

Constitution of the Utah County Democratic Party

Preamble

We the Democrats of Utah County, recognizing government as the People organized to provide for the common good and to promote the values of civil society, do hereby establish this Constitution setting forth the organization, principles and procedures for the governance of the Utah County Democratic Party.

Article 1.0 – Officers

1.1 Executive Officers

1.1.1 Executive Officers: The Executive Officers of the Party shall consist of: Chair, Vice Chair, Secretary, and Treasurer.

1.1.2 Elections: Executive Officers shall be elected to two-year terms by a simple majority of delegates in odd-numbered years at the county convention. The terms begin immediately following the convention.

1.1.3 Vacancies: If the County Chair should resign, become ineligible to serve, or be removed mid-term by the Central Committee, the Vice Chair shall serve as Chair for the remainder of the term. The role of Vice Chair shall then be filled by appointment of the Executive Officers. If an Executive Officer other than the County Chair should resign, become ineligible to serve or be removed mid-term by the Central Committee, he or she shall be replaced by appointment of the Executive Officers and serve for the remainder of the term.

1.1.4 General Duties: The Executive Officers shall carry out the day-to-day operations of the party. Their responsibilities include:

1.1.4.1 County Chair: The Chair shall preside over the Party generally and over the meetings of the Executive Committee, the Steering Committee, the Central Committee, the annual convention, and other related Party meetings. The Chair shall be responsible for candidate recruitment, party building and coordination of public relations.

1.1.4.2 County Vice Chair: The Vice Chair shall act as the chair of the Rules Committee, shall assist the Chair in his or her responsibilities as delegated, and shall preside in the absence of the County Chair.

1.1.4.3 County Secretary: The Secretary shall keep minutes of Party meetings, prepare agendas for Executive Committee and Central Committee meetings, and maintain communication with Party members. The Secretary shall also work with the County Clerk's office on certification of candidates, poll watchers, and other election process matters. The Secretary shall

also act as custodian of Party membership lists, Constitution, Bylaws, delegate lists, and other Party records.

1.1.4.4 County Treasurer: The Treasurer shall keep Party financial records, prepare an annual budget and submit financial disclosure reports to legal authorities.

1.2 Legislative District Officers

1.2.1 Legislative District Officers: The Legislative District Officers shall consist of: one Legislative District Chair (District Chair), one Vice Chair and one Secretary/Treasurer in each House District.

1.2.2 Elections: District Officers shall be elected to two-year terms in odd-numbered years at legislative district annual meetings by a simple majority of voters at the legislative district annual meeting. convention.

1.2.3 Vacancies: If a District Chair resigns, becomes ineligible to serve, is removed mid-term or if no one runs for the office, the Executive Committee shall appoint someone for the remainder of the regular two-year term. If a District Officer other than the District Chair becomes ineligible, is removed mid-term, or if no one runs for an office, the District Chair shall appoint someone to fill that position for the remainder of the regular term.

1.2.4 General Duties: District Officers shall organize and support Precinct Officers within their district to recruit and support candidates and build the Party. The District Chair shall participate as a member of the County Steering Committee and of the Central Committee. The District Vice Chair shall participate as a voting member of the Steering Committee and the Central Committee only in the absence and by delegation of the District Chair.

1.3 Precinct Officers

1.3.1 Precinct Officers: The Precinct Officers shall consist of: One Precinct Chair, one Vice Chair and one Secretary/Treasurer in each precinct.

1.3.2 Elections: Precinct Officers shall be elected to two-year terms in even-numbered years at precinct caucuses by a simple majority of voters at the caucus.

1.3.3 Vacancies: If a Precinct Chair resigns, becomes ineligible to serve, is removed mid-term or if no one runs for the office, the District Chair shall appoint someone to fill the remainder of the regular two-year term. If the District Chair does not appoint a Precinct Chair within forty-five (45) days of the vacancy, the County Chair shall appoint someone to fill the remainder of the regular term. If a Precinct Officer other than the Precinct Chair becomes ineligible, is removed mid-term, or if no one runs for an office, the Precinct Chair may appoint someone to fill the remainder of the regular term.

1.3.4 General Duties: The Precinct Chair shall report to the District Chair and lead his or her precinct officers and members in building strong grassroots organizations at the neighborhood level. The Precinct Chair shall participate as a voting member of the Central Committee.

Article 2.0 – Standing Committees

The Party shall be governed by four standing committees: Executive Committee, Steering Committee, Central Committee and Rules Committee. Additional committees may be organized as needed.

2.1 Executive Committee

2.1.1 Purpose: The Executive Committee shall lead, plan and execute the day-to-day activities of the Party and its various committees.

2.1.2 Members: The Executive Committee shall be comprised of the four Executive Officers. The County Chair shall preside.

2.2 Steering Committee

2.2.1 Purpose: The Steering Committee shall approve quarterly budget updates, coordinate with the Executive Committee to build the Party and make recommendations to the Executive Committee regarding the budget and other Party operations. It shall appoint and remove Rules Committee members and have the authority to remove or discipline party officers per paragraph 2.2.4

2.2.2 Members: The Steering Committee shall consist of the District Chairs and the Executive Committee. The County Chair shall preside.

2.2.3 Meetings: The Steering Committee shall meet regularly as determined by the County Chair or by request to the County Chair from at least three (3) members of the Steering Committee. A decision shall be approved upon a majority vote of a quorum of the committee members present except as otherwise noted. A quorum shall be defined as a majority of committee members.

2.2.4 Removal or Discipline of Officers: The Steering Committee shall have the authority to remove or discipline District and Precinct Officers other than chairs upon a two-thirds (2/3) vote of a quorum of members physically present. The Steering Committee shall have the authority to recommend to the Central Committee the removal or discipline of Executive Officers, District Chairs and Precinct Chairs upon a two-thirds (2/3) vote of a quorum of members physically present.

2.3 Central Committee

2.3.1 Purpose: The Central Committee shall have the authority to approve the annual budget, amend the Constitution and Bylaws, remove or discipline Executive Officers, District Chairs and Precinct Chairs and perform other duties as specified in the Bylaws.

2.3.2 Members: The Central Committee shall consist of the Executive Committee, Steering Committee, Precinct Chairs, Utah County residents who are current and previous public officials who have won election as Democrats to public office in Utah County, and currently-nominated Democratic Party candidates for public elected office in Utah County. The County Chair shall preside.

2.3.3 Meetings: The Central Committee shall meet annually to receive a “State of the Party” report from the Executive Officers and to consider other business as needed. Additional meetings may be convened at the discretion of the County Chair. Additional meetings also shall be convened if requested of the County Chair by at least ten percent (10 %) of the total membership of the Central

Committee. The County Secretary shall provide written notice to all voting members at least ten (10) days prior to any meetings. This notice shall include specific notice of any proposed amendments to the Constitution or Bylaws or removal of or disciplinary proceedings against officers. A decision shall be approved upon a majority vote of a quorum of the committee members present except as otherwise noted. A quorum shall be defined as at least one-fifth (1/5) of the total committee members.

2.3.4 Removal or Discipline of Officers: The Central Committee shall have the authority to remove or discipline Executive Officers and District Officers upon a two-thirds (2/3) vote of at least a majority of the committee members physically present.

2.4 Rules Committee

2.4.1 Purpose: The Rules Committee shall investigate challenges to Party elections wherein allegations of unconstitutional procedures, wrongdoing or mistakes are documented and submitted to the Rules Committee within two (2) weeks following the election. It shall also investigate complaints regarding any Party officer or committee member. The committee shall make recommendations pertaining to allegations and complaints to the Central Committee. The Rules Committee shall also make recommendations to the Central Committee regarding proposed amendments to the Constitution and Bylaws.

2.4.2 Members: The Rules Committee shall consist of members appointed by the Steering Committee. The County Vice Chair shall preside.

2.4.3 Meetings: A decision shall be approved upon a majority vote of a quorum of the committee members present. A quorum shall be defined as a majority of committee members.

Article 3.0 – Conventions, Caucuses and Delegates

3.1 Utah State Democratic Party Convention and Delegates

3.1.1 Automatic At-Large State Delegates: The following people shall be automatically designated at-large state delegates: Executive Officers, District Chairs, currently nominated candidates for state and county office and present and former Democratic office holders at the state legislative, county commission and federal levels who reside in Utah County.

3.1.2 Elected State Delegates: Each precinct may elect one state delegate at its caucus in even-numbered years. The state delegate does not have to be one of the precinct officers. If voters at a precinct caucus fail to elect a state delegate or if the elected delegate cannot attend the state convention, the District Chair may appoint a delegate. If the District Chair does not appoint a delegate within a reasonable time, the County Chair may appoint a delegate for that precinct.

3.1.3 Appointed At-Large State Delegates: If the Party's quota of state delegates is not filled by automatic at-large and elected or appointed precinct delegates, the County Chair may appoint at-large delegates to fill the remainder of the quota prior to the state convention.

3.2 Utah County Democratic Party Convention

3.2.1 Purpose: The primary purpose of the county convention in odd-numbered years shall be to elect Executive Officers. The primary purpose in even-numbered years shall be to nominate candidates for state and county office.

3.2.2 Frequency: The county convention shall be held yearly.

3.2.3 Public Notice: The Party shall give public notice of the convention far enough in advance to provide prospective attendees and candidates adequate and reasonable time to plan their attendance and submit to the County Secretary their notices of candidacy.

3.2.4 Candidates for County Executive Offices: Registered Democrats who are residents of Utah County and who seek election as Executive Officers shall file an intention to run with the County Secretary no later than fourteen (14) days prior to the county convention. In case of competitive elections, the individual with a majority of the votes cast by delegates will be elected. If no candidate achieves a majority of the votes, the top two contenders will participate in a second ballot held immediately following the first ballot.

3.2.5 Candidates for State and County Offices: A candidate for state or county office shall receive sixty (60) percent of the vote in order to receive the nomination at the convention. If no candidate receives sixty (60) percent of the vote, a second ballot shall be held between the top two contenders. If no candidate receives sixty percent (60%) of the vote on the second ballot, the contest shall be settled by primary election.

3.2.6 Delegates at County Conventions: Anyone who is present at the county convention, is a resident of Utah County, is a registered Democrat or has submitted a form to register as a Democrat at the time of the vote shall be considered a delegate to vote at the county convention.

3.2.7 Resolutions at County Conventions: Any combination of twenty (20) or more members of the Executive Committee, Steering Committee or Central Committee may co-sponsor a resolution to the county convention with a minimum of fourteen (14) days advance written notice prior to the convention to the County Vice Chair. Resolutions may be passed by a simple majority of delegates present at the convention.

3.3 Legislative District Annual Meeting

3.3.1 Purpose: The purpose of the legislative district annual meeting in odd-numbered years shall be to elect District Officers. The purpose in even-numbered years shall be to organize for and elect a nominee for the general election if more than one Democratic candidate has filed for a state legislative office or a county commission seat.

3.3.2 Frequency: The legislative district annual meeting shall be held each year on the same date and in the same place as the county convention.

3.3.3 Candidates for District Offices: Anyone who is present at the legislative district annual meeting, is a resident of the legislative district, is a registered Democrat or has submitted a form to register as a Democrat at the time of the vote may seek election as a District Officer. Individuals seeking election as District Officers may announce their intention to run prior to or at the legislative district annual meeting. In the case of competitive elections, the individual with a majority of the votes cast by delegates

shall be elected. If no candidate achieves a majority of the votes, the top two contenders shall participate in a second ballot held immediately following the first election.

3.3.4 Voters at a Legislative District Annual Meeting: Anyone who is present at the legislative district annual meeting, is a resident of Utah County, is a registered Democrat or has submitted a form to register as a Democrat at the time of the vote shall be considered a delegate to vote at the county convention.

3.4 Precinct Caucuses

3.4.1 Purpose: The purpose of precinct caucuses shall be to elect Precinct Officers and delegates to the Utah State Democratic Convention.

3.4.2 Frequency: Precinct caucuses shall be held in even-numbered years.

3.4.3 Candidates for Precinct Offices: Anyone who is present at the precinct caucus, is a resident of the precinct, is a registered Democrat or has submitted a form to register as a Democrat at the time of the vote may seek election as a Precinct Officer. Individuals seeking election as Precinct Officers may announce their intention to run prior to or at the precinct caucus. In the case of competitive elections, the individual with a majority of the votes cast by delegates shall be elected. If no candidate achieves a majority of the votes, the top two contenders shall participate in a second ballot held immediately following the first election.

3.4.4. Voters at Precinct Caucuses: Anyone who is present at the precinct caucus is a resident of the precinct and a registered Democrat or has submitted a form to register as a Democrat at the time of the vote shall be permitted to vote at the caucus.

Article 4.0 – Finances

4.1 Annual Budget Report and Proposal: At the end of each calendar year the Executive Officers, led by the County Treasurer, shall provide an annual budget report disclosing expenses over the previous year. They shall also present an annual budget proposal to include projected income, budget priorities and expenses for the following calendar year. The Treasurer shall submit the annual proposal to the Steering Committee for recommendations and to the Central Committee for approval prior to the annual county convention.

4.2 Budget Proposal Approval: The Central Committee shall have the sole authority to approve the annual budget proposal.

4.3 Budget Updates: The Treasurer shall submit budget updates to the Steering Committee for approval at its regularly scheduled meetings at least once per quarter.

Article 5.0 – Constitution and Bylaws Ratification and Amendments

5.1 Constitution

5.1.1 Ratification: This Constitution shall become binding on the Utah County Democratic Party when approved by a two-thirds (2/3) vote of a quorum of the Central Committee that is physically present.

5.1.2 Amendments: Amendments to the Constitution shall become binding on the Utah County Democratic Party when approved by a two-thirds (2/3) vote of a quorum of the Central Committee that is physically present

5.2 Bylaws

5.2.1 Purpose: The Party shall maintain a separate companion document to this Constitution, to be called the Bylaws of the Utah County Democratic Party (the Bylaws). The Bylaws shall provide the rules and procedures governing the day-to-day operation of the party.

5.2.2 Ratification: The Bylaws shall become binding on the Utah County Democratic Party when approved by a majority vote of a quorum of the Central Committee that is physically present.

5.2.3 Amendments: Amendments to the Bylaws shall become binding on the Utah County Democratic Party upon a majority vote of a quorum of the Central Committee that is physically present. Unless adopted in the form of an amendment to this Constitution or otherwise designated, any resolution adopted by the Central Committee relating to the governance of the Party shall be considered a Bylaw.

Article 6.0 – Constitution Adoption and Amendment History

- **Initial Adoption:** June 9, 1979
- **Amended by Central Committee:** April 29, 1994
- **New Constitution Ratified by Central Committee:** March 19, 2009