

ARTICLE I

NAME AND AUTHORITY

Section 1. Name. The name of the governing body of the Democratic Party in Jefferson County, Alabama, is the Jefferson County Democratic Executive Committee (JCDEC), which may also be referred to as the County Committee or simply “Committee,” or when appropriate, Jefferson County Democratic Party.

Section 2. Authority. The County Committee, except as otherwise provided by law and subject to direction of the State Democratic Executive Committee, has sovereign, original, appellate, and supervisory power and jurisdiction of all Democratic Party matter throughout Jefferson County. It is empowered and authorized to prescribe and enforce penalties against the violation of Party fealty including removing or disbaring from Party office, Party nomination, Party privilege or Committee Membership, anyone within its jurisdiction who violates such fealty or its rules or other lawful mandate.

ARTICLE II

PARTY ORGANIZATION

Section 1. Membership. The following guidelines for membership shall dictate Party organizational structure and shall take effect at the election cycle following the adoption of these Rules by the Committee:

- (A) The County Committee shall consist of:
 - a. Sixty(60) members who have paid a qualifying fee of \$50.00 and are popularly elected from County Commission districts, with six (6) women and six (6) men elected by a plurality of the vote in each district and running against only members of their own gender;
 - b. At-large members who have paid a qualifying fee of \$50.00 that shall be equal to 25% of the popularly elected County Committee members; and
 - c. All State Democratic Executive Committee members who have paid a qualifying fee of \$50.00 and are registered voters in Jefferson County.
 - d. Associate members who have paid a qualifying fee of \$25.00 and are qualified voters who shall not vote but may speak at any meeting and participate in all functions thereof.
- (B) The term for all popularly elected members of the County Committee shall be four(4) years. Said term shall begin as prescribed by the Rules of the State

Democratic Executive Committee and shall continue until their successors are elected and qualified.

- (C) Each popularly elected member of the State Committee must be a qualified elector and have and retain citizenship, residence, and right to vote in the geographical unit from which he or she is chosen and serves. Should one lose such citizenship or residence or the right to vote by permanently moving from said geographical unit or otherwise, the same shall constitute a vacancy in the membership.
- (D) Vacancy in membership for any reason shall be filled for the unexpired term by the County Committee at a meeting following the occurrence of such vacancy.
- (E) A member of the Committee may be removed for any of the following reasons upon recommendation of the Chair and a two-thirds majority vote of the Committee:
 - a. Disloyalty to the Party by affiliation with another Party or active support of another Party's candidate(s) against the nominee of the Democratic Party;
 - b. Gross inefficiency or willful neglect of duties; or
 - c. Failure to attend more than three(3) consecutive meetings of the Committee.

Provided, however, that no member shall be removed for these reasons without first being given the opportunity to be heard by the Committee.

- (F) The County Committee will, to the best of their ability, make provisions to meet all minority, at-large, and youth representation requirements as provided for by the Rules of the State Democratic Executive Committee.

Section 2. Officers and Terms. The County Committee shall elect the following officers:

Chair; Executive Vice-Chair; Secretary; Treasurer; Vice-Chair for Minority Affairs; Vice-Chair for Youth Affairs; Vice-Chair for Senior Affairs Vice-Chair for Finance; Vice-Chair for Union Affairs; Vice-Chair for Lesbian, Gay, Bisexual, Transgender and Queer (LGTBO) affairs; Vice-Chair for each of the five County Commission Districts, to be elected by the members of each respective district when this amendment is approved by the committee.

The Chair and Executive Vice-Chair shall be of different genders. When deemed advisable, the offices of Secretary and Treasurer may be held by the same person.

Section 3. Officers and Duties. The following protocol shall govern officers of the Committee:

- (A) The Chair shall be the principal and presiding officer of the County Committee and shall have all of the authority and duties implied by such title and expressed or implied by these rules.
- (B) The various Vice-Chairs, Secretary, and Treasurer shall assist the Chair and shall have the duties and authority implied by their respective titles, assigned to them by the Chair, or specified by these rules as follows:

The Vice Chairs of Minority, Senior, Youth, Union and LGBTQ shall be the liaison between their communities and the committee. Additional duties shall also include but not be limited to:

1. The Secretary shall record the minutes of each Executive Board and Committee meeting; shall take the roll of members at each duly called meeting; shall send notice to the members of any meeting; shall notify members concerning annual dues and any absences that may jeopardize their standing on the committee and maintain a record of members attendance.
2. The Treasurer shall maintain a record of deposits and withdrawals; shall propose an annual budget; and assist the Chair in reporting finances to the Secretary of State's office.
3. The Vice Chair of Minority Affairs shall identify all minority voters in the county and be responsible for the GOTV efforts in this communities.
4. The Vice Chair of Youth Affairs shall be the committee's liaison with the Young Democrat Clubs in the county and shall organize Young Democrats clubs at the various high schools and colleges as well as voter registration drives at each location.
5. The Vice Chair of Senior Affairs shall identify senior locations around the county and be responsible for voter registration, absentee voting and rides to the polls for each location.
6. The Vice Chair of Finance shall be responsible for all fund raising on behalf of the committee; shall contact donors on an annual basis and help prepare an annual budget for the committee.
7. The Vice Chair of Union Affairs shall be the liaison with the unions and trade associations of the county and shall meet with the leadership of these groups

and arrange an annual meeting with the committee and the officers of these groups.

8. The Vice Chair of LGBTQ affairs shall report to the committee on a regular basis and conduct voter registration and GOTV operations in that community.

9. The District Vice Chairs shall meet at least quarterly with the members of their respective districts and plan for voter registration, GOTV efforts, mixers, public relations and other functions to further the interests of the party and our candidates.

- (C) The Executive Vice-Chair shall preside over the meetings of the County Committee in the absence of the Chair.
- (D) In the event of a vacancy in the Chair, the Executive Vice-Chair shall forthwith call a meeting for the election of a new Chair.
- (E) In the event of a vacancy in any other elected office, the same shall be filled by election at the next meeting of the County Committee.
- (F) In the event of a vacancy in the office of the Chair and prior to the election of a successor, the Executive Vice-Chair shall assume all of the duties and have all of the authority of the Chair.
- (G) The Chair, Vice Chairs and officers shall compose the Executive Board which shall approve a Strategic Plan, Budget, and hiring of staff as proposed by the Chair. The Executive Board shall meet monthly at a time and place as designated by the Chair.
- (H) The Chair may appoint an assistant Secretary/Treasurer to assist and act for the respective officers when they are absent or unavailable, this officer shall be a member of the Executive Board.
- (I) The Chair may appoint a Director of Communications who will be responsible for the distribution of a regularly published newsletter, social media and special announcements.

Section 4. Special Subcommittees. The Chair is authorized and empowered to create and appoint special subcommittees to perform such functions and to have such powers as shall be designed by him or her provided, however, that the same shall not exercise any right or power vested by these rules in any standing committee created hereby nor shall they supplant or supersede any of the regular committees created by these rules.

ARTICLE III

MEETINGS

Section 1. Meetings. An organizational meeting shall be called by the Chair of the preceding Committee following election of new County Committee members for the purposes of organization, election of the officers, and to consider any business which may properly come before the Committee. Thereafter, the Committee shall meet at such time and place as designated by the call of the Chair or as the Committee may determine or upon the signed request of a majority of Committee members.

Section 2. Quorum. Twenty-five (25) members of this Committee, or more than 50% of the membership, shall constitute a quorum for the transaction of business, whichever shall be the smaller number.

Section 3. Order of Business. The order of business shall be as follows:

- (A) Assembly and declaration of quorum;
- (B) Minutes, unless dispensed with;
- (C) Reports of subcommittees;
- (D) The filling of vacancies in membership;
- (E) New business;
- (F) Unfinished business, old or new; and
- (G) Adjournment.

The order of business may be changed at any time by the Chair in the absence of the objection.

Section 4. Rules of Procedure. Unless otherwise provided in these rules, the rules contained in *Robert's Rules of Order (Revised)* shall govern this Committee or any of its subcommittees.

Section 5. Minutes. The Chair is authorized to appoint a stenographer or reporter to take the minutes of the meetings and is also authorized to appoint any other agents or assistants as may be necessary for that purpose.

Section 6. Votes. The Chair, at his or her discretion, may take a vote of the membership by mail and/or electronic mail on any matter except as prohibited by law or the rules of this Committee, he or she fixing the time to vote, but a vote so taken shall not be opened or cast at a meeting. Proxies are never allowed in the County Committee or its subcommittees. The Chair votes and if a tie occurs, the proposition is lost. On all questions at meetings of the Committee and its subcommittees, a majority vote shall prevail except on motions to suspend the rules. Suspension of the rules shall require a two-thirds vote of the Committee, but shall not be allowed through voting by mail and/or email.

Section 7. Standing. No person other than members of the County Committee shall have the right to be heard in any meeting of the Committee except by unanimous consent of the members present.

ARTICLE IV

SELECTION OF NOMINEES AND CONDUCT OF ELECTIONS

Section 1. Regular Elections. Participation by the Committee in Democratic Primary Elections for the purpose of nominating candidates for office in Jefferson County shall conform to all standards and timetables established by the Rules of the State Democratic Executive Committee and the laws of the State of Alabama.

Section 2. Qualifying Period. Dates for qualifying to participate in the Democratic Primary for any County office shall be established by resolution of the Committee provided, however, that the County qualifying period shall begin no sooner than and end no later than may be required by the Rules of the State Democratic Executive Committee and the laws of the State of Alabama.

Section 3. Qualifying Procedures and Assessments. Procedures and assessments for qualifying to participate in the Democratic Primary for any County office shall be established by resolution of the Committee provided, however, that County qualifying shall conform to any standards that may be required by the Rules of the State Democratic Executive Committee and the laws of the State of Alabama.

Section 4. Certification of Candidates. The Chair shall, not later than 5:00 P.M., fifty (50) days prior to the date of the Primary Election, certify to the Probate Judge the names of all candidates for nomination to county offices.

Section 5. Elections Subcommittee. The Chair of this Committee is hereby authorized, empowered, and directed to appoint a subcommittee of five, consisting of the Chairman of this committee, who will be the Chair of the subcommittee, and four members of this Committee to supervise the holding of the Primary Elections herein ordered, including the canvassing of the subcommittee shall have final authority in respect to contests. Said subcommittee shall perform

all the duties required by law of this committee in said Primary Elections, except the duties reposed by law or rules of this Party on the Chair.

Section 6. Special Elections. Whenever a special election is called to fill a County office, the Committee may at its discretion nominate a candidate of the Party or provide for a nomination by primary election or convention or other method in vogue in the party at the time. When there is ample time and it is legally possible to do so, a primary should ordinarily be used.

Notwithstanding any provision of these rules to the contrary, whenever by reason of reapportionment or redistricting by legislative act or by court action:

- (A) A party nomination has not been made for any office to be filled in any general election;
- (B) There is a conflict in nomination as a result of more than one nomination having been made prior to a reduction in similar offices; or
- (C) There is a change in the area(s) from which any nominee(s) is to be selected then in any such events the nominations and nominee(s) in question shall be made, fixed, and determined by the Committee or by such method as the Committee shall determine.

Section 7. Vacancies. When a nomination for County office has been made and becomes vacant before the election, the vacancy may be filled by use of any of the above stated plans for shall advise or direct action as occasions may suggest or require.

Section 8. Certification Results. The results for any Primary Election shall be certified by the Chair in accordance with provisions of law and the Rules of the State Democratic Executive Committee.

Section 9. Disqualification and Withdrawal of Nomination. The Committee shall adhere to policies and procedures for the disqualification and withdrawal of County nominees reflecting those outlined for other nominees in the Rules of the State Democratic Executive Committee.

ARTICLE V

PARTY FINANCES

Section 1. Authority. The Committee acting through its Chair shall have the authority to raise, receive, accept, solicit, maintain, and expend such funds as may be provided from any source not prohibited by law.

Section 2. Fiscal Year. The fiscal year of the Committee shall begin on January 1st and end December 31st of each calendar year.

Section 4. Expenses. Expenses of the Committee shall be paid or reimbursed from the committee's general funds. Subcommittees may incur the reasonable and necessary expenses of carrying out their purposes and shall report their receipts, disbursements, and expenses. With

approval of the Chair, the actual and necessary expenses of a member of the Committee in discharge of his duty as such a member may be paid out of the Committee's general funds.

Section 5. Audits. The Chair is authorized to provide for an audit of the County Committee's financial condition as he or she deems appropriate. Said audit shall not be a public document, but a copy shall be retained by the Chair for the examination of any Committee member and a copy may be furnished to the Chair of the State Democratic Executive Committee upon request.

Section 6. Loans. The Chair of this Committee is authorized to borrow in the name of the Committee a total sum not to exceed one thousand (\$1,000) dollars. The receipts of qualifying assessments are pledged towards the repayment of this amount. Any such loan must be from the bank in which the funds of this Committee are deposited.

ARTICLE VI

STATUS, EFFECT, AND AMENDMENT OF RULES

Section 1. Status and Effect. The foregoing rules are ordained and established by the Jefferson County Democratic Executive Committee of Alabama as its permanent and continuing Constitution, By-Laws and Rules, wholly superseding and amending all previously adopted foregoing rules shall continue in force until rescinded or changed.

Section 2. Amendments. Any member of the Committee may propose in writing to amend, alter, or repeal any of these rules.

- (A) Such proposal must be accompanied by a written statement of the reasons for proposing such amendment, alteration, or repeal;
- (B) The proposal and reasons must be received by the Chair of the County Committee at least twenty-five (25) days (excluding the day of receipt) before any regular or special meeting of the Committee;
- (C) The proposal shall be forwarded by the Chair, or his or her designate, no later than fifteen(15) days before the meeting to each member of the Committee at his or her official address as listed in the records of the County Committee; and
- (D) Any such proposal shall be considered at such meeting as a matter of new business and may be adopted by the concurring vote of two-thirds of the members present.

Section 3. Other Rules. For the purpose of enforcing these rules, the Committee may make any rules or regulations not inconsistent herewith.

Section 4. Effective Date. These rules, except where otherwise noted, shall be effective upon their adoption.

Adopted, this ~~the 9th day of March, Two Thousand and Two.~~

~~Mike Higginbotham, Chair~~

~~Sarah Beleher, Secretary~~

Last amended the 15th day of August, 2019

Richard K. Mauk, Chair

Jackie Anderson-Smith, Secretary