularly scheduled meetings.

All standing committee appointments shall terminate with the election of a new Chair, except for the State Committee Members Committee and the Young Democrats Committee.

2.1. Elected Officers Committee

The Elected Officers Committee shall be composed of the designated State Committee Members and the other Elected Officers.

The Elected Officers Committee shall help the DEC Chair govern the day-to-day operations of the Polk DEC between meetings of the Steering Committee and the Polk DEC.

The Elected Officers Committee shall be empowered to act on behalf of the Steering Committee in between regular meetings of the Steering Committee when necessary to complete the business of the DEC on a timely basis.

2.2. State Committee Members Committee

(To take effect on or after December 1, 2024)

The State Committee Members Committee shall be composed of all elected State Committee Members.

The State Committee Members Committee shall:

- 1) Elect its own Foreperson and elect or appoint its own Secretary.
- 2) Determine the two designated SCMs of different genders who will serve on the

Elected Officers Committee and the Steering Committee. These SCMs may not be current members of these committees.

- 3) Determine the two SCMs of different genders who will serve as members of the Campaign and Candidate Recruitment Committee and the ad hoc Club Certification and Recertification Committee.
- 4) Determine the two SCMs of different genders who will serve as liaison between:
 - a.) The Florida Democratic Party and the Polk DEC;
 - b.) The Polk DEC and the Polk Democratic clubs;
 - c.) Members of the State Executive Committee and Polk DEC Steering Committee
- 5) Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Foreperson.

2.3. Steering Committee

The Steering Committee shall help the DEC Chair govern the day-to-day operations of the Polk DEC.

The Steering Committee shall be comprised of: the designated State Committee Members; the other Elected Officers; Chairs/Directors of Standing Committees; Presidents/Chairs of local caucuses and clubs that have been chartered or recognized through the Florida Democratic Party; Presidents of Democratic Women's Clubs located in Polk County; and Regional Directors. Other Polk DEC members may be invited to attend for the purpose of making reports on special projects.

Proxies may be presented for meetings of the Steering Committee. Proxy procedures are described in Article III, Section 4.5 of these Bylaws.

The Steering Committee should meet at least one week prior to any regular or called Polk DEC meeting to review and discuss the agenda as presented by the Chair. Meetings can include conference calls and the Chair can ask for electronic voting by email on items that need an immediate response. Steering Committee meetings may be held via electronic media including conference calls, Zoom, and other web-based media.

The Steering Committee shall be empowered to act on behalf of the full Polk DEC in between regular meetings of the Polk DEC when necessary to complete the business of the Polk DEC on a timely basis.

2.4. Diversity and Inclusion Committee

2.4.1. Duties

The duties of the committee shall be to implement the affirmative action, diversity, and inclusion policies of the Democratic National Committee and the Florida Democratic Party. The State Diversity and Inclusion Committee will work with the Polk DEC to ascertain the demographic make-up of Polk County's Democratic electorate and will provide guidance to the

Polk DEC to assist with the implementation of Polk County diversity outreach and inclusion programs.

The Diversity and Inclusion Committee may review and recommend to the State Executive Committee such changes of the affirmative action, diversity, and inclusion policies of the Party and its components as may be appropriate.

Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair, within 30 days of leaving the position.

2.4.2. Implementation of Diversity Outreach and Inclusion Programs

The Polk DEC shall appoint a liaison to the State Diversity and Inclusion (D&I) Committee. The Polk DEC Chair shall consult with the State D&I Committee when implementing the Polk County diversity and inclusion programs in Polk County.

The Polk DEC Chair or Vice Chairs will meet with the State D&I Committee and the executive director of the FDP on a regular scheduled basis for accountability.

2.5. Young Democrats Committee

The Young Democrats Committee shall work with the Florida Young Democrats Club to further their goal of engaging Democrats between the ages of 16 and 40 within Polk County. The President of the Polk Young Democrats Club shall be the Chair of this committee.

Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair.

2.6. Membership and Precinct Organization Committee (MPOC)

- 1) The MPOC shall introduce new Polk DEC members to their duties and responsibilities.
- 2) Conduct orientation seminars and may conduct multiple training sessions to provide members with the tools necessary to effectively organize their precinct.
- 3) Supervise political canvasses and literature distribution efforts.
- 4) Actively recruit new members.
- 5) Deliver applications for membership to the Credentials Committee for verification of qualifications.
- 6) Perform Voter Registration (VR) and Vote-By-Mail (VBM) events and activities at least quarterly.
- 7) Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair, within 30 days of

leaving the position.

2.7. Credentials Committee

The Credentials Committee shall work in conjunction with the MPOC.

- 1) Maintain Polk DEC Membership records.
- 2) Assist the Secretary in providing lists of Polk DEC and Elected Officers members to the FDP and the Polk Supervisor of Elections.
- 3) Receive and verify qualifications of prospective Polk DEC members.
- 4) Report promptly to the Polk DEC on all prospective Polk County DEC members' applications verified for membership.
- 5) At the start of each Polk DEC and Steering Committee meeting, report on the presence or absence of a quorum.
- 6) Keep attendance at all Polk DEC and Steering Committee meetings, and maintain and preserve all sign-in sheets of those meetings.
- 7) Receive, verify, and maintain copies of all proxies in accordance with these Bylaws.
- 8) Verify voting members for the Organizational and Reorganization Meeting.
- 9) Investigate any alleged violations by a member of his/her oath of office and make a report to the Steering Committee of the Polk DEC, giving full due process to the member both in the Steering committee and the Polk DEC.
- 10) Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair.

2.8. Bylaws Committee

The Bylaws Committee shall study, report, and recommend to the Polk County DEC proposed changes to the Bylaws of the DEC, and ensure that the Bylaws are compliant with the Charter and Bylaws of the FDP, the DNC, and the State of Florida.

The committee shall provide guidance to the Polk DEC on operating according to the Bylaws.

The committee shall conduct a complete review of the Bylaws by July 1 of each year and report its findings to the next Polk DEC meeting..

The Committee shall keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair, within 30 days of leaving the position.

2.9. Finance and Budget Committee

The Finance and Budget Committee shall:

- 1) Act as an advisory committee on finances;
- 2) Recommend to the Polk County DEC ways and means of raising funds for the purpose of maintaining the organization and promoting campaigns to elect Democratic nominees;
- 3) Approve any expenditure greater than \$3,000, not previously approved under budget items;
- 4) Actively engage in fundraising activities as approved by the Steering Committee to support the ongoing expenses of the organization;
- 5) Work with the Chair and the Treasurer to prepare an annual budget by March 1;
- 6) Provide oversight for major fundraising events;
- 7) Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair.

2.10. Legislative Liaison and Platform Committee

The Legislative Liaison and Platform Committee shall:

- 1) Work with and assist the Polk County legislative delegation.
- 2) Recommend action on legislative matters.
- 3) Work with affiliated county Democratic organizations and candidates, in furtherance of campaigns or Democratic Party matters, to promote harmony within the framework of the Democratic Party.
- 4) Identify and study key political issues at the local, State, and Federal levels.
- 5) Assist in the dissemination of information on issues contained in the National, and Florida Democratic Party Platform.
- 6) Report on local issues at the direction of the Chair. This may include the development of a platform on local issues.
- 7) Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair, within 30 days of leaving the position.

2.11. Campaign & Candidate Recruitment Committee

The Campaign & Candidate Recruitment Committee shall:

- 1) Actively recruit viable candidates for all elected offices that represent any district or municipality of Polk County.
- 2) Interview prospective candidates and make recommendations to the Polk DEC leadership.
- 3) During election years, provide information by conducting seminars, holding training, providing written and electronic materials and by any other such means as are available, on the ways in which registered Democrats residing in Polk County may conduct successful campaigns for elected offices.
- 4) Prepare and deliver packets of expectations of candidates, filing procedures, and any training materials available.
- 5) Have at least two (2) State Committee Members of different genders as committee members;
- 6) Be the liaison between candidates and the Polk DEC, utilizing a campaign strategy to involve the Polk DEC in campaigns.
- 7) Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair.

2.12. Public Relations and Publicity Committee

The Public Relations and Publicity Committee shall:

- 1) Work with the DEC Chair and the Public Relations staff of the FDP (as appropriate) to obtain publicity in the best interest of the Polk DEC and the Florida Democratic Party.
- 2) Receive from the MPOC and Credentials Committees lists of those Precinct vacancies that exist within Polk County;
- 3) Publicize Precinct vacancies to the membership through a variety of electronic and social media postings and announcements during the Polk DEC meetings,
- 4) The Public Relations and Publicity Committee shall be responsible for providing regular updates to members and interested parties of announcements and events, using a variety of electronic, print, and social media.
- 5) Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair, within 30 days of leaving the position.

2.13. Information Technology Committee

- 1) The Information Technology Committee shall provide, maintain, and support the membership with the necessary information technology tools and infrastructure to efficiently fulfill its duties.
- 2) The Information Technology Committee shall provide the Public Relations and Publicity Committee with relevant Internet-based platforms; websites, Facebook, Twitter, and others for communications with the membership and public at large. This shall include mass communication with members and voters, publishing information for members and voters, and receiving feedback and communications from members and voters.
- 3) The Information Technology Committee shall develop and/or maintain training materials required to allow members to efficiently utilize the tools and services which the IT Committee is charged with providing.
- 4) The Information Technology Committee shall have an administrator or "Webmaster," who shall provide the technical and administrative support for the website.
- 5) The Information Technology Committee shall work with the FDP employees and volunteers who deal with the technical infrastructure of the Florida Democratic Party. This shall include technical and administrative contacts for state-sponsored initiatives such as, but not limited to, voter files, email mailing lists, and internet-based platforms.
- 6) On an annual basis, in the first quarter of the calendar year, conduct an audit of applications, accounts, systems, users, passwords, access, data storage, and maintenance procedures.
- 7) The Information Technology Committee shall keep, file, electronically preserve (to the extent possible) and transfer records of all activities to, and provide training to, the successor Committee Chair, within 30 days of leaving the position.

2.14. Office Committee

The Office Committee supports activities previously associated with a physical office.

These activities include:

- 1) Receipt and distribution of emails and phone calls.
- 2) Texting platform operation.
- 3) Phone bank platform operation.
- 4) Inventories of storage facilities.
- 5) Distribution of campaign signs.
- 6) Volunteer communications.
- 7) Coordination between Polk DEC meetings and shared meeting space.

- 8) Support for standard procedures documentation.
- 9) The committee keeps, files, electronically preserves (to the extent possible) and transfers records of all activities to, and provides training to, the successor committee.

2.15. Events Committee

The Events Committee shall organize fundraising and other events to further recognition of the Democratic Party within Polk County. At least one of these events shall be a major annual fundraising event.

The Committee Chair keeps, files, electronically preserves (to the extent possible) and transfers records of all activities to, and provides training to, the successor committee, within 30 days of leaving the position.

3. Ad Hoc Committees

Other committees shall be created by the Chair of the Polk DEC as the Chair deems necessary from time to time to carry out a specified task for the Polk DEC. The Chair shall appoint the members of a special committee. If not a member of the Steering Committee, the Chair of a Special Committee shall have a seat on the Steering Committee during the life of the committee. Upon completion of the final report and submission to the Chair of the Polk DEC, a Special Committee automatically ceases to exist.

3.1. Nominating Committee

The Nominating Committee shall be appointed by the Polk DEC Chair at least two months before an Organizational or Reorganizational Meeting. The Polk DEC Chair shall not be a member of the Nominating Committee. The committee shall:

- 1) Recruit candidates for each elected office.
- 2) Obtain the consent of each candidate to serve.
- 3) Verify the credentials of each candidate and that they are in good standing with the Polk DEC and the FDP.
- 4) Ensure that each candidate knows and understands the duties and responsibilities of the elected office for which they are a candidate.
- 5) Obtain biographical material for each candidate.
- 6) Distribute this information to the voting members of the Polk DEC.
- 7) Coordinate with the Organizational and Reorganization Meeting Committee to establish voting procedures, which will also include post election verification of any nominations from the floor of people who were elected to office.

- 8) Keep, file, electronically preserve (to the extent possible) and transfer records of all activities to the Polk DEC Chair, within 30 days of the committee's end.

3.2. Organizational and Reorganizational Meeting Committee

The Organizational and Reorganizational Meeting Committee shall make all arrangements in preparation for the Organizational and Reorganizational Meetings, which are held in December of each even-numbered year.

In the first primary of a Presidential election year, PCPs will be elected by the Democrats voting in the primary in each precinct. They take office on December 1 of that year.

Elected Officers shall be elected at the Organizational Meeting, except for State Committee Members who may be elected at a meeting no more than seven (7) days later than the Organizational Meeting.

Elected Officers, except for State Committee Members, shall be elected at the Reorganizational Meeting.

This committee will coordinate with the Nominating Committee to establish voting procedures.

This committee shall keep, file, electronically preserve (to the extent possible) and transfer records of all activities to the Polk DEC Chair.

3.3. Grievance Committee

Charges against any member or officer of the Polk DEC may only be submitted by a member of the Polk DEC, in writing, to the Chair. The Chair shall establish the Grievance Committee and submit the charges to the Committee.

The Committee will consist of five (5) members of the Polk DEC. The complainant, the accused, and all witnesses shall be ineligible to serve on the Grievance Committee. If eligible, the Grievance Committee shall consist of the Chair, 1st Vice Chair, 2nd Vice Chair, Secretary (as a non-voting member) and two (2) individuals from the membership of the Polk DEC appointed by the Chair. If the Chair is a subject of the grievance, the next eligible Elected Officer shall make the appointments. Upon receipt thereof, the Grievance Committee shall investigate the complaint and charges.

The Grievance Committee shall meet and make their recommendations within thirty (30) days nor more than sixty (60) days from the date of the complaint. The complainant and the accused shall be invited to attend, testify, and submit any pertinent documents to the Grievance Committee.

If the Grievance Committee recommends any sanctions, it shall forthwith notify the Secretary, who shall promptly forward by email to the accused member or officer, a copy of

the Grievance Committee's finding and recommendations, together with notice of the time and place at which the matter will be considered by the Polk DEC.

The accused shall be provided notice of the hearing before the Polk DEC no less than ten (10) days before such hearing. The Secretary shall, simultaneously with the notice to the accused, notify the Chair, or, if the Chair is a subject of the grievance, the next eligible Elected Officer, of the action and/or recommendations of the Grievance Committee.

The Polk DEC will vote to uphold or discard the recommendations of the Grievance Committee. This vote may be appealed to the State Judicial Council no later than forty-five (45) days from the date of said decision.

The Grievance Committee shall keep, file, electronically preserve (to the extent possible) and transfer records of all activities to the DEC Chair, within 30 days of the committee's end.

3.4. Club Certification/Recertification Committee

The Club Certification/Recertification Committee is composed of the Chair and two (2) State Committee Members of different genders. Should one (1) person hold two (2) of these offices, the First Vice Chair of the Polk DEC shall be a member of this committee.

New Polk Democratic Clubs are certified and recertified using forms and procedures provided by the FDP.

Polk Clubs are recertified in odd-numbered years, as scheduled by the FDP, which supplies the forms and procedures.

The Committee provides guidance and support to the Polk Democratic Clubs that are to be certified or recertified.

The Committee shall keep, file, electronically preserve (to the extent possible) and transfer records of all activities to the DEC Chair.

Article VI. Polk DEC Clubs

1. Democratic Clubs

The charter of a Democratic club shall be entirely within the jurisdiction of the county DEC where the majority of the membership resides.

A county DEC shall not be authorized to establish a maximum number of Democratic clubs for said county.

2. Requirements for Chartering

It is the duty of the Polk DEC to provide potential Democratic clubs with copies of the standard bylaws, applications for chartering and recertification, ~~and~~ procedural guidelines for the same, and any other forms and information necessary for establishing and operating the said club.

Democratic club bylaws shall be in compliance with the Polk DEC Bylaws, the Charter and Bylaws of the Florida Democratic Party, and Florida Statutes, and shall include the following unless otherwise provided herein:

- 1) The anti-discrimination policies of the Florida Democratic Party;
- 2) A provision prohibiting endorsement in primary elections and prohibiting the endorsement of anyone other than the Democratic nominee in general elections;
- 3) A provision requiring votes by secret ballot for officers and directors only;
- 4) A provision for adding amendments to the standard bylaws;
- 5) A provision prohibiting proxy voting;
- 6) And, a provision that the quorum of any meeting of a Democratic club shall be ten percent (10%) for clubs with 500 or more members, or twenty percent (20%) for clubs with 499 or fewer members; unless the club opts for a higher percentage.

With the exception of the club's Organizational Meeting, the standard club bylaws shall include a forty-five (45) day membership requirement prior to a member being permitted to vote or participate in any club election for officers or board members.

Prior to being chartered, prospective clubs must submit, to the Club Certification/Recertification Committee, a packet that includes:

- 1) a copy of the completed standard bylaws,
- 2) an application for a charter,
- 3) and a list of officers and members.

With at least two (2) Polk DEC Elected Officers signing the application, a recommendation to approve or reject the club shall be submitted to the Polk DEC for ratification.

Upon approval, the signed application for charter and the club packet of information shall be sent by the Polk DEC Chair to the State Chair and to the Chair of the FDP Committee on Clubs, Organizations, and Caucuses.

The FDP Committee on Clubs, Organizations, and Caucuses shall review the packet and shall recommend approval or disapproval to the State Chair. Once the State Chair approves, the Central Committee shall make the final decision.

Certificates of Charter for approved clubs shall be sent to the Polk DEC Chair for presentation to the club.

3. Charter Recertification

In every odd-numbered year, Polk Democratic clubs shall submit an application for a Certificate of Compliance to determine their compliance with the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, and Bylaws of the Polk DEC.

Clubs shall submit applications for recertification with a copy of their current bylaws, officers, and membership to the Club Certification/Recertification Committee.

The committee shall review the application and bylaws and shall issue a Certificate of Compliance unless it is determined the club is in violation of the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, or the Bylaws of the Polk DEC.

If it is determined a club is in violation, it shall be notified and shall have sixty (60) days from receipt of notification to correct the violations(s). If the violations(s) are not corrected by the end of the said period, the Club Certification/Recertification Committee may recommend the revocation of the club's charter to the Polk DEC.

In the event such a recommendation is made, said club shall be notified. Notice of revocation shall also be given to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. Charter revocation shall result in the forfeiture of all rights and privileges of the use of the word Democrat, Democratic, or derivative thereof.

4. Membership

The Polk DEC may require a Democratic club to have a minimum number of members prior to chartering unless otherwise provided herein.

5. Annual Party Contribution

In January of each year, each Democratic club chartered under the rules of the Florida Democratic Party shall pay an annual contribution based on membership as of December 31 of the preceding year to the Polk DEC based on the following:

Clubs with 0 to 50 members	\$25.00
Clubs with 51 to 100 members.....	50.00
Clubs with 101 to 300 members	75.00
Clubs with 301 to 500 members....	100.00
Clubs with 501 to 750 members.....	150.00
Clubs with 751 to 1000 members ..	250.00
Clubs with over 1000 members	500.00

Any club chartered after January 1, 1985, will pay a contribution based on the number of members at the time of chartering which is consistent with the annual party contribution fee schedule.

Eighty percent (80%) of the contribution shall remain with the Polk DEC and twenty percent (20%) shall be remitted to the Florida Democratic Party no later than April 1 of that year.

6. Disputes Among Clubs

Disputes and grievances involving Democratic clubs may be resolved by the Chair, and two (2) members of different genders of the State Committee Member Committee. Should one (1) person hold two (2) of these offices, the First Vice Chair of the Polk DEC shall also be involved in said resolution. Such resolution may be appealed to the Polk DEC whose decision

shall be final unless appealed to the FDP Judicial Council no later than forty-five (45) days from the date of said decision.

7. Dissolution

Upon dissolution of a club for any reason, the club's assets and funds, after all debts have been satisfied, shall become the property of the Polk DEC.

Article VII. Polk DEC Endorsement

1. Definition

Endorsement shall be defined as endorsing, certifying, screening, or recommending, in any manner, candidates in primary elections.

2. Party Assessment Fees

Party assessment fees to which the Polk DEC is entitled shall be retained by the State Executive Committee if the Polk DEC chooses to endorse. Party assessment fees shall be two percent (2%) of the annual salary of the office sought by the respective candidate.

If the Polk DEC endorses, or intends to endorse, certify, screen, or otherwise recommend one (1) or more candidates for nomination, it shall forfeit all party assessments which would otherwise be returned to Polk DEC and such assessments shall be remitted instead to the Florida Democratic Party State Executive Committee.

A county Democratic Executive Committee receiving Party assessment fees shall submit a campaign plan detailing the expenditure of such fees to the State Chair and the Budget and Finance Committee for approval.

The State Chair shall return the two percent (2%) party assessment fee to the Polk DEC upon the State Chair's determination that the Polk DEC is in compliance with all Florida Statutes and all Florida Democratic Party Charter, rules, and bylaws.

3. Campaign Support

All State Executive Committee funds and campaign support shall be withheld from the Polk DEC until after the second primary election.

4. Candidate Qualifying Period

No endorsement shall be made prior to the close of the period of candidate qualifying.

5. Requirements

The following requirements shall be met prior to the Polk DEC being eligible to endorse:

Eighty percent (80%) of all precinct committee positions shall be filled. Precinct committee positions consist of two (2) Precinct Committee Persons of different genders for

each precinct in Polk County.

The Polk DEC shall have held at least four (4) meetings at which a quorum was present during the previous twelve (12) month period.

Two-thirds (2/3) of the total membership of the Polk DEC, exclusive of its Automatic Members, shall vote in favor of endorsement.

6. Standards

The following standards shall be met for the Polk DEC to endorse: Two-thirds (2/3) of the total membership of the Polk DEC, exclusive of its Automatic Members, shall vote in favor of endorsing a candidate in a given race.

Endorsements by the Polk DEC shall be limited to those races in which the Polk DEC party assessment applies, or to non-partisan races in which registered Democrats are running.

Article VIII. Amendments and Revisions to Bylaws

1. Amendments and Revisions

Amendments and revisions may be proposed to the Bylaws Committee by any DEC member and/or FDP. Amendments and revisions may also be proposed by the Bylaws Committee.

The Bylaws Committee is responsible for investigating and validating any proposed amendments or revisions.

Amendments or revisions may be announced by the Bylaws Committee at any regularly scheduled meeting of the DEC. Any proposed amendments and revisions to these Bylaws shall be sent to the DEC membership at least fifteen (15) days prior to a vote by the Polk County DEC. Amendments and revisions shall pass by a two-thirds ($\frac{2}{3}$) vote of the voting membership present. The vote shall be recorded in the meeting minutes.

The minutes from the meeting at which the revisions or amendments were adopted shall be presented for approval at a subsequent meeting of the DEC. The minutes of that subsequent meeting, with a copy of the revised or amended Bylaws, shall be sent to the Florida Democratic Party within ten (10) days.

2. Reference

The FDP Charter and Bylaws, as amended, and published by the Florida Democratic Party, shall be the official document referred to in all citations of these DEC Bylaws.

HISTORY of AMENDMENTS and REVISIONS

Date submitted to DEC membership: March 29, 2019

Date approved:

Date sent to FDP:

Revisions:

FDP Bylaws approved revisions – June 9, 2019

Approved by DEC on Aug. 12, 2019:

Revisions

Art.1,Sect. 1 –

1.3.6 Democratic Executive Committees

1.3.7 Democratic Clubs and Caucuses

ARTICLE VI. CLUBS, ORGANIZATIONS, AND CAUCUSES SECTION

DEC Bylaws – revision approved by DEC June 10, 2019:

Article II Officers, addition of Second Vice Chair

DEC Bylaws – revision approved by the DEC on July 8, 2024

Date sent to FDP: (TBS)

FDP Bylaws approved revisions: (TBS)