

Bylaws
of the Arizona
Legislative District Eighteen Democratic Committee
as of September 27, 2022

ARTICLE I - NAME

The name of this organization is LEGISLATIVE DISTRICT 18 DEMOCRATS. This organization may be referred to in these Bylaws as the "Committee" OR "LD18".

ARTICLE II - ESTABLISHMENT AND PURPOSE

The Committee is established under the auspices of Arizona Revised Statutes, Chapter 5, Article 2, Section 16-823. The purpose and objectives of the Committee shall be to promote and carry out the aims and objectives of the Democratic Party, and to aid in the election of Democratic candidates for public office, particularly in Legislative District 18 ("LD 18").

ARTICLE III - PARLIAMENTARY PROCEDURE

The organization, procedure, powers and conduct of the Committee shall be regulated and governed in order of authority and precedence by these Bylaws insofar as said Bylaws are not in conflict with the Bylaws of the Arizona State Democratic Committee, the Bylaws of the Pima County Democratic Committee, and the laws of the State of Arizona. Meetings of the Committee shall be conducted in accordance with the latest edition of Robert's Rules of Order.

ARTICLE IV MEMBERSHIP

A. Participation

Full participating membership of the Committee shall consist of all Democratic Precinct Committeepersons ("PC's"), residing and registered to vote in Pima County and within LD 18 as defined by the most recent state districting.

B. Responsibilities

1. General Duty to Support Committee Purposes

All members shall have the responsibility to support the purposes of the Committee as outlined in these Bylaws.

2. No Endorsement of Opposing Party Candidate

No member of the Committee shall publicly endorse any candidate of an opposing party for any office in a primary, general, or special election. A candidate of an opposing party is defined as a candidate not registered as a Democrat.

3. Dues

All members are encouraged to pay the annual dues which shall be set by a majority vote at a meeting of the Committee. Payment of dues is voluntary, and non-payment shall not be grounds for any loss of participatory rights. Dues shall be for a single calendar year and shall not be pro-rated regardless of the date of payment.

ARTICLE V – OFFICERS

A. Officers Enumerated

Officers of the Committee shall consist of the following: Chair, First Vice- Chair, Second Vice-Chair, Recording Secretary, Corresponding Secretary, Treasurer and two (2) representatives to the Pima County Democratic Executive Committee (the “Representatives”). The foregoing officers other than the Representatives may be referred to herein as the “Executive Officers”.

B. Duties of Officers

1. Chair

The Chair shall preside at all meetings of the Executive Board (see Article VI) and of the Committee. The Chair shall make appointments to all committees and shall serve as an ex-officio member of all committees.

The Chair shall set the agenda for all meetings, with the advice and consent of the Executive Board. Pursuant to the bylaws of the Pima County Democratic Party, the Chair shall represent the Committee on the Pima County Democratic Party Executive Committee.

2. First Vice-Chair

The First Vice-Chair shall act as Chair in the absence or disability of the Chair. If a vacancy occurs in the office of Chair, the First Vice-Chair shall serve as Chair until a successor is selected. The First Vice-Chair shall have duties as assigned by the Chair and approved by the Executive Board.

3. Second Vice-Chair

The Second Vice-Chair shall act as Chair in the absence of both the Chair and First Vice-Chair. The Second Vice-Chair shall have duties as assigned by the Chair and approved by the Executive Board.

4. Recording Secretary

The Recording Secretary shall keep a written record (“minutes”) of all meetings of the Committee and of all meetings of the Executive Board. The Recording Secretary shall also keep a record of attendance at all meetings of the Committee and of the Executive

Board.

5. Corresponding Secretary

The Corresponding Secretary is responsible for maintaining contact information on all LD 18 members, notifying LD18 members concerning LD 18 and Democratic Party events, and with the approval of the LD 18 Chair, communicating on behalf of LD 18 with County and State Democratic Party officials and committees. The Corresponding Secretary shall cause a current roll of Committee members to be kept. The Corresponding Secretary shall be responsible for the determination of a quorum at all meetings.

6. Treasurer

- a. The Treasurer shall have responsibility for the care and custody of the funds of the Committee and shall deposit or cause funds to be deposited in the name of the Committee in a timely manner into an account in a financial institution as designated by the Executive Board. The Treasurer shall keep full and accurate records of all receipts and disbursements. These accounts shall be open to inspection by any member of the Committee upon reasonable notice. The Treasurer shall report on financial matters at all regular meetings of the Committee and of the Executive Board, and at the Biennial Meeting.
- b. The Treasurer is the officer responsible for the timely and accurate filing of all legally required reports to the appropriate governmental agencies.

The Treasurer is also the officer responsible to ensure that all disbursements and receipts are in accordance with all Federal and State laws regarding financial transactions. To this end, it is recommended that the Treasurer attend training courses provided by the Arizona Secretary of State, the Democratic Party or other entities furnishing such training.

- c. Disbursements may be by check signed by the Treasurer or the Chair or by use of online bill paying or a debit card issued by the financial institution at which the Committee's funds are deposited. Disbursements not exceeding \$500 shall be approved in advance by the Treasurer and one of the Chair or First Vice-Chair. Disbursements over \$500 shall be approved in advance by a majority vote of the Executive Board. Any funds disbursed as part of a budget line item shall be deemed approved as part of the budget process. Expenditure of funds raised for a specific purpose shall be deemed approved as part of the approval by the executive board of the fundraising campaign.

7. Representatives to the Pima County Democratic Party Executive Committee

The Representatives shall attend all meetings of the Pima County Democratic Party Executive Committee whenever possible and shall report the actions of the Pima County Democratic Party Executive Committee to the Committee and the Executive Committee

at the next meetings of these groups. The Representatives may also report (in the absence of the Chair) to the Pima County Democratic Party Executive Committee on the actions of the Committee.

C. Election of Officers, Term of Office, Removal of Officer, Vacancy

1. Election

Officers shall be elected at the biennial organizational meeting (“Biennial Meeting”) which shall be held within the time period designated by Arizona law (ARS 16-823). Only PCs elected at the primary election immediately preceding the Biennial Meeting may nominate, vote, or be elected to an office at the Biennial Meeting . Officers shall be elected by a secret ballot (unless the number of candidates does not exceed the number of seats available for a given office), and to be elected, must receive an affirmative vote of a majority of PC’s present and voting. In any election, if no candidate receives a majority, a run-off election shall be held. The lowest vote-getter from the previous ballot, shall be eliminated from each successive run-off until a winner is elected.

2. Term of Office

The term of office for all officers is two years. The term shall begin immediately following the election at the Biennial Meeting or at any special election (including a reorganization due to redistricting) and shall end at the time any one of the following occurs:

- a. The officer resigns the position;
- b. The officer dies;
- c. The officer ceases to hold valid status as an LD 18 PC;
- d. The officer is removed from office under the provisions of subparagraph 3, Removal From Office, below.
- e. The two-year term of office ends at the next Biennial Meeting.

3. Removal From Office

Any officer may be removed from office upon a two-thirds (2/3) majority vote of PC’s present and voting by secret ballot at a regularly scheduled meeting. Written notice of intent to remove an officer must be transmitted to all PCs in LD 18 at least one week prior to the meeting at which the action is to be voted upon.

4. Vacancy & Replacement

A vacancy will exist in an office when one of the four events in subparagraph 2 above occurs. The vacancy must be filled by a special election at a regularly scheduled meeting of the Committee within ninety (90) days following the occurrence of the vacancy. All precinct committeepersons in LD 18 (elected and appointed) may participate in this election. Written notice of the election to fill a vacancy shall be transmitted to all members of the Committee at least 30 days prior to the election. Voting shall follow the

same procedures as in subparagraph 1. Election above, except for the addition of appointed PC's as eligible voters. The term of office of a person elected to fill a vacancy shall be the unexpired term of the replaced officer.

ARTICLE VI - EXECUTIVE BOARD

A. Membership

Membership of the Executive Board shall consist of the Officers of the Committee enumerated in Article V, Paragraph A.

B. Duties of Executive Board

The Executive Board shall make recommendations to the full Committee about matters to be voted upon at meetings of the Committee. The Executive Board shall advise the Chair on the setting of the agenda for future meetings. In emergency situations, the Executive Board may take actions between regular meetings of the full Committee which would normally require action by the full Committee. The full Committee may ratify or contravene any action of the Executive Board at the next regular meeting of the full Committee following such action.

ARTICLE VII - MEETINGS

A. Regular Meetings

Regular meetings shall be held monthly at a time and place determined by the Executive Board. The Executive Board shall have the authority to postpone or cancel any regularly scheduled meeting except that there shall be at least 10 meetings annually and no more than two concurrent months shall elapse without a regular meeting.

B. Special Meetings

Special meetings may be called by the Chair, or by a majority of the Executive Board, or by at least 25% of the full voting membership of the Committee.

C. Notice of Meetings

Written or electronic notice of any meeting shall be sent at least ten days in advance of the scheduled meeting date. Notices of meetings shall be sent electronically; provided that the Executive Board may elect, by a majority vote thereof, to permit individual members to elect to receive meeting notices by US mail only. The notice of regular meetings should include an agenda of items to be discussed. However, the Executive Board may permit other business not on the written agenda to be dealt with, within the limits of these bylaws. Notice of special meetings must include the matters to be discussed and only those matters shall be dealt with at that meeting.

D. Quorum

No official business shall be conducted at any meeting until the presence of a quorum has been determined. A quorum for meetings of the full Committee shall be twenty per cent (20%) of the voting membership. A quorum for meetings of the Executive Board shall be a majority of the members of the Executive Board.

ARTICLE VIII - STATE COMMITTEE

A. Election

The selection of members of the Arizona State Committee from LD 18 shall be ratified at the biennial organizational meeting of the Pima County Democratic Committee (ARS 16-825). At the biennial organizational meeting of LD 18 Democrats, the LD 18 PCs elected at the previous primary election may choose the new LD 18 State Committee members.

Election shall be by secret written ballot unless the number of nominees to the State Committee does not exceed the number of seats on the State Committee allocated to LD 18 (the "Allotment"). The Chair shall ask for nominees to the State Committee, and if the number nominated is greater than the Allotment, the written ballot shall proceed. All voters may vote for a number of nominees no greater than the Allotment. The highest vote-getters comprising a number no greater than the Allotment shall be deemed elected. A tie vote resulting in a greater number than the Allotment shall require a run-off election.

B. Number

The number of State Committee slots available to LD 18 shall be determined by the Arizona State Democratic Party and shall be based on 1/3 the number of LD 18 Pima County elected PC's (subject to the accounting for the overall Pima County allotment).

C. Duties

The duties of the State Committee members from LD 18 shall be to attend all State Committee meetings in person or by proxy (preferably in person when possible), and to vote in the interest of LD 18 and Pima County.

Additional duties are specified in Article II, Section 4, of the Arizona State Democratic Party Bylaws.

D. Vacancy

A vacancy in the position of State Committee member shall occur upon resignation, death, or loss of valid Pima County PC status within LD 18. A vacancy shall be filled by the State Chairman with the advice and consent of the Pima County Chair and the LD 18 Chair. The Committee may require an election by the full Committee to select the prospective appointee(s) for purposes of recommending such person for appointment by the officers listed above.

E. Removal from Office

A member of the State Committee may be removed from office under the provisions of Article II, Section 4. of the Arizona State Party Bylaws.

ARTICLE IX - ENDORSEMENTS

A. Contested Primary Election

Neither the full Committee nor the Executive Board, nor PCs in their official capacity shall endorse any candidate in a contested primary election. (This provision should not restrict individual PC's in their individual capacity in any way from working for any of their favored Democratic candidates as this is one of their functions.) This provision may mean waiting until the filing deadline for an election, before any endorsement by the Committee.

Individual District officers shall remain publicly neutral in contests between Democrats in any contested election.

B. Opposition Party Endorsement

Neither the Committee, nor the Executive Board, shall endorse in any fashion, a candidate of an opposition party in any primary, general, special, partisan or non-partisan election. An opposition party candidate is defined as any candidate not registered in the Democratic Party. No individual member of the Committee shall publicly endorse any opposition party candidate in any election.

ARTICLE X - COMMITTEES

A. Establishment

The Chair may establish standing or special committees with the advice and consent of the Executive Committee, as deemed necessary.

B. Membership

The District Chair shall select the chair and members of all committees and shall be an ex-officio member of all committees.

C. Powers

Committees shall make recommendations to the full Committee which shall approve such recommendations before any expenditure of funds, or public expression on behalf of the full Committee may occur.

ARTICLE XI - PROXY VOTING

No proxy voting shall be permitted at any meeting of the full Committee, the Executive Board, or any committee of the organization.

ARTICLE XII - AMENDMENT

These Bylaws may be amended by a vote of not less than two-thirds (2/3) of the voting members of the Committee present and voting at any regular or special meeting of the Committee. The full text of any proposed amendment shall be transmitted to all members of the Committee with the notice of the meeting at which the proposed amendment is to be discussed. Voting on the amendment shall take place at the next meeting following the meeting at which the discussion occurs.

ADOPTED September 27, 2022, BY THE COMMITTEE

Susan Bickel
Chair, LD18 Democrats

Sept. 28, 2022
(Date)

ATTEST:

May Kenis
Secretary, LD 18 Democrats

Sept 28, 2022
(Date)