

**Constitution & By-Laws**  
**Of The**  
**Carbon County Democratic Party**

**Preamble**

WE THE PEOPLE of the Carbon County Democratic Party; in accordance with the laws of the State of Utah and the Charter and Constitution of the Utah Democratic Party, in order to promote Democratic Party ideals and candidates, ensure wide participation and free debate, provide for organizational and procedural rules for conducting our business, and to secure to ourselves and our posterity the blessings of Liberty, do hereby adopt and establish this Constitution and these by-laws for the Carbon County Democratic Party.

**ARTICLE I.**  
**Caucuses (Mass Meetings)**

- A. In each precinct, in every even-numbered year, the Carbon County Democratic Party (hereinafter, CCDP) shall cause to be held a Precinct Caucus. At that time, Precinct Officers, representatives to the CCDP Central Committee, delegates to the CCDP County Convention and delegates (and alternates) to the Utah Democratic Party (hereinafter, UDP) Convention shall be elected. All elected officers and delegates noted above shall be registered Democrats, shall have been so registered for a minimum period of sixty (60) days prior to the precinct caucus, except as noted below, and shall maintain said registration for the term of office. For purposes of this document the terms Precinct, Voting Precinct and Voting District shall be interchangeable and satisfy the requirements of the Utah Code Annotated. Mass Meeting shall mean the same as a Voting District Caucus or Precinct Caucus. (Amended 5/12/11)
1. (Added 4/13/2016) If the Democrat and Republican caucuses are on the same date and at the same time the 60-day rule does not apply. If the caucuses are on different dates or on the same date but Republican start time is separated by two (2) or more hours from the start of the Democratic caucus, the 60-day rule applies.
- B. It shall be the duty of the incumbent Precinct Chair, or Precinct Chair *pro tem*, to do the following:
1. See that notice of the time and place of the Precinct Caucus is posted as required by law.
  2. Provide a ballot box in advance of balloting that insures secrecy.
  3. Provide ballots clearly indicating the offices available and a means for clearly posting the names of candidates during nominations and prior to balloting.
- C. The first order of business shall be the reading of the Convention Call issued by the CCDP Central Committee, which shall include the purposes and procedures of the meeting. Following the reading of the call, any messages, or instructions from the members of the CCDP Executive Committee, UDP or National Democratic Party (hereinafter, NDP) officials shall be read to those assembled by the Precinct Chair.
- D. The Precinct Chair shall faithfully maintain a roster of the names, addresses, E-mail, and telephone numbers of all who have attended mass meetings or Precinct caucuses in the past. This roster shall verify the number of ballots possible and the voting eligibility of each voter. In order to participate, each attendee must be a resident of the voting Precinct for which the meeting is held and be a registered Democrat 60-days prior to the caucus, except as noted in Article I-A(1). Each participant

at the meeting shall sign in with the Precinct Chair upon arriving and before being allowed to speak or nominate, and again before receiving a ballot. The Precinct Chair may request verification of the address of any person not known to him/her/**them**. (Amended 5/9/2013)

- E. Balloting shall be in secret where such balloting concerns the election of a person to any office whatsoever.
- F. The Precinct Officers shall call or write to all possible former attendees and request their participation. The Precinct Officers shall make all reasonable efforts to attract Democrats to the meetings, especially newly registered voters.
- G. Offices to be filled are: Precinct Chair, Precinct Vice-Chair, Secretary-Treasurer, County Delegates, State Delegates, and members of the Central Committee. The Chair and Vice-Chair are automatically on the Central Committee and may also serve as County Delegates and State Delegates, if so elected. (See Article II-B-8)
  - a. An elected official who represents all or part of Carbon County and was elected on the Democratic Ticket, serves on the Central Committee by virtue of his/her/**their** Office. (Clarified 5/12/2011)
  - b. If one of the above-named elected officials serves as Chair or Vice-Chair of **his/her/their** Precinct, the Precinct is not entitled to elect another person in their stead to the Central Committee.
- H. Persons not in attendance may not be nominated for any office except if they have previously provided the Precinct Chair with a letter stating his/her/**their** willingness to serve in the office for which he/she/**they** is nominated.
- I. Precinct Caucuses shall begin at 7:00 pm on the day appointed. Balloting shall begin immediately after nominations cease. Unless a candidate is placed in office by acclamation, the polls shall be held open for 1 hour. In no case may the polls close before 8:15 if there are challengers in an election. No qualified elector of the Precinct shall be denied the right to vote.
- J. Caucus Election Results: Results shall be posted and remain available for 15 minutes or at least until 8:30 pm. Election results may be challenged because of substantive or procedural error, because of an ineligible elector voting, or because a winning candidate is not a resident of the Precinct. Challenges to the results of a Precinct Caucus shall be made within 48 hours after balloting. The aggrieved shall lodge a complaint in writing clearly stating the reason for the challenge and shall lodge the complaint in person with any member of the CCDP Executive Committee or Rules Committee. Any of the preceding may call for a meeting of the CCDP Central Committee to be held not later than five (5) working days after the complaint was filed. The CCDP Rules Committee shall make a report of finding to the CCDP Central Committee, who shall then vote on the challenge. For the purpose of ruling on elections, 51% of the CCDP Central Committee shall be a quorum. If the quorum fails, the CCDP Executive Committee shall rule.
- K. If a Precinct fails to hold a Caucus the Executive Committee shall cause one to be held in an expeditious manner. Any member of the Executive Committee may preside, including the Parliamentarian.
  - 1. If a Precinct fails to elect persons to all available offices, the Chair may appoint any democrat who is a resident of the Precinct to serve *pro tem* until such appointment may be confirmed by the CCDPCC. If a person is appointed, he/she/**they** shall certify in writing to the Secretary Treasurer of the Party that he/she/**they** is willing to serve.

- L. A workshop for Precinct officers, Delegates, and Central Committee members shall be held prior to the caucus by the CCDP Executive Committee to present the current rules and for other training purposes.
- M. A delegate seat shall be deemed to be vacated when one of the following conditions holds:
1. The elected delegate dies. Providing only that his/her/**their** spouse was not otherwise elected to the same seat in **his/her/their** own right, a qualified spouse may complete the term of the deceased delegate. Otherwise, the deceased delegate shall be replaced by the Chair.
  2. A formal resignation must be written; it may not be phoned in or given by word of mouth. This is a requirement of the UDP and NDP.
  3. The delegate abandons his/her/**their** seat by not attending the prior Convention to which he/she/**they** was elected to serve, or fails to maintain registration as a Democrat for the duration of the term (See § A above)
  4. Changing **his/her/their** domicile more than two weeks prior to the Convention. If the Precinct Chair or Vice-Chair has certain knowledge of this condition occurring, he/she/**they** may challenge the credentials of said Delegate. The same condition applies if the Delegate changes **their** registration to another Precinct. If the change of Voting Registration occurs less than two weeks prior to the Convention to which he/she/**they** was elected to serve, he/she/**they** shall remain as Delegate from the prior Precinct, any other condition notwithstanding, unless he/she/**they** shall resign under No. 2 above.

## ARTICLE II

### Duties of Precinct Officers

#### A. THE PRECINCT CHAIR SHALL:

1. Be a member of the Central Committee
2. Organize and know the Democrats in his/her/**their** Precinct. He/she/**they** shall make a true effort to organize and meet new voters including those just coming of voting age.
3. Preside over all meetings in the Precinct.
4. Select a registrar in any Precinct wherein the Democratic party had the highest number of votes in the last election. He/she/**they** shall arrange for election judges and poll watchers in his/her/**their** Precinct as directed by the County Clerk. He/she/**they** shall be familiar with all election procedures, rules, and laws of the State of Utah as they pertain to holding elections in the Precinct.
5. Know the dates and issues of any regular or special election to be held in his/her/**their** Precinct.
6. Organize and preside over the caucus/mass meeting in his/her/**their** Precinct. He/she/**they** shall encourage new participants, especially young people, to attend said caucus/mass meeting.

7. Assist the chairs of all committees, at their request, in raising funds, promoting the party, its candidates and furthering Democratic ideals.
8. Nominate replacements, as they arise in his/her/**their** Precinct, for State Delegate, County Delegate and members of the Central Committee.
9. He/she/**they** shall keep the Executive Committee informed as to vacancies in a timely manner.

B. THE PRECINCT VICE-CHAIR SHALL:

1. Be a member of the Central Committee
2. Assist the Chair of the Precinct in all duties whatsoever at his/her/**their** direction.
3. Preside over all meetings of the Precinct in the absence of the Chair.
4. Replace the Chair **if** he/she/**they** dies, becomes incapacitated, or moves from the Precinct.
5. Serve as the Secretary/Treasurer if the Precinct chooses not to elect a separate person to this post.

C. THE PRECINCT SECRETARY/TREASURER SHALL:

1. Bear fiduciary responsibility for any funds of the Precinct.
2. Assist the Chair of the Precinct in all duties whatsoever at his/her/**their** direction.
3. Assist the Chair of the Fund-Raising Committee in functions.
4. Cause a collection of Dollars for Democrats to be held at each function of the Precinct.
5. Be responsible for correspondence from the Precinct.

D. STATE DELEGATES SHALL:

1. Attend the State Convention on behalf of the citizens of the Precinct who elected them.
2. Follow the procedures outlined elsewhere to inform the Executive Committee and the CCDCC of their availability.
3. Keep themselves informed as to the qualifications of all Democratic State Candidates, and shall attend, at the pleasure of the Executive Committee, a State Delegate meeting which shall serve as a forum for the candidates for State Office.\_
4. Be replaced for the entire elected term if he/she/**they** fail to attend a State Convention.
5. Be a registered Democrat whose registration shall have been recorded a minimum of sixty (60) days prior to the nomination of County Delegates, (Amended 5/12/11) except as noted in Article I-A(1).

E. COUNTY DELEGATES SHALL:

1. Attend the County Convention on behalf of the citizens of the Precinct who elected them.
2. Follow the procedures outlined elsewhere to inform the Executive Committee and the CCDCC of their availability.

3. Keep informed as to the qualifications of all Democratic Local Candidates.
4. Be replaced for the entire elected term if he/she/they fail to attend a County Convention.
5. Be a registered Democrat whose registration shall have been recorded a minimum of sixty (60) days prior to the nomination of County Delegates, (Amended 5/12/11) except as noted in Article I-A(1).

### ARTICLE III County Organizing Convention

The CCDP Organizing Convention shall be held in each odd-numbered year on the date and in the place prescribed by the CCDP Executive Committee and by the laws of the State of Utah.

County Delegates shall elect the Executive Committee and such representatives to the Utah State Democratic Central Committee for which Carbon County is entitled. (See Article V-B-8) (Clarified 5/9/2013)

A meeting of the CCDCC shall be held one hour prior to the convention for the purpose of filling any absences on the CCDCC or County delegates.

A quorum is defined in Article IX-E. (Clarified 5/12/2011)

### ARTICLE IV County Nominating Convention

The CCDP Nominating Convention shall be held in each even-numbered year on the date and in the place prescribed by the CCDP Executive Committee and by the laws of the State of Utah.

The County Delegates shall elect nominees of the party for county-wide office. Should any candidate receive 70% of the number of ballots cast, he/she/they shall be declared the nominee of the Party and shall not then run in the Democratic Primary. (Clarified 5/9/2013)

A meeting of the CCDCC shall be held one hour prior to the convention for the purpose of filling any absences on the CCDCC. (Amended 5/9/2013)

### ARTICLE V Executive Committee

A. The members of the Carbon County Democratic Executive Committee shall be: Chairperson, Vice Chairperson, Secretary-Treasurer, and Parliamentarian. Additionally, at the discretion of the County Chairperson a non-voting social media-marketing director and one non-voting discretionary member may be appointed to the Executive Committee to fill a role which the Chairperson deems necessary and beneficial to the CCDP.

1. To be eligible for nomination and election as an executive officer of the CCDP, one shall be a registered Democrat for a minimum period of sixty (60) days prior to being nominated. Failure to maintain Democratic Party registration is cause for removal from office. (Amended 5/12/2011)
2. Members of the Executive Committee shall not endorse or campaign for any local

Democratic candidate if said candidate is opposed by another Democrat until after the nominating convention or after the Primary election if one is held. (Reference to Article IX-D)

B. The County Chairperson shall:

1. Preside at all meetings of the Executive Committee and the CCDCC and be the Chair of the CCDCC.
2. Preside at County Conventions, provided he/she/**they** is not an opposed candidate. Should all members of the Executive Committee be opposed, the Chair shall nominate a Chair *pro tem* to be approved by the CCDCC at the meeting prior to the convention, as provided for above.
3. Execute or cause to be executed the rules of the County, State and national Democratic Parties and laws of the State of Utah and United States of America and to be bound by the same.
4. Appoint a Parliamentarian to assist him/her/**them** at meetings. Appointment of Parliamentarian shall be only with consent by the Central Committee. (Clarified 5/12/2011)
5. Have the privilege of serving on, and voting in, any standing or temporary committee on which he/she/**they** is not otherwise obligated to be a member or serve.
6. Serve as liaison between the Carbon Democratic Party and the elected officials of the Utah Legislature and all government agencies. Lobby for Democratic ideals and issues. (Amended 5/2013)
7. Mediate disputes between elected officials or between the party and elected officials.
8. Serve as a member of the State Central Committee and shall therefore be a State Delegate. (Clarified 5/12/2011)
9. Be limited to four consecutive terms of office of two (2) years each. (Clarified 5/12/2011)

C. The County Vice-Chairperson shall:

1. In the absence of the Chair, preside at all meetings of the Executive Committee and the CCDCC.
2. In the absence of the Chair, preside at County conventions, provided he/she/**they** is not an opposed candidate.
3. Assume the office of Chair in all capacities if the elected Chair becomes incapacitated, dies or ceases to be a qualified elector of the county. (Amended 5/9/2013)
4. Serve as Chair of the Rules Committee.
5. Have the privilege of serving on and voting in any standing or temporary committee he/she/**they** is not otherwise obligated to be a member of or serve on.
6. Assist the Chair with his/her/**their** prescribed duties as directed.
7. Serve no more than four consecutive terms of office of two (2) years each. (Clarified 5/12/2011)
8. Serve as a member of the State Central Committee and shall therefore be a State Delegate. (Clarified 5/12/2011)

D. The County Secretary-Treasurer (Secretary if the position is bifurcated) shall:

1. Keep the minutes or cause the minutes to be kept, for all party meetings and shall cause the same to be printed and maintain said minutes for his/her/**their** term of office. He/she/**they** shall pass on those minutes to his/her successor.
2. Call and keep the roll of elections, CCDCC meetings and other Party meetings. He/she/**they** shall inform the Chair if a member of the CCDCC has missed more than three official meetings in any two years or three meetings consecutively, either of which absences disqualifies one for membership on the Central Committee. (Clarified 5/9/2013)
3. Work with the County Clerk's office to ensure correct balloting and procedures during elections.
4. Serve a maximum of four (4) consecutive terms of two (2) years each. (Amended 5/12/2011)
5. Have the privilege of serving on and voting in any standing or temporary committee to which he/she/**they** is not otherwise obligated to be a member.
6. Assist the Chair and vice-Chair with their prescribed duties as directed.
7. Assume the office of Vice-Chair if he/she/**they** becomes incapacitated, dies or ceases to be a qualified elector of the county. However, if the Secretary-Treasurer, or Secretary if the position is bifurcated, wishes to demure and remain in that office, a replacement Vice-Chair will be appointed by the Chair with the advice and consent of the CCDCC.
8. Serve on the State Central Committee and shall therefore be a State Delegate by virtue of this office. (Amended 2008)
9. Act as Chief financial Officer (CFO) for the CCDP (Treasurer if the position is bifurcated). See also Article XII.
10. Serve as Chair of the Finance Committee.
11. Keep accurate, complete, and accessible records of the party finances.
12. The office of Secretary-Treasurer may be divided into the office of Secretary and the office of Treasurer by simple majority vote of members present of the Central Committee. Only the Secretary is subject to section 8 above. (Amended 5/12/2011)

E. The County Parliamentarian shall:

1. Serve on but be a non-voting member of the Executive Committee and be a voting member of the CCDCC.
2. Advise the Chair and Vice-Chair on parliamentary procedure during meetings of the CCDCC, Conventions and meeting of the Rules Committee. Robert's Rules of Order shall be the standard except as consented to by the CCDCC.
3. Serve as Chair *pro tem* in the absence the Chair, Vice Chair, and Secretary/Treasurer, or Secretary if the position is bifurcated, or at the direction of the Chair. (Amended 5/12/2011)

4. Serve on the Rules Committee and any temporary committee concerned with rules changes or constitutional changes, and shall serve as Chair on the Constitution Committee. (Amended 5/2013)
5. Preside over the impeachment proceedings of any County Party officer.

F. **The Social Media-Marketing Officer shall:**

1. **Serve on but be a non-voting member of the Executive Committee and be a voting member of the CCDCC.**
2. **Under the direction and guidance of the Chairperson and voting members of the Executive Committee manage CCDP social media accounts, develop CCDP social media content, manage live-streaming of CCDP events, execute mass-texting, emailing, or mailing campaigns, and otherwise be responsible for the marketing of CCDP events, notices, and advertisements.**
3. **Obtain Chairperson approval prior to posting content to CCDP social media accounts.**
4. **Advise the Executive Committee on strategies and best practices for social media use and marketing.**
5. **Have the duration of their term/appointment limited to that of the Chairperson who appointed them. Otherwise, subject to the limitations defined supra, there are no other restrictions for how many times or for how long a CCDP member may be appointed to serve in this capacity.**

G. **The Discretionary Member shall:**

1. **Serve on but be a non-voting member of the Executive Committee and be a voting member of the CCDCC.**
2. **Be appointed at the discretion of the Chairperson to assist the CCDP in a capacity deemed necessary by the Chair. The Chairperson shall, in writing, define the role, the purpose for which the appointment was made, term of the appointment, as well as list the specific duties, responsibilities, and limitations of the Discretionary Member. The writing shall be provided to the CCDP Executive Committee and the CCDPCC at their respective meetings immediately following the appointment.**
3. **Examples of a Discretionary Member appointment include but are not necessarily limited to an "Organized Labor", "Young Democrats Caucus", or "Special Advisor" Representative.**
4. **Have the duration of their term/appointment limited to that of the Chairperson who appointed them. Otherwise, subject to the limitations defined supra, there are no other restrictions for how many times or for how long a CCDP member may be appointed to serve in this capacity.**

## ARTICLE VI Central Committee

- A. The Carbon County Democratic Central Committee shall be the legislative and rules making body of the CCDP. Any decision rendered by the CCDCC is final and may not be altered by the Executive Committee, but only by itself. It shall rule on disputed Precinct elections within ten (10) days after the dispute arises.

- B. The Carbon County Democratic Central Committee shall consist of the Executive Committee, the Precinct Chair and Vice-Chair, and three other members from each voting district. All County elected officials who are Democrats shall also be entitled to sit on the Central Committee during their term of office.
- C. The Carbon County Democratic Central Committee shall:
1. Advise and consent on all nominations for vacancies in their own membership, and State and County Delegations
  2. (Amendment Added 5/2013) Vacancy of Elected Officials: the CCDCC shall be convened in the event a Carbon County democrat who is an elected official vacates his/her/their position. The CCDP shall give notice to all CCDCC members a minimum of eight (8) days prior to the date of the CCDCC meeting in which the business of nominating an interim official is on the agenda. For purposes of this form of meeting, members present shall constitute a quorum.
    - a. If multiple applicants seek the interim position, the CCDCC members present at the nominating meeting shall cast a vote and the applicant securing the greatest number of votes shall be the nominee. Voting shall be by secret ballot.
    - b. The Chair shall appoint an Election Committee that will govern registration, ballot distribution, ballot collection, and counting of ballots. A record of the balloting shall become part of the recorded minutes of the meeting, and original ballots shall be kept by the Secretary for a period of six (6) months following the election.
    - c. The foregoing procedures shall conform to Utah Code 20A-1-508, et. seq.
  3. Call itself into session as desired upon the written or signed demand of 20 members. They may direct the Executive Committee to call said meeting 48 hours after notification and to cause the Executive Committee to make a *bona fide* effort to reach the members. They shall give one week's notice if the meeting is not an emergency. A quorum shall consist of 20 members.
  4. Meet no less than three times per calendar year not including the prescribed meetings before Conventions. Cause the Executive Committee to make an agenda for the meeting. Any member of the CCDCC may put an item on the agenda that may only be removed by majority consent of the body.
  5. Meet as otherwise needed to conduct the affairs of the CCDCC.
  6. Cause the Executive Committee to issue Convention Call and other meeting calls. They shall be mailed not less than 8 working days prior to the scheduled meetings except as provided in §3.
  7. Be chaired by the County Chairperson except as otherwise provided.
  8. Vacancies on the State Delegation shall be filled from the list of unsuccessful candidates of the Precinct Caucuses. If those names are not sufficient, the members of the Executive Committee shall place before the Central Committee the names of persons known by them to be interested in filling the vacancies at the meeting provided for elsewhere. After that meeting, but consistent with the rules of the State Rules and State Credentials committee, the Chair may appoint replacements.
- D. The Carbon County Democratic Central Committee may:

1. At its pleasure, impeach its own members or members of the Executive Committee for serious dereliction of duty by 2/3 vote. At impeachment, the CCDCC shall hold another meeting two weeks after the impeachment at which the Parliamentarian shall preside. At that meeting the accused shall have the right of defense and shall not be removed from office except by a 2/3 vote of those present. (Amended 5/12/2011)
2. The CCDCC shall cause a vacancy created by impeachment to be filled within one month after it is vacated. If a vacancy created by impeachment is an executive officer, the Central Committee shall nominate and vote for the replacement immediately following the impeachment hearing or call for a meeting to be held not later than one (1) month following impeachment hearing to elect a replacement. If the vacancy is a precinct CC member, the precinct chair shall choose a replacement in accordance with Article I-K § (1). The CCDCC shall provide for the succession of officers as otherwise provided for in Article V. (Amended 5/12/2011; 5/9/13)
3. Demand a report of the Executive Committee on orders referred to it. Call for a financial report within 48 hours of the demand, provided that it has had none for 90 days.

## ARTICLE VII

### The Standing Committees

- A. The Standing Committees of the Carbon County Democratic Central Committee shall be:
1. Rules, Finance, Fund Raising, Platform, Elections and Public Relations Committees.
  2. The Rules Committee shall:
    - a. Be chaired by the County Vice-Chair. He/she/**they** shall have power to choose his/her/**their** vice chair with the consent of the CCDCC.
    - b. Be composed of the Chair, Vice-chair, County Parliamentarian and up to ten members not otherwise provided for above.
    - c. Set rules for the conduct of meetings and conventions with advice and consent of the Executive Committee and the CCDCC. They shall use Roberts Rules of Order of the latest edition as their basis for rules. They may, as provided above, amend those rules. They shall not recommend rules designed to unfairly limit debate or cause hindrance to any candidate for County or Party office. (Clarified 5/12/2011)
    - d. Make recommendations for the amendment of this document and study and report upon recommendations of amendments made by others. At the pleasure of the Chair or CCDCC, a temporary Constitution committee may be created for large scale proposed revision. In such cases, the Rules Committee shall make its recommendations previous to the adoption of any changes or amendments by the CCDCC. Where those recommendations differ from a temporary Constitution committee, both reports shall be issued.
    - e. Study, report and make recommendations to the Executive Committee and/or the CCDCC and complaints of election irregularity made to it and report and recommend actions concerning the same before any CCDCC meeting at which action will be taken on election complaints.

- f. Study any complaints made concerning procedural or substantive violations of rules and report and recommend on the same.
  - g. Meet at least once a year. Every even numbered year they shall meet one month prior to the Caucuses to discuss any new procedures affecting the Caucuses. Two weeks prior to the Caucuses they shall cause a meeting to be held for all of the Precinct Chairs or acting chairs and other Precinct officers to educate them on rules changes.
3. The Finance Committee shall:
- a. Be chaired by the County Secretary/Treasurer or Treasurer if the position is bifurcated. He/she/they shall have power to choose his/her/their vice chair with the consent of the CCDCC.
  - b. Be composed of the Chair, Vice-chair, and up to five members not otherwise provided for.
  - c. The Chair shall make or cause to be made a report on the current financial status of the CCDP at every meeting of the CCDCC or Convention of the CCDP.
  - d. Render such reasonable assistance to the Fund-Raising Committee as they require.
  - e. Meet at least once per year.
4. The Fund-Raising Committee shall:
- a. Be chaired by the County Secretary-Treasurer or Treasurer.
  - b. Be composed of the Secretary-Treasurer or Treasurer and not more than 11 other members of the Central Committee or persons appointed by the Central Committee. The Chair and Vice-Chair may attend as voting ex-officio members if they wish.
  - c. Hold at least two fund raising activities per year.
  - d. The Chair shall make or cause to be made a report on the last fund-raising function at the next meeting of the CCDCC held thereafter.
  - e. Render such reasonable assistance to post-primary Democratic candidates as they require.
5. The Platform Committee shall:
- a. Cause to be made a County Platform upon which County Party and Elected officials shall run. Said platform shall be composed of such general principles as all Democrats stand for as differentiated from any other political party.
  - b. Meet in January of every year, and recommendations for changes must be received by the Chair not later than March 15. If no recommendations are received, the previous platform stands. If recommendations are received, they shall be put before a regular or special meeting of the Central Committee within one month of their receipt. If the CCDCC does not adopt the recommendations the previous platform remains in effect. If the CCDCC alters the platform, enrolled copies shall be made available by the Executive Committee within one month of the adoption of new language.

6. The Public Relations Committee has the duty of overseeing the advertisement of County Democratic Functions and providing assistance to all post-primary County candidates in copy writing, layout and other presentational skills. They shall also assist the Elections Committee as they may reasonably require.
7. The Elections Committee shall:
  - a. Serve to facilitate and coordinate County-wide elections and assist in advertising both candidates and events. However, their efforts regarding candidates shall assist either post-primary candidates or candidates without Democratic opposition.
  - b. Identify poll watchers and election judges as necessary.
  - c. Assist candidates in distributing pamphlets, lawn signs, coordinating volunteers, writing advertising copy, etc.
  - d. Assist the Fund-Raising Committee by advertising and promoting the fund raising events.

## ARTICLE VIII Temporary Committees

- A. Temporary Committees may be called into being by the Chair on an emergency basis. If it is a non-emergency basis, membership shall be offered to members of the CCDCC as above. These committees shall deal with *ad hoc* or special problems. Constitutional revision, letter writing, phone banking, etc. are examples. These committees shall not infringe on the duties of the Standing Committees nor be resorted to bypass the same. Temporary committees shall consist of a chair, vice-chair and not more than 10 other members.
  1. The Constitution Committee is charged with the duty to formulate and complete this document, and shall cease to exist upon the ratification of the Constitution in its final form.

## ARTICLE IX General Provisions

- A. No meeting of any type shall be held without adequate notice to the possible participants. Unless meetings are on a fixed schedule, written notice shall be mailed and/or emailed eight (8) working days prior to the meeting called. (Amended 5/9/2013)
- B. No member of the CCDCC shall be denied a committee seat unless the provided for number of the committee seats has been filled. Committee seats shall be offered on a first come first served basis at a meeting of the CCDCC unless otherwise provided.
- C. If the number of committee seats shall not be filled with members of the CCDCC, the Chairs may fill the seats from the ranks of State and County Delegates or those who have publicly demonstrated interested in and loyalty to the Democratic Party.
- D. No member of the CCDP Executive Committee shall campaign for one Democrat against another or publicly endorse the same. Campaigning against or working against Democrats duly elected by the Party by members of the CCDCC or Executive Committee shall be considered malfeasance in office

**and be cause for removal.** It shall be the duty of every member of the CCDCC and elected officers of the Party to uphold Democratic ideals, recruit new members to the Party and work for Democratic candidates.

- E. Unless noted otherwise in this document, quorums shall be **50% 50 CCDP members** for the Nominating Convention, **40% 50 CCDP members** for the Organizing Convention, 50% of any other Committee except the CCDCC (see below), plus one presiding officer of the Executive Committee or the Executive Committee. In the CCDCC, a quorum shall consist of 20 members, **not counting officers of the Party**, except as noted at Article VI-C-2. If the CCDCC has called itself into session and no member of the Executive Committee attends, the CCDCC may elect a Chair *pro tem* from among its 20 members, an action which shall not cause a quorum to fail. (Amended 5/9/2013)

## ARTICLE X

### Delegates and the Apportionment Among the Several Precincts

- A. The number of County Delegates shall be fixed at 200. Altering that number requires an Amendment under Article XI.
- B. Every Precinct shall be entitled to at least one County delegate. The remaining number of delegates shall be apportioned according to the percentage of the number of registered voters in each precinct. This shall be done by determining a number of registered voters (N) per delegate. Equal to or above (N x 0.50) shall be rounded up and below (N x 0.50) rounded down. (Clarified 5/9/2013)
- C. State Delegates shall be strictly apportioned according to percentages or as otherwise provided for by the UDP and/or NDP. The County Chairperson shall serve as a State Delegate (Art. V-B-8). The County Vice-chairperson shall serve as a State Delegate (Art. V-C-8), and the County Secretary shall serve as a State Delegate (Art. V-D-8) subject to also serving on the State Central Committee. (Amended 5/9/2013)
- D. No person shall be eligible for election as a County Delegate or a State Delegate unless he/she/**they** has been registered as a Democrat for a minimum of sixty (60) days prior to the nomination and election. (Amended 5/12/2011)
- E. Following election of County Delegates at the Precinct Caucus meetings, no delegate shall be replaced if he/she/**they** withdraws from an elected delegate position within seven (7) calendar days prior to the County Convention. (Amended 5/12/2011)

## ARTICLE XI

### State Delegate Meeting

- A. In some counties, the State Delegates and the County Delegates are the same, but in Carbon County that is not necessarily the case. Therefore, in order that the State Delegates may be better informed, the Executive Committee shall hold an annual State Delegate Meeting prior to the State Convention to review practices and procedures and to organize the Delegates. (Amended 5/9/2013)
- B. The Executive Committee shall invite all candidates for State Party Office and Democrats for State Political Office, including multi-county legislative candidates whose districts shall include all or part of Carbon County, to speak. The rules of order and proceeding shall be determined by the Rules Committee and shall include maximum length of speech, order of speaking, etc. Said rules shall be presented in writing to all candidates. (Amended 5/9/2013)

## ARTICLE XII Financial Operations

- A. The financial Affairs of the CCDP shall be carried out with the CCDCC acting as Board of Directors. The Fiduciaries shall be the Executive Committee with the Secretary-Treasurer (Treasurer if the position is bifurcated) acting as CFO.
- B. There shall be two funds maintained, the Executive Fund and the General Fund. The Executive Fund shall contain Check-a-Buck and funds specifically and openly raised for or donated to that fund. No money donated in any manner to the General Fund may be under any circumstances transferred to the Executive Fund. Any money not earmarked shall be assumed to be rightfully part of the General Fund. The CCDCC may place monies into the Executive Fund at their discretion and with or without instructions for use. Monies in the Executive fund may be used at the discretion of the Executive Committee without further resort to the CCDCC. They may be used for any purpose not otherwise forbidden by this Constitution and by-laws.
- C. Checks or other authorizations for withdrawal must be signed by the Secretary-Treasurer (Treasurer if the position is bifurcated) and the Chair or in his/her/**their** absence from the County by the Vice-Chair. However, the Executive Committee may not impound funds directed to be spent by the CCDCC. The Secretary-Treasurer (Treasurer if the position is bifurcated) may, upon two signatures, withdraw monies from the General Fund without authorization by the CCDCC for the purposes of normal business communications with the CCDCC or the State or County Delegates or the Precinct Chairs: i.e., printing and stamps.
- D. The Secretary-Treasurer, or Treasurer, shall provide a financial report detailing the income and expenditures of the CCDP at each meeting of the CCDCC; e.g. a check for \$500 to KOAL for . . .

## ARTICLE XIII Amendments (Amended 5/12/2011)

- A. Unless otherwise provided for above, amendments shall be proposed at one meeting of the CCDCC and acted upon at the next.
- B. Amendment of this Constitution and By-laws shall require a 2/3 vote of the CCDCC.
- C. If a quorum of 2/3 of the CCDCC is not reached at the second meeting, a 2/3 vote of members present shall have authority to amend the Constitution and By-Laws.
- D. A text of passed amendments shall be provided to every member of the CCDCC and the Executive Committee. Conveyance of documents may be via electronic means or U.S. Mail, at the option of the Secretary. (Amended 5/9/2013)
- E. A copy of the amended Constitution shall be published yearly if any changes have been made and provided to members of the CCDCC and Executive Committee by electronic or U.S. Mail at the option of the Executive Committee. (Amended 5/9/2013)

Pursuant to Article XIII of the Constitution and By-Laws of the Carbon County Democratic Party, amendments were properly brought before the CCDP-Central Committee on April 13, 2016, a quorum was reached and the Central Committee ratified this document. The following members of the Executive Board bear witness:

Nathaniel Woodward, Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Jared Gallegos, Vice Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Pam Miller, Secretary/Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Jean Boyack, Parliamentarian: \_\_\_\_\_ Date: \_\_\_\_\_