

Article I: Name, Purpose and Authority

Section 1. Name. The name of this organization shall be the Bonneville County Democratic Central Committee ("Central Committee"). The Central Committee is affiliated with the Idaho State Democratic Party.

Section 2. Function. The function of the Central Committee is to act as a governing body for any and all members of the Idaho State Democratic Party who are residents of Bonneville County ("Bonneville Democrats"). The Idaho State Democratic Party is a political party as defined in Idaho Code 34-501 (1).

Section 3. Mission. The Mission of the Central Committee is to elect Democrats in, from, and for Bonneville County.

Section 4. Authority. The Central Committee is organized and governed pursuant to the Idaho State Democratic Party Central Committee Bylaws and to Idaho Code 34-502. The Central Committee shall act consistently with local, state and federal law and the Bylaws of the Idaho State Democratic Party.

Article II: Affirmative Action

The Central Committee shall ensure the widest and fairest representation of its members in its organization and activities. All rules shall be adopted by procedures that assure the fair and open participation of all interested people. Discrimination in the conduct of Party affairs on the basis of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability shall be prohibited. All Party meetings shall be open to the public unless otherwise restricted under Article III, Section 7B.

Article III: Central Committee

Section 1. Membership.

A. The Central Committee shall include the Precinct Captains (see Article IV, Section 1) representing the precincts within Bonneville County and the County Chair and Officers elected by the Precinct Captains.

B. The Legislative District Chair of each legislative district wholly or partly within the County may also serve as a voting member of the Central Committee.

C. The non-voting members of the Central Committee shall be the Legislative District Vice-chairs, Precinct Vice-Captains, and ex officio members and committee chairmen.

D. Legislative District Vice-Chairs shall automatically exercise the right to vote as acting Legislative District Chairs of their legislative district at any regular or special meeting of the Central Committee if the Legislative District Chair is absent from that meeting, without the need to obtain a proxy.

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E. Ex officio members are the Democratic members of the Idaho State Legislature representing districts entirely or partly in Bonneville County and Democrats who hold elected county office in Bonneville County.

F. The non-voting members of the Central Committee shall have all rights and duties of members except the right to vote on any items lawfully presented to the Central Committee for a vote:

G. Standing as a non-voting member within the meaning of this subsection shall not preclude a person from voting if he or she otherwise qualifies as a voting member, nor shall it preclude him or her from casting a valid proxy vote of a voting member as provided in Section 5 of this Article.

Section 2. Duties. The Central Committee members shall attend meetings and activities of the Central Committee.

Section 3. Meetings:

A. Regular Meetings.

1. The Central Committee shall meet at least nine times a year, at a time and place designated by the County Chair or Acting County Chair.

2. No more than one regular meeting shall be held in a calendar month.

3. A minimum of ten days notice shall be given of all regular meetings of the Central Committee.

4. The Central Committee shall also meet eight or more days after, but within ten days following the state primary elections pursuant to Idaho Code 34-502, which meeting shall be the Organizational Meeting of the Central Committee.

B. Special Meetings.

1. A special meeting of the Central Committee may be called at any time upon written notice to all members of the Central Committee by the County Chair, Acting County Chair, or a quorum of the Central Committee.

2. Such meeting must be held within ten days after such meeting has been called.

3. Such notice must state the reason(s) for the special meeting in the notice.

C. Failure to call a meeting.

1. If the County Chair or Acting Chair fails to hold a meeting at the request of a quorum of the Central Committee three members of the Executive Committee may call such a meeting within three days of the Central Committee members' request.

2. Notice of the meeting must be sent to all members of the Central Committee and must state the reason(s) for the special meeting.

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D. Notification. Notification under this section shall consist of written notices delivered directly, or by US Mail. Electronic communication shall constitute written notification when sent to the electronic address provided by the member for that purpose.

Section 4. Voting Procedures. Only those voting members of the Central Committee, or members as provided for in Article III, Section 1D (Legislative District Vice-Chairs), Article III, Section 5 (Proxies), and Article IV, Section 6B (Precinct Vice-Captains), who are present shall be eligible to vote at any regular or special meeting of the Central Committee, provided that:

A. The County Chair, Acting County Chair or designated presiding officer shall not vote except in the event of a tie.

B. Each member shall have one vote, regardless of the number of offices held.

Section 5. Proxies. Any voting member of the Central Committee who is unable to attend and is not automatically by their Vice may vote by proxy at any meeting of the Central Committee provided that:

A. Such proxy shall be in writing, signed by the voting member giving the proxy.

B. Such proxy shall specifically refer to the meeting by date and to the name of the person to whom the proxy is given.

C. A person voting a proxy for a voting member of the Central Committee must reside in the same precinct as the Central Committee member for whom the vote is cast.

D. No person attending any Central Committee meeting shall have more than one proxy vote.

Section 6. Quorum.

A. A quorum consists of twenty percent or one fifth of the voting membership of the Central Committee. For determining membership, each person shall count as one member, regardless of the number of offices held.

B. For a meeting of the Central Committee to proceed there must be a quorum.

C. Any vacancies in the position of Precinct Captains, Legislative District Chairs, or the County Chair shall not be counted in determining the requisite number for a quorum.

Section 7. Executive Session.

A. The Central Committee, and any of its committees or subcommittees, shall have the power to go into executive session upon approval of the majority of members present. The committee shall designate who shall stay for the executive session.

B. It is the policy of the Central Committee that all meetings of the Central Committee, and of its committees and subcommittees, should be open to the public, except for reasons

substantially similar to those enumerated in the Idaho Open Meeting Law, Idaho Code 67-2345, or for meetings concerning specific candidates or campaigns

Article IV: Precinct Captains and Precinct Vice-Captains

Section 1. Definition. The officers filling the office of "Precinct Committeeman" as outlined in Idaho Code 34-624 shall be referred to in this document as "Precinct Captains" and all such references are to be understood as in accordance with the Idaho Code.

Section 2. Candidacy. Any member of the Idaho State Democratic Party who is eligible in accordance with Idaho Code 34-624 may seek office as a Precinct Captain. Procedures for declaring candidacy are outlined in Idaho Code 34-624.

Section 3. Term. The term of office for all Precinct Captains shall be from the eighth day following the primary election until the eighth day following the next succeeding primary election, or as outlined in Idaho Code 34-624.

Section 4. Vacancies. Vacancies in the Precinct Captains' seats shall be filled in the following manner:

A. In the event of a vacancy in the position of Precinct Captain, any member of the Central Committee may nominate at the next regular or special meeting of the Central Committee any member of the Idaho State Democratic Party who is eligible in accordance with Section 2, above.

B. Such nomination requires the second of another member of the Central Committee.

C. Upon a vote of a majority of all voting members present, including valid proxies, the nominee shall be elected and shall serve as Precinct Captain for the remainder of the term as outlined in Section 3, above.

Section 5. Duties. Precinct Captains shall perform duties as members of the Central Committee in accordance with Article III, Section 2, and:

A. Canvass the precinct they represent as needed to become acquainted with the demographics, voting and elections in the precinct.

B. Assist the candidate recruitment committee in recruiting potential candidates from the precinct they represent.

C. Coordinate and cooperate with Democratic candidates on the ballot in his or her precinct as said candidates make contact with the voters in that precinct.

D. Perform any such duties as may be necessary and lawful consistent with these Bylaws and the bylaws of the Idaho State Democratic Party.

Section 6. Precinct Vice-Captains.

A. Any member of the Idaho State Democratic Party who is eligible in accordance with Section 2, above, may be selected as the Precinct Vice-Captain for their precinct. Precinct Vice-Captains are nominated by their Precinct Captains and upon a vote of a majority of all voting members present, including valid proxies, shall be approved as and shall serve as Precinct Vice-Captain. If a Precinct Captain fails to nominate a Precinct Vice-Captain after three consecutive Central Committee meetings, the County Chair may nominate a Precinct Vice-Captain for selection as described above.

B. A Precinct Vice-Captain shall have the right to vote at any regular or special meeting of the Central Committee in the event the Precinct Captain for that precinct is absent from such meeting, without the need to obtain a proxy.

C. The Precinct Vice-Captain shall serve the same term as defined for Precinct Captain.

Article V: Officers

Section 1. Officers. The officers of the Central Committee shall be the County Chair, County Vice-Chair, Treasurer, Secretary, County State Committeeman, and County State Committeewoman.

Section 2. Eligibility. Any member of the Idaho State Democratic Party who is eighteen years of age and is a resident of Bonneville County shall be eligible to hold any of the Central Committee offices.

- A. During his/her term as County Chair, the county chair may not hold any other office or responsibility within the Bonneville Democratic Party.
- B. With the exception of the County Chair, a person who is an officer of the Central Committee may also be a Precinct Captain.

Section 3. Nomination.

- A. Any voting member of the Central committee may nominate a resident of Bonneville County who is a member of the Idaho State Democratic Party for any of the offices of the Central Committee.
- B. Such nominations require the second of another voting member of the Central Committee.
- C. Each officer shall be elected by a majority vote of all voting members present, including valid proxies.

Section 4. Election. The Central Committee, at the Organizational Meeting held in accordance with Article III, Section 3.A.4, shall elect the officers of the Central Committee. They shall elect a Chair, Vice-Chair, a Secretary, a Treasurer, a State Committeeman, and a State Committeewoman who shall hold office at the pleasure of the Central Committee as voting members, or until their successors are elected.

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Section 5. Term of Office. The term of office for each of the Central Committee officers shall be from their election until the conclusion of the elections of the following Organizational Meeting as required and described in Section 4, above.

Section 6. Vacancies. In the event of a vacancy in any of the offices of the Central Committee, the nomination and election of a successor to fill such vacancies shall take place at the next regular or special meeting of the Central Committee in the same manner in which officers are nominated and elected at the organizational meeting, provided that:

A. In the case of the resignation, death or other vacancy by a County Chair, the County Vice-Chair shall have thirty days in which to call an election of a new Chair to serve for the balance of the unexpired term. If the Vice-Chair fails to complete the election or if the Central Committee does not have a Vice-Chair, the Idaho State Democratic Party Chair shall call an election in accordance with the Idaho State Democratic Party Bylaws.

B. In the event of a vacancy in the position of County Chair, the County Vice-Chair shall serve as the Acting County Chair until the new Chair is elected.

Section 7. Removals. Any officer may be removed from office in accordance with the following procedure:

A. A motion for removal by a voting member who can show just cause for removal, seconded by another voting member of the Central Committee, must occur at any regular or special meeting of the Central Committee.

B. The removal motion shall be voted upon at the next regular meeting of the Central Committee and shall be listed as an item of business in the notice of an agenda for that next regular meeting sent to all members of the Central Committee.

C. Removal of an officer shall take place upon a majority vote of the voting members present including valid proxies.

D. The nomination and election of a successor to fill the unexpired term of any officer of the Central Committee so removed

E. In the event the removal motion to be voted upon calls for the removal of the County Chair, the Vice-Chair shall conduct the voting procedure on the removal motion or shall designate a presiding officer from amongst the members of the Central Committee to conduct such voting procedure.

Section 8. Duties. The committee members shall perform duties as follows:

A. County Chair. The County Chair shall:

1. Attend Central Committee Meetings and preside at all meetings of the Central Committee and all meetings of the Executive Committee;

2. If the County Chair must be absent from any of these meetings, he/she shall designate the County Vice-Chair as the presiding officer, or in the event of the absence of the County Vice-Chair or a vacancy in that office, the County Chair may designate a presiding officer from among the Central Committee officers or Legislative District Chairs.
3. Appoint the Chairs of all Standing Committees and Special Committees as provided in Article VI of these Bylaws.
4. Submit an annual budget and two-year projection to the Central Committee.
5. Perform any duties as deemed necessary and lawful consistent with these Bylaws and the bylaws of the Idaho State Democratic Party for the consistent and effective management of the Bonneville County Democratic Party.
6. Appoint a committee of not less than three people, at least once each calendar year, to conduct a full and complete audit of the financial records. Upon completion of the audit a report will be made to the Central Committee of their finding.
7. Pursuant to Idaho Code 34-502, the County Chair shall on or before February 1 of each year in which a general election is to be held, and at such other times changes occur, certify to the County Clerk the names and address of the Precinct Captains in the Central Committee.

B. Vice-Chair. The Vice-Chair shall:

1. Attend Central and Executive Committee Meetings.
2. Perform the duties of the County Chair as Acting Chair in the event of the vacancy in the office of the County Chair until such time as a new County Chair is elected.
3. Perform any and all such lawful duties as may be delegated by the County Chair or the Central Committee consistent with these Bylaws and the bylaws of the Idaho State Democratic Party.

C. Treasurer. The Treasurer shall:

1. Attend all Central Committee and Executive Committee Meetings
2. Be the custodian of any funds and property acquired by the Central Committee. The Treasurer will also receive and be responsible for any monies of the Central Committee, and:
 - a. Shall maintain financial accounts in accordance with approved procedures. Other members of the Central Committee shall be authorized signatories were called for in those procedures.

- b. Shall maintain accurate records pertaining to the finances of the Central Committee.
3. Pay any legal obligation as directed and approved by the County Chair or the Central Committee and keep accurate records of expenses.
4. Assist the Budget and Finance Committee in reviewing the annual budget.
5. Prepare all financial disclosure or "Sunshine" reports on behalf of the Central Committee as required by state and local laws.
6. Perform any and all such lawful duties as may be delegated by the County Chair or the Central Committee consistent with these Bylaws and the bylaws of the Idaho State Democratic Party.
7. Keep all records a minimum of seven years, or as designated by Federal, State or Local laws.
8. Make a full and complete financial report to the Central Committee of any and all income and expenditures not less than once every other regular meeting. If the treasurer can not attend a meeting at which a report is to be made, he/she must submit a written report to the County Chair to be read at the meeting.
9. Be bonded, at the option of the Central Committee, in an amount determined by the Central Committee, and the cost of such bond shall be borne by the Central Committee.

D. Secretary. The Secretary shall:

1. Attend all Central Committee and Executive Committee Meetings
2. Record the minutes of all meetings of the Central Committee and the Executive Committee. If the Secretary is unable to attend a meeting, he/she should inform the County Chair in advance and designate a member of such committee to record the minutes. In the absence of such designation the chair will direct a member to act as Secretary for the purposes of the meeting.
3. Prepare and distribute to all members of the Central Committee, and the Executive Committee, the notice of and the agenda for meetings of the Central Committee and the Executive Committee respectively, unless otherwise directed by the County Chair or the Central Committee or the Executive Committee.
4. Be responsible for any and all formal correspondence of the Central Committee, and the Executive Committee, as directed by the County Chair.
5. Perform any and all such lawful duties as may be delegated by the County Chair or the Central Committee consistent with these Bylaws and the bylaws of the Idaho State Democratic Party.

6. Keep all records and minutes of the County Central Committee, and retain them for at least seven years or as designated by Federal, State or Local laws.
7. Keep copies of all Policies and Procedures of the Central Committee in accordance with Article VII. Make a copy of said documents available for review at all regular and special meetings of the Central Committee and Executive Committee.
8. The Secretary shall provide copies of the Bylaws, amendments, and Policies and Procedures to members of the Central Committee upon request.

E. State Committeeman and State Committeewoman. The State Committeeman and State Committeewoman shall:

1. Attend meetings and activities of the Central Committee.
2. Act as liaison between State Central Committee and Central Committee.
3. Work closely with State organization to improve and strengthen county organization.

Article VI: Committees

Section 1. Executive Committee

A. Membership. The Bonneville County Democratic Executive Committee (“Executive Committee”) shall consist of the County Chair, the County Vice-Chair, the Treasurer, Secretary, the County State Committeeman, County State Committeewoman, the Legislative District Chairs for Legislative Districts located in whole or in part in Bonneville County and the ex officio members as described in Article III, Section 1E of these bylaws. The ex-officio members shall be non-voting members of the Executive Committee.

B. Meetings.

1. The Executive Committee may meet at any time at the request of the County Chair or Acting County Chair. The Executive Committee may act for the Central Committee prior to any regular or special meeting of the Central committee, provided that any actions taken by the Executive Committee on behalf of the Central Committee prior to any regular or special meeting of the Central Committee shall be subject to the approval of the Central Committee at its next regular or special meeting.

2. The Central Committee may authorize the Executive Committee to meet in place of the next regular meeting of the Central Committee, provided that any action taken by the Executive Committee at such meeting shall be subject to the approval on the Central Committee at its next regular or special meeting.

3. Legislative District Vice-Chairs shall automatically exercise the right to act for and vote as acting Legislative District Chairs of their legislative district at any meeting of the

Executive Committee if the Legislative District Chair is absent from that meeting, without the need to obtain a proxy.

Section 2. Other Committees

A. Standing Committees. There shall be five standing committees of the Central Committee: the Rules and Bylaws Committee, the Finance and Budget Committee, the Activities Committee, the Candidate Recruitment Committee, and the Technology Committee.

B. Duties of Standing Committees.

1. Rules and Bylaws Committee. The Rules and Bylaws committee shall:

a. Review these bylaws and recommend the adoption of any amendments to these bylaws to the Central Committee.

b. Review any delegate selection rules of the Idaho State Democratic Party or the National Democratic Party as they apply to or affect Bonneville County, and to report on these rules to the Central Committee.

c. Review any local, state or national laws or ordinances as they affect elections and to make recommendations as authorized by the Central Committee to any local, state or federal government official or agency relating to those election laws or ordinances.

d. Communicate with any and all Democratic candidates on the ballot in Bonneville County or their campaigns regarding any concerns or problems they have or may confront with any local, state or federal law or ordinance or any rule of the Democratic Party of Idaho or the National Democratic Party.

e. Nominate from among the members of the Rules and Bylaws Committee, subject to the approval of the Central Committee, one or more representatives to represent the Central Committee on any Rules and Bylaws Committee of the Idaho State Democratic Party.

f. Organize and train people to serve as election observers or poll watchers who will respond in a manner designated by the Committee to any inquiries or evidence of election-related improprieties.

g. Coordinate and implement in Bonneville County the objectives of Affirmative Action policies and requirements of the Idaho State Democratic Party.

h. Exercise any and all other lawful duties delegated to it by the County Chair or the Central Committee consistent with these Bylaws and the bylaws of the Idaho State Democratic Party.

2. Budget and Finance Committee. The Budget and Finance Committee shall:

- a. Propose methods of fund raising on behalf of the Central Committee.
- b. Review periodically the financial records of the Central Committee kept by the Treasurer, the County Chair or the Central Committee.
- c. Review and make recommendations relating to the budget of the Central Committee prepared and submitted by the County Chair, and make a recommendation to the Central Committee regarding approval or rejection of the finalized budget.
- d. Implement and oversee the Bonneville County Democratic pledge fund or other similar funds.
- e. Exercise any and all other lawful duties delegated to it by the County Chair or the Central Committee consistent with these Bylaws and the bylaws of the Idaho State Democratic Party.

3. Activities Committee. The Activities Committee shall:

- a. Plan, coordinate and publicize events, including fundraisers, in the county in conjunction with the Central Committee.
- b. Plan, coordinate and publicize events by candidates for local, legislative, state or national office.
- c. Approve and annually print and distribute a planning schedule showing planned dates of events and meetings occurring within the county as nearly as can be determined in advance.
- d. Assist the Central Committee in relation to involvement in events occurring within the county when requested by the Central Committee.

4. Candidate Recruitment Committee. The Candidate Recruitment Committee shall Seek assistance and follow advice and counsel of the State Candidate Recruitment Committee guidelines as needed, and:

- a. Identify people who are residents of Bonneville County who may be qualified to run as Democrats for any county or legislative office, and to encourage such people to run.
- b. To identify people who may be qualified to manage, coordinate, or otherwise assist the campaigns of Democratic candidates on the ballot in Bonneville County, and to encourage such people to be involved.
- c. Provide or coordinate training opportunities for potential candidates and campaign personnel.
- d. Advise and counsel the Executive Committee on the use and distribution of campaign funds.

5. Technology Committee. The Technology Committee shall:

- a. Plan, coordinate, and implement technological solutions to satisfy Central Committee requirements where appropriate.
- b. Obtain and operate website services, telephone services, networking systems and other technologies as needed for the Central Committee mission.
- c. Advise the Central Committee regarding potential technological capabilities that may apply to their needs.
- d. All equipment, services, and applications proposed by the Committee will be subject to approval, funding, and oversight by the Central Committee.

C. Special Committees. Any special committee may be formed from time to time as deemed necessary by the County Chair or the Central Committee to perform any lawful duty delegated to it by the County Chair or the Central Committee consistent with these Bylaws and the bylaws of the Idaho Democratic Party.

D. Membership.

1. The County Chair shall appoint the members of all Standing and Special Committees or the County Chair may delegate to the Committee Chair the authority to appoint the members of their committee.

2. The County Chair shall appoint the Chair of each Standing Committee and Special Committee and such appointment shall be subject to the approval of the Central Committee at the next regular meeting of the Central Committee.

3. The Chairs of a Special or Standing Committee may appoint a Vice-Chair from amongst the membership of that committee and may appoint any such other officers as the Committee Chair deems necessary to fulfill the obligations of the committee.

4. The membership of the Candidate Recruitment Committee shall consist of the following:

- a. The legislative district chairs of each legislative district wholly or partly within the county, one of whom shall be appointed as the Chair of the Candidate Recruitment Committee by the County Chair.
- b. Central Committee Executive Committee members.
- c. Members of the Idaho State Democratic Party who are residents of Bonneville County and are appointed at the discretion of the Candidate Recruitment Committee Chair.

E. Meetings. The Chair of a committee shall call and preside over all meetings of that committee or shall appoint the Vice-Chair or other member of the Committee to preside. Minutes shall be recorded for all formal meetings. Committee actions shall be reported to the Central Committee on a regular basis.

F. Subcommittees.

1. Any Standing or Special Committee may appoint from among its membership any subcommittee to perform one or more duties delegated to that committee.

2. The Chair of each committee shall have the authority to appoint the members and the Chair of any subcommittee created by the committee

Article VII: Policies and Procedures

Section 1. Approval. The Central Committee may approve, by majority vote, policies and/or procedures governing committee operations. Policies and procedures will govern applicable Central Committee operations. Policies and procedures will contain a statement about the period for which they will remain in effect.

Section 1. Documentation. Policies and procedures will be maintained by the Secretary.

Section 2. Availability. Current policies and procedures will be made available to all officers and committee chairs, and to the membership.

Section 3. Review and Retention. Policies and procedures in effect will be reviewed at the first regular Central Committee meeting after the each Primary Election. Policies and procedures will be retained by the Secretary while in effect and for a period of seven years thereafter.

Article VIII: Procedural Authority

Section 1. Governing Rules. The most recent edition of Robert's Rules of Order shall govern all procedures of the Central Committee and the Executive Committee.

Section 2. Procedural Authority. The procedural authority in the conduct of all meetings of the Central Committee and the Executive Committee shall be vested in the County Chair or a presiding officer designated by the County Chair.

Section 3. Other Procedures.

A. When any matter is properly presented for a vote before the Central Committee or the Executive Committee, the County Chair or the designated presiding officer may ask if there is any objection to the matter so presented. If there is no objection, the matter is passed.

B. If there is objection, or at the discretion of the presiding officer, a voice vote, show of hands, or roll-call vote will be performed

Article IX: Amendments to the Bylaws

Section 1. Proposed Amendments. Any member of the Central Committee may propose an amendment to these Bylaws, which must be submitted in written form to the County Chair or Acting County Chair prior to the regular meeting at which the proposed amendment is to be presented. The Central Committee may refer the proposed amendment to the Rules and Bylaws Committee or reject it.

Section 2. Committee Review. Prior to the next regular Central Committee meeting after referral, the Rules and Bylaws Committee shall deliberate upon the merits of the proposed amendment. During deliberation, consideration shall be given to the requirements of Idaho Statutes and of the bylaws of the Idaho State Democratic Party. The Rules and Bylaws Committee shall report the results of its deliberations, which may include a recommendation respecting the passage of the proposed amendment, to the Central Committee.

Section 3. Adoption. At the next regular meeting of the Central Committee after referral, the member proposing the amendment or the Chair of the Rules and Bylaws Committee may make a motion for passage of the amendment, which motion requires a second. The proposed amendment shall be approved only upon a vote of a majority of voting members present, including valid proxies, and shall become effective as of the next regular meeting of the Central Committee unless otherwise provided in the amendment.

Section 4. Distribution. Upon passage of the amendment, the Secretary shall distribute the amendment as approved to all members before the next regular meeting of the Central Committee.