

# **BYLAWS of the STATE CENTRAL COMMITTEE OF THE IOWA DEMOCRATIC PARTY**

**(amended October 29, 2017)**

## **ARTICLE I - NAME, AUTHORITY**

**Section 1:** The name of the organization shall be the State Central Committee of the Iowa Democratic Party.

**Section 2:** The State Central Committee of the Iowa Democratic Party shall be the governing body of the Party when the State Convention is in adjournment; however, such actions by the State Central Committee shall be in accord with the expressed policies of the State Convention and the provisions of the Constitution of the Iowa Democratic Party.

## **ARTICLE II – MEMBERSHIP**

**Section 1:** Voting Membership shall consist only of:

- Thirty-two District members elected equally by the four Congressional Districts at their biennial conventions,
- The Democratic National Committeepersons,
- The Chair of the State Affirmative Action Committee,
- The President of the Iowa Young Democrats,
- The State Platform Chair
- The State Rules Chair,
- The Black, Latino, Asian & Pacific Islander, Disability, Stonewall, Native American, Women, Senior/Retirees, Labor, Rural, Progressive, and Armed Forces Veterans caucus Chairs.

**Section 2:** Ex-Officio, Nonvoting Membership shall consist of:

- The Vice-Chairs of the Black, Latino, Asian & Pacific Islander, Disability, Stonewall, Native American, Women, Senior/Retirees, Labor, Rural, Progressive, and Armed Forces Veterans caucuses shall only vote in the absence of the Caucus Chair,
- The Democratic floor leader in the House of Representative and Senate of the Iowa General Assembly,
- The Democrats elected to the offices of Governor, Lieutenant Governor, and Speaker of the House,

- The elected representative of the Democratic County Elected Officials Organization, and
- The elected representative of the Association of Democratic County Executives.

**Section 3: Members terms.** The term of office of a member of the State Central Committee shall begin immediately following the adjournment of the State Convention and shall continue for two years and until his or her successor is elected and qualified.

**Section 4: Duties.** The membership of the State Central Committee shall be responsible for the following duties:

- Provide the leadership and framework to elect Democrats to all levels of government.
- Attend meetings of the Committee and their assigned Subcommittee(s).
- Provide a conduit for information flow between the State Central Committee and the Congressional District Central Committees.
- Review and approve an annual budget.
- Develop, review and approve a Strategic Plan to meet the organizational goals.
- Assist with the successful completion of fundraising projects.
- Develop, implement, and assist with trainings, including but not limited to, staff, district and county central committee members, caucus trainings, Absentee Ballot training, GOTV and other appropriate trainings.
- Work to develop and implement programs to build the party.

**Section 5: Vacancies.** When there is a vacancy on the State Central Committee which has occurred other than at the expiration of a regular term, a new member shall be elected by a majority of votes cast by the County Chairs and County (First) Vice-Chairs of the Congressional District in which the vacancy occurs. These County Central Committee officers shall cast the number of votes allotted to their respective counties in the last previous State Convention. If a Chair and Vice-Chair from the same county cannot agree on a candidate, each shall be allowed to cast one-half of the number of votes to which their county is entitled for the candidate of his or her choice.

State IDP staff may provide assistance to the District Central Committee and their officers by providing data, disseminating information, contacting County Chairs and (First) Vice-Chairs, and may otherwise facilitate the

election if requested to do so by the District Central Committee Chair. Balloting may be accomplished in the manner the District chooses. Balloting may occur at a stated meeting, provided that the Chairs and (First) Vice Chairs of each County have been informed at least ten days prior to the election. Balloting may also be done via mail or email.

### **Section 6: Resignation, Termination, and Absences.**

- A.** Resignation by a voting member of the State Central Committee must be in writing and received by the State Chair and Secretary.
- B.** A member of the State Central Committee may be removed by majority vote of the State Central Committee for failure to attend three consecutive State Central Committee meetings without notice, non-residency, or for support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.
- C.** Notice of absence shall be given to the Secretary of the Iowa Democratic Party or their designee.
- D.** The Secretary of the Iowa Democratic Party shall include in their report to the State Central Committee if there are members who have met one of the criteria for removal.

**Section 7:** Compensation. All duly elected SCC members shall be given a complimentary Governor's Club Membership, which entitles them to two complimentary Preferred tickets to the Fall Gala and two tickets to all club receptions. Preferred and reception tickets are nontransferable, however SCC members may exchange their Preferred tickets for general seating tickets and transfer those to another individual. SCC members must declare their intention to use the tickets to the finance department at least 10 days prior to the event. Members may pay to upgrade their club memberships.

## **ARTICLE III – MEETINGS**

**Section 1: Regular Meetings.** The State Central Committee shall meet at least once every three (3) months. Regular meetings at stated times and places may be scheduled by a majority vote of the Committee in attendance at an official meeting. A member of the State Central Committee, who is unable to attend in person, may attend a state central committee meeting by electronic means and shall be afforded full participation in all aspects of the meeting. This provision is inapplicable to SCC meetings held only electronically.

**Section 2: Special Meetings.** Special meetings may be called by the Chair or by any ten (10) members of the Committee, provided they cause to be mailed to all other members and officers of the State Central Committee a signed petition designating the time and place proposed for such meeting, which shall be held no less than five (5) days after the mailing of the petition.

**Section 3: Notice.** The State Chair shall cause five (5) days' notice by mail or three (3) days' notice by electronic mail or telephone, to be given to each member and officer of the State Central Committee for all meetings, regular or special.

**Section 4: Quorum.** The State Central Committee shall conduct no business in the absence of a quorum, which shall consist of a simple majority of the voting members.

**Section 5: Procedure.** Except as otherwise provided in these by-laws, Robert's Rules of Order (the most recent revised edition), shall be the rules of procedure in all meetings of the State Central Committee.

## **ARTICLE IV - OFFICERS**

**Section 1: Election of Officers.** The State Central Committee shall meet and organize no later than thirty (30) days following the adjournment of the State Convention each even numbered year. Voting members of the State Central Committee shall elect a Chair, Vice-Chair(s), a Secretary, and a Treasurer, and such other officers that they may deem necessary within ninety (90) days following the general election. Such officers need not be members of the State Central Committee; however, they must be eligible members of the Iowa Democratic Party. At least one of the Vice-Chairs must be of the opposite gender of the State Chair.

**Section 2: Terms of Office.** The term of office of each officer of the State Central Committee shall be for two years and until his or her successor is elected and qualified.

**Section 3: Duties.** The duties of each officer of the State Central Committee are as follows:

- A.** The State Chair shall have the duties of a chief executive officer. The State Chair shall
  - Convene regularly scheduled State Central Committee meetings, preside or arrange for other members of the executive committee

- to preside at each meeting in the following order: First Vice-Chair, Other Vice-Chair, Secretary and Treasurer,
- Fulfill the responsibilities outlined in the Constitution of the Iowa Democratic Party, and
  - Be the recognized Spokesperson for the Iowa Democratic Party.
- B.** The State Vice-Chair (s) shall assume the duties of the State Chair during that officer's absence. In addition, in accordance with the Charter and ByLaws of the Democratic National Committee, the First Vice-Chair or the Vice-Chair of the opposite gender of the Chair will serve on the Democratic National Committee.
- C.** The Secretary shall be responsible for keeping records of all State Central Committee actions, including the taking of minutes at all State Central Committee meetings. Additionally the Secretary shall, with the assistance of the IDP Staff, be responsible for sending out meeting announcements, distributing copies of minutes and the agenda to each Central Committee member, and assuring that records are maintained for future reference as necessary.
- D.** The Treasurer, in concert with the State Central Committee, shall determine who shall have custody of the funds of the Iowa Democratic Party which shall be under the control of the State Central Committee. The Treasurer and any other officer or employee who may be responsible for the handling of the funds shall be under bond, the amount to be determined by the State Central Committee. He or she shall:
- Cause written accounts of receipts and disbursements to be prepared prior to each regular meeting of the State Central Committee. These written accounts shall be a record of all receipts and disbursements subsequent to the last previous report and shall be presented to the members of the State Central Committee at each regular meeting, and
  - Assist in the preparation of the budget.

The State Central Committee shall cause an audit of all financial records and transactions of the Iowa Democratic Party accounts to be made by a certified public accountant at least once in each calendar year, and at such other times as may be directed by the State Central Committee. A copy of each audit shall be sent to each member and officer of the State Central Committee upon completion.

**Section 4: Vacancies.** Vacancies in the Chair, Vice-Chair(s), Secretary, Treasurer, and other elective offices of the State Central Committee shall be filled by the State Central Committee upon a majority vote of the members present and voting at an official meeting for which prior notice of the election was properly made in the call for the meeting.

**Section 5: Resignation, Termination and Absences.** Resignation from an office of the State Central Committee must be in writing and received by the Chair and Secretary. An officer may be removed by majority vote of the State Central Committee for failure to attend three consecutive State Central Committee meetings without excuse, non-residency, or for support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.

## **ARTICLE V - SUBCOMMITTEES**

**Section 1: Proportional Representation and Leadership.** The State Central Committee shall organize into subcommittees. The membership of the subcommittees shall be proportional by Congressional District and gender to the extent possible. At least one of the subcommittees must be an Operations Committee. Each subcommittee of the State Central Committee shall elect a chair from their members. The Chair of each subcommittee of the State Central Committee shall facilitate the meetings of that subcommittee and report the subcommittee's activities and recommendations for action to the full State Central Committee membership for their consideration.

**Section 2: Duties.** The Subcommittees of the State Central Committee shall work together with employed staff to research and recommend to the full Committee actions to further the goals of the Iowa Democratic Party and to fulfill the oversight responsibilities of the organization. Topics may include: Budget preparation and review, fundraising, development and review of fiscal procedures, development and dissemination of the Affirmative Action and Outreach plan, development and progress review of the Coordinated Campaign Plan, development and review of party building activities, development and progress review of the Delegation Selection Plan in accordance with the Charter and Bylaws of the Democratic National Committee, caucus to convention planning, development and review of Personnel Policies and Procedures, maintenance of the Bylaws, development and review of appropriate services the IDP can provide to candidates, development and review of appropriate services the IDP can

provide to County Party Committees, development and review of Strategic Planning, development and review of Communications and Information Technology Plans, and Program Planning. Other duties may be assigned at the discretion of the State Chair with the advice and consent of the State Central Committee.

**Section 3:** The Subcommittee chair shall move adoption of the report, but a majority vote of approval does not construe approval of recommended action. Recommended actions shall be subject to a vote of the entire SCC under New Business of the Agenda.

## **ARTICLE VI – STAFF**

**Section 1: Authority to Hire.** The State Chair may employ any staff s/he deems necessary with the approval of the State Central Committee. The Operations Committee will recommend proposed salary ranges for each position for the approval of the State Central Committee.

**Section 2: Staff Responsibilities.** If hired, staff will be subject to the terms of the Personnel Policies and Procedures manual and the contracted responsibilities outlined for the position they are selected to fill. An Executive Director, if the position is filled, will assume the administrative duties of the Iowa Democratic Party and will be responsible for the oversight of all other personnel.

**Section 3: Coordination with SCC Membership.** Any staff hired shall be expected to enhance and support the work of the State Central Committee. In this capacity, staff may be assigned to the various subcommittees to assist the membership in meeting their goals and objectives.

## **ARTICLE VII – ADOPTION AND AMENDMENT**

**Section 1:** These Bylaws shall be adopted/amended by a majority vote of the State Central Committee following at least three weeks' notice of the proposed bylaws, the time and the place of the meeting to all members of the State Central Committee and its officers, and to all County Central Committee Chairs and Vice-Chairs.

**Section 2:** These bylaws shall be in conformity with the Constitution of the Iowa Democratic Party, the Charter and Bylaws of the Democratic National Committee, and the Statutes of the State of Iowa.