

WARREN COUNTY DEMOCRATIC PARTY

CONSTITUTION & BYLAWS

PREAMBLE

We, the members of the Warren County Democratic Party, in an organizational meeting, in order to organize and perpetuate a representative, effective and responsible party organization at all levels in Warren County, to affiliate and advance the interests of the Democratic Party nationally, to sustain and advance the principles of democracy, and to uphold human and civil rights and constitutional government, do establish this Constitution and By Laws.

ARTICLE ONE

Name, Membership and Eligibility for Office

Section 1. Name

The name of this organization shall be THE WARREN COUNTY DEMOCRATIC PARTY.

Section 2. Membership

Membership in this party shall be open to all residents of Warren County who support the Constitution of the United States of America, the Constitution of the State of Ohio, and Constitution, Bylaws and principles of the Ohio Democratic Party and the Warren County Democratic Party. No person may be a member or may vote on any motion, resolution, nomination or election at any caucus, convention, meeting or conference of the Warren County Democratic Party who does not meet the aforesaid qualifications or who is a member of any other political party at that time.

Section 3. Eligibility for Party Office

Any person who meets the membership requirements of Article I, Section 2 is eligible for election to party office, except as hereinafter limited. There shall be no minimum age requirement for party office, save where proscribed by law.

Section 4. Qualifications

In the event that any person's qualifications as a member of the Warren County Democratic Party, or eligibility for office, must be determined, the same challenge procedure shall be followed to determine his or her qualifications as provided by the Election Laws of the State of Ohio.

ARTICLE TWO

Constitutions and Laws

Nothing herein shall conflict with the Constitution of the United States of America, the laws of the United States of America, the Constitution of the State of Ohio, and the laws of the State of Ohio. Any matter that conflicts with any of the aforesaid shall have no force and effect. All constitutional provisions and laws of the United States of America and the State of Ohio are hereby incorporated by reference and are made a part hereof. Each clause of this Constitution and Bylaws shall be considered separately and the illegality or unenforceability of any one clause shall not affect any other clause.

ARTICLE THREE

Central Committee and Executive Committee

Section 1. Central Committee

The controlling committee of the Warren County Democratic Party shall be the county Central Committee consisting of such membership as shall be elected according to the laws of the State of Ohio. The county Central Committee shall elect a county Executive Committee, which shall have such powers as are granted it by the county Central Committee, as are provided by law and by this Constitution and Bylaws.

Section 2. Organizational Meetings

The members-elect of the party's Central Committee shall meet not earlier than six nor later than fifteen days following the certification of their election according to the laws of the State of Ohio and by the Warren County Board of Elections. A suitable place and time in Warren County shall be designated by the retiring Chairperson of the Central Committee for the organizational meetings of the Central Committee and the Executive Committee. Notice of such meeting giving the place and time shall be sent to each member-elect by the retiring Secretary of the Central Committee by mail and a copy of the notice shall be posted in the Office of the Warren County Board of Elections at least five days prior to any such meeting.

If the retiring secretary does not issue the call within the time required by law, any five members-elect may do so. The meeting shall be called to order by the retiring Chairperson or Secretary or, if such officer is absent, by a member of the Central Committee designated by the Warren County Board of Elections. A temporary Chairperson and Secretary shall be chosen. The Central Committee shall proceed to organize by electing a Chairperson, Vice Chairperson, Secretary and Treasurer, and such other officers as the committee may desire. One half of the Vice Chairpersons shall be women and one half men.

Section 3. Executive Committee

The county Central Committee shall then elect themselves to the county Executive Committee.

Section 4. Authority of the Executive Committee

The county Central Committee shall confer upon the county Executive Committee all power and authority of the county Central Committee, and the county Executive Committee shall be authorized to act for the county Central Committee in all things pertaining to the welfare, business, operation, and organization of the county Central Committee and the Warren County Democratic Party during the period of its existence, which shall continue until the 6th day after the election of the next county Central Committee at the succeeding primary election where the Governor nominee for the Democratic Party is chosen.

The county Executive Committee shall establish Bylaws to guide and regulate the Warren County Democratic Party. Any vacancies which may occur in the county Executive and Central Committees, except those for Democratic countywide officeholders, shall be filled by a majority vote of the county Executive Committee.

Section 5. Election of Chairperson, Ex Officio Members

The county Executive Committee shall be called to meet immediately upon its election and shall proceed to elect its Chairperson, who need not be a member of the Central or Executive Committee. The Chairperson shall automatically become a member of the Warren County Executive Committee. The county Executive Committee shall include as Ex Officio members with full rights and privileges all Democratic countywide office holders and Democratic nominees for countywide office.

Section 6. At Large Executive Committee Members

The Chairperson of the county Executive Committee shall from time to time recommend to the county Executive Committee an additional number of at large Executive Committee members numbering one less than the total number of elected precinct members in Warren County. The recommendations of the Chairperson must be broadly representative of all the various elements of the party in accordance with the principles of open participation contained in the Charter and the Bylaws of the Democratic Party of the United States. The Chairperson may recommend an at large member to serve as a precinct representative if there is no duly elected precinct executive for said precinct. Such said number of appointed persons must be both recommended and approved for membership by the county Executive Committee.

Section 7. Election of Officers

The county Executive Committee shall then immediately proceed to elect as many Vice Chairpersons, in order of succession, as it deems necessary, and the Secretary and Treasurer of said Committee. One half of the Vice Chairpersons shall be women and one half men.

BYLAWS

Chapter 1: Officers

Section 1. Chairperson

The Chairperson's duties shall be those of the chief executive officer, and s/he shall be subject to the direction of and responsible to the county Executive Committee. The Chairperson may appoint a Finance Committee, Budget Committee, and Audit Committee and chairpersons thereof, subject to confirmation by the Executive Committee. S/he may also appoint an Executive Director and other committees as s/he deems necessary subject to confirmation by the Executive Committee. The Chairperson may provide for the employment of any other office personnel necessary. All of the said appointments and employees shall serve at the pleasure of the Chairperson of the Executive Committee, except the Audit Committee which shall serve at the pleasure of the Executive Committee.

Section 2. Vice Chairpersons

The Vice Chairpersons, in order of succession, shall act as the Chairperson in event of death, resignation, incapacity, removal or absence of the chairperson or his/her predecessor, and shall, in such event, have the same powers, duties, and responsibilities as the Chairperson until such time as the county Executive Committee shall properly elect a new Chairperson.

Section 3. Secretary

The Secretary shall be in charge of all official documents of the Executive Committee and of the preparation of the necessary notices, minutes and other documents. S/he shall preserve such files and records and open them for examination at the convenient and appropriate times at the request of any duly elected/appointed member of the county Executive Committee under such rules and regulations as are prescribed by said Executive Committee.

Section 4. Treasurer

The Treasurer shall have custody of the funds of the party and shall make an up-to-date financial report at each meeting of the county Executive Committee. The Treasurer shall be accountable for all receipts and expenditures of the party, subject to the direction of the Finance Committee. S/he, and any other party officer or employee who is responsible for the handling of party funds, shall be under sufficient bond, the amount to be determined by the county Executive Committee.

Chapter 2: Committees

Section 1. Finance Committee

The Chairperson of the Finance Committee shall preside over said committee. The committee shall be responsible for soliciting all contributions and promoting all fund raising activities for the party.

Section 2. Audit Committee

The Chairperson of the Audit Committee shall preside over said committee. The committee shall be responsible to audit the receipts and expenditures of the party. The committee shall make an annual audit and such other audits as the Chairperson of the county Executive Committee or any member of the Audit Committee may request. The Audit Committee shall consist of three members of the Executive Committee appointed by the Chairperson of the Executive Committee.

Section 3. Budget Committee

The Chairperson of the Budget Committee shall preside over said committee. The Budget Committee shall be responsible for the planning of all expenditures of the party.

Chapter 3: Executive Committee Meetings

Section 1. Meetings

The county Central Committee shall meet after its election as required by law and this Constitution. The county Executive Committee shall meet immediately upon its election by the county Central Committee and shall meet at least quarterly at an appropriate place to be determined by the Chairperson. The Chairperson of the Executive Committee may call other meetings as desired. The county Executive Committee may be called to meet by a minimum of ten (10) members of said Committee. Executive Committee meetings shall be open to the public.

Section 2. Meeting Notices

Notice of any meeting, other than the original meeting of the County Executive Committee, specifying time and place, shall be sent in writing through regular United States mail to all members of the Committee no less than seven (7) days in advance of the meeting unless otherwise provided by law. A notice may be sent by e-mail no less than seven (7) days in advance to members who approve in writing receiving notice of meetings via e-mail rather than via U.S. mail.

Section 3. Minutes

Minutes shall be taken at all meetings of the county Central and county Executive Committees.

Section 4. Quorum

Only ten (10) members of the county Central Committee and the county Executive Committees shall constitute a quorum for conducting any business to come before a regularly scheduled meeting; however one-fourth the membership of said committees shall constitute a quorum for conducting any business for any specially called meetings of the Committees.

Chapter 4: Endorsements

Section 1. Pre Primary Endorsements

Before any primary election the county Executive Committee shall meet to consider the endorsement of candidates in county and/or local races. After careful consideration, the county Executive Committee may endorse one or more candidates upon the affirmative vote of sixty (60) per cent of the members of the Committee present and voting on such question. The question to be submitted to the committee shall be whether or not the Warren County Democratic Party shall endorse each such candidate. Any member of the county Executive Committee may vote in the affirmative for as many candidates for the nomination as he or she desires. Any candidate receiving sixty (60) per cent of the vote shall be considered to be endorsed and a public announcement of said endorsement shall be issued forthwith. The Warren County Democratic Party shall then support such endorsed candidate(s) to the best of its ability. An endorsement may be withdrawn at any properly organized meeting of the county Executive Committee at any time for good cause by a vote of sixty (60) per cent of the members of the Committee present and voting on the withdrawal of the endorsement.

The Chairperson shall appoint a Candidate Search and Screening Committee to facilitate the consideration of endorsements by requesting information and meeting with candidates prior to the Executive Committee meeting at which endorsements will be considered. The Candidate Search and Screening Committee may make recommendations to the Executive Committee regarding the endorsement of candidates, but the Executive Committee shall make all final decisions regarding endorsements.

Section 2. Issue Endorsements

Before any general election the county Executive Committee shall meet to consider the endorsement of any issue that will appear on the ballot. After careful consideration, the county Executive Committee may endorse one or more issues upon the affirmative vote of sixty (60) per cent of the members of the Committee present and voting on such question.

Chapter 5: Finance

Section 1. Responsibilities

The Finance committee of the county Executive Committee shall have the primary responsibility for soliciting all contributions and promoting all fund raising activities for the party.

Section 2. Financial Report

The Chairperson of the county Executive Committee shall also report the financial condition of the Warren County Democratic Party at least once each year. The report shall be in the form of a complete statement of income and complete balance sheet showing all assets, liabilities and net worth.

Chapter 6: Party Unity and National Guidelines

Section 1. Principles

All members of the party, candidates for office, party officers, party committees and organizations, and elected Democratic officials shall support the principles of the Ohio Democratic Party and the Warren County Democratic Party.

Section 2. Guidelines

The Warren County Democratic Party shall be guided by and shall comply with the guidelines required by the Commission on Party Structure and Delegate Selection of the Democratic National Committee.

Section 3. Participation

The Warren County Democratic Party shall seek as broad a base of support as possible in the following manner:

- A. The six basic elements of the special equal rights committee as adopted by the Democratic National Committee are hereby incorporated as follows:
 - (I) All public meetings at all levels of the Warren County Democratic Party should be open to all members of the Warren County Democratic Party, regardless of race, gender, language, national origin, religion, age, disability or sexual preference.
 - (II) No test for membership in nor any oaths of loyalty to the Warren County Democratic Party shall be required or used which have the effect of requiring prospective or current members of the Warren County Democratic Party to acquiesce in, condone or support discrimination on the grounds of race, gender, language, national origin, religion, age, disability or sexual preference.
 - (III) The time and place for all public meetings of the Warren County Democratic Party on all levels should be publicized in full and in such manner as to assure timely notice to all interested persons. Said meetings must be held in places accessible to all party members in a facility large enough to accommodate all such interested persons.

- (IV) The Warren County Democratic Party, on all levels, shall support the broadest possible registration without discrimination on grounds of race, gender, language, national origin, religion, age, disability or sexual preference.
- (V) The Warren County Democratic Party shall publicize in full and in such manner to assure notice to all interested parties a full description of legal and practical procedures for selection of the Warren County Democratic Party officers and representatives on all levels. Publication of these procedures should be done in such fashion that all prospective and current members of the Warren County Democratic Party will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the Warren County Democratic Party organization.
- (VI) The Warren County Democratic Party shall publicize fully and in such manner as to assure notice to all interested parties a complete description of the legal and practical qualifications for all officers and representatives of the Warren County Democratic Party. Such publication should be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the Warren County Democratic Party will have full and adequate opportunity to compete for said offices.

B. The Warren County Democratic Party shall take affirmative steps to encourage representation of all minority groups in organizations of the Warren County Democratic Party.

C. Public meetings referred to herein mean meetings to which the public has been invited.

Section 4. Access

The Warren County Democratic Party shall provide easy access and frequent opportunity for qualified residents of the State of Ohio and Warren County to become members of the Warren County Democratic Party and shall support any legislation that so provides.

Chapter 7: Party Structure and County Guidelines

Section 1. State Compliance

Each Democratic County Central and Executive Committee in the State shall adopt a constitution and bylaws which shall comply and be consistent with the Constitution and Bylaws of the Ohio Democratic Party. Each such Democratic organization shall submit a copy of said constitution and bylaws to the Chairperson of the State Executive Committee by January 1, 1972. Any amendments, changes or modifications in said constitution and bylaws shall also be immediately reported to the Chairperson of the State Executive Committee.

Section 2. Participation

No Democratic State or County Central or Executive Committee shall permit any rules which tend to limit participation in said organization except on the basis of residency and the general qualifications set out in Article I, Sections 2, 3 and 4 of this Constitution.

Section 3. Donation Limitation

No Democratic candidate shall be required to contribute, lend, give or donate anything of value to any Democratic committee or party official as a condition of his or her endorsement for elective office.

Section 4. Financial Solicitation

No member, candidate, party official or Democratic elected or appointed official acting for himself individually or for any Democratic committee shall request or receive any financial contribution, donation, gift or other form of economic remuneration as condition for securing an endorsement of any Democratic candidate for elective or appointive office.

Section 5. Document Availability

All party constitutions and bylaws, rules, regulations, membership lists, voter lists, lists of officers or committee members, minutes and other documents and platforms must be available to view to every Democrat on written request.

Section 6. Right of Appearance

Every Democrat who desires to be a Democratic candidate for any public office shall have the right to appear before the county Executive Committee if said office is decided in a countywide election, or such other committee as is authorized by the county Executive Committee to consider endorsements, at the regularly scheduled meetings established for such purpose, to discuss the campaign issues, and his or her candidacy and any endorsements to be made by such committee.

Section 7. Unit Rule

No Democratic State or County Central or Executive Committee shall permit the use of the unit rule in voting on any matter.

Section 8. Proxy Vote

No Democratic State or County Central or Executive Committee shall permit proxy voting on any matter.

Section 9. Election by Slate

No Democratic State or County Central or Executive Committee shall permit election of its officers by slate.

Section 10. Voting Standards

Every vote taken by a Democratic State or County Central or Executive Committee for the election of its officers or the endorsements or selection of persons for public office shall be in accordance with the standards set by the Charter and Bylaws of the Democratic Party of the United States.

Section 11. List of Voters

Each county Democratic Central and Executive Committee shall be required to compile a complete list of all Democratic voters in all primary elections in its county, and shall, at the request of the Chairperson of the State Democratic Executive Committee, transmit a copy of such list to the Chairperson within sixty (60) days following the primary. The State Democratic Executive Committee shall reimburse the county for the cost of duplicating and transmitting such list, if requested.

Chapter 8: Violation of Constitution or Bylaws**Section 1. Cause for Censure**

Willful and intentional conduct by any party official or party organization in violation of the Constitution or Bylaws of the Warren County Democratic Party shall be cause for censure and such other sanctions as may be adopted by the county Executive Committee.

Section 2. Nomination of Examiners

The Chairperson of the county Executive Committee shall nominate three Democrats to act as Examiners of any violation of the Constitution and Bylaws. The county Executive Committee shall confirm or reject the nominations within thirty (30) days of said nominations. The primary duty of the Examiners is to investigate any violations of this Constitution or Bylaws referred to them by means of complaints or by a majority vote of the Executive Committee. The term of the Examiners shall be for the duration of the Executive Committee that confirmed it. The expiration of the Examiners' term of office shall not affect the validity of any report submitted.

Section 3. Complaint

A complaint in writing, specifying violations of any provision of this Constitution and Bylaws by any person or group, shall be presented to the Chairperson of the county Executive Committee. Such complaint must contain the valid signatures of at least two (2) per cent of Democrats in Warren County who voted in the last Primary Election, or one hundred (100) valid signatures of registered Democrats in Warren County, whichever is less. The Chairperson shall then designate one of the Examiners to investigate any such complaint within thirty (30) days after its receipt by the Chairperson. The Examiner shall investigate the complaint as thoroughly as possible and shall provide for a fair hearing to all parties. All parties shall be permitted to present briefs, evidence, and witnesses. The Examiner shall attempt to mediate the complaint to the satisfaction of all parties.

Section 4. Report and Decisions

The Examiner must submit a report in writing on the results of his/her investigation to the Chairperson of the county Executive Committee and the parties within sixty (60) days of the receipt of the original complaint. If the Examiner's report concludes he or she is unable to mediate the conflict to the satisfaction of all parties, the county Executive Committee shall then, after opportunity for full consideration, including a fair hearing, decide the issues raised by the complaint. A majority of said members of the county Executive Committee at a properly constituted meeting shall decide the issue or issues. Such meeting of the county Executive Committee must take place within ninety (90) days after the receipt of the Examiner's report.

Section 5. Censure/Sanctions

The decision of the county Executive Committee shall be final and binding upon all parties to the dispute. The county Executive Committee may censure said person or organization or impose such other sanctions as they deem appropriate.

Chapter 9: Oath of Office

All officers of the state and county Central Committees and the state and county Executive Committees, shall be required to take an oath of office to support the Constitution of the United States of America, the Constitution of the State of Ohio, the Constitution and Bylaws and principles of the Ohio Democratic Party and the Warren County Democratic Party.

Chapter 10: Robert's Rules of Order

Any matters regarding the conduct of the affairs of the county Central and Executive Committees not governed by this constitution or by the laws of the State of Ohio shall be governed by Robert's Rules of Order.

Chapter 11: Amendments to the Constitution and Bylaws

Section 1. Executive Committee Meeting Amendments

This Constitution and Bylaws may be amended by thirty (30) per cent of the members present and voting at a meeting of the county Executive Committee with prior notice sent to all members.

Section 2. Organizational Committee Meeting Amendments

This Constitution and Bylaws may be amended by a majority vote of the members present and voting at the organizational meeting of the county Executive Committee held on the same date as the organizational meeting of the county Central Committee.

Chapter 12: Previous Constitutions

This Constitution and Bylaws supercedes any and all other previous constitutions and bylaws of the Warren County Democratic Party and shall take effect immediately upon its adoption by the county Executive Committee.

This Constitution and Bylaws supercedes the Constitution and Bylaws adopted at the Executive Committee meeting of the Warren County Democratic Party meeting in an organizational session on May 30, 1990 at Lebanon, Ohio, where it re-adopted and amended the Constitution adopted on May 26, 1988, as attested to by Michael E. Click, Executive Committee Secretary, Warren County Democratic Party, on June 1, 1990.

I do hereby certify that the Executive Committee of the Warren County Democratic Party met in regular session on December 19, 2007 at Lebanon, Ohio and re-adopted and amended the Constitution and Bylaws of the Warren County Democratic Party which was adopted on May 30, 1990 at Lebanon, Ohio by the Central Committee of the Warren County Democratic Party.

Sharon Fisher, Executive Committee Secretary
Warren County Democratic Party

Date _____