

Limestone County Democrats Executive Committee (LCDEC) Bylaws

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Approved by the Limestone County Democrats Executive Committee

Date: July 30, 2022

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Section 1. Name

The name of the organization shall be the Limestone County Democrats Executive Committee and shall be abbreviated LCDEC. Alternate names for branding may include Limestone County Democrats (which may be abbreviated LCD), Limestone Democrats, and the Limestone County Democratic Party.

Section 2. Purposes

The purposes of the LCDEC are to:

- a. create and achieve specific goals for Limestone County which support the goals of the Alabama Democratic Party;
- b. conduct the business of the LCDEC fairly, openly, and in a way that protects the rights and addresses the needs of the residents of Limestone County;
- c. cooperate with other Democratic Party affiliates and other progressive, civic, and government institutions to achieve its goals;
- d. nominate Democratic candidates for local public offices and support the election of local, state, and national Democratic candidates; and
- e. secure and manage the personnel and resources needed to achieve its goals.

Section 3. Adoption of bylaws

- a. The LCDEC may adopt bylaws needed to accomplish its goals and purposes.
- b. Bylaws adopted by the LCDEC should comply with State Democratic Executive Committee of Alabama Bylaws, specifically "Section 4. County Committees".
- c. Bylaws or Bylaw changes must be adopted at a business meeting of the LCDEC. Meeting notification should be in accordance with LCDEC "Meeting / Event Notification Procedures" (see Section 10 References). Any revised Bylaws or proposed changes will be distributed to LCDEC members for review at least 2 weeks prior to the review meeting date. Members should provide written feedback via email as requested within 1 week of receiving the information.
- d. Bylaws may be adopted, amended, or repealed by a simple majority of those voting at a business meeting of the LCDEC for which a quorum is present and for which proper notice has been given.
 1. Bylaws adopted by the LCDEC shall be maintained as a physical copy in the LCDEC headquarters (if a Headquarters is available). A downloadable PDF copy will also be available on the LCDEC website.
 2. The LCDEC shall notify the SDEC within fourteen days of any change to its local Bylaws.

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Section 4. Meetings

- a. The LCDEC shall meet on a monthly basis, in compliance with minimum SDEC meeting frequency requirements. Cancellations or changes in meeting dates may occur pending LCDEC approval.
- b. Business meetings shall be open to the public, except that the Chairperson may close portions of the meeting to discuss personnel issues or actions arising during the course of a meeting requiring confidential consideration.
- c. The Chairperson may call special LCDEC business meetings if needed for the proper management of the organization by providing at least a one-week notice that includes an agenda and a statement of the need for the meeting.
- d. Minutes shall be recorded for all LCDEC meetings and communicated in accordance with LCDEC "Meeting Minutes Procedures" (see Section 10 References).
- e. Meetings may include public programs or designated theme topics.
- f. Whenever possible, the meeting length will be kept to one hour. If theme meetings or guest speakers are included, a motion may be made at the opening of the meeting to move the business meeting to the end of the agenda.
- g. Meeting notifications should be in accordance with LCDEC "Meeting / Event Notification Procedures" (see Section 10 References).
- h. All LCDEC meetings should be held at the LCD Headquarters if a Headquarters is available. Exceptions will be made if other locations are more suitable for valid reasons.

Section 5. Transacting Business

- a. The LCDEC may transact business at a business meeting only if a quorum of members is present. A quorum is a simple majority of current committee members (including SDEC ex-officio members) per the last official membership list communicated to SDEC, minus any recently announced resignations or formal removals, and plus any recently elected additions to the LCDEC.
- b. The latest version of Roberts Rules of Order should be used for the conduct of all meetings.
- c. LCDEC members may vote by Email or other remote means in accordance with LCDEC "Procedures for Transacting Business Remotely" (see Section 10 References). Any issue except for the following may be addressed and resolved by remote voting: (i) the election or removal of LCDEC members or officers (ii) changes, additions, or deletions to the bylaws (iii) expenditures exceeding \$200 not included in the approved budget unless requested by the chairperson and recommended by the treasurer.

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Section 6. LCDEC Composition and Requirements

- a. The overall composition of the LCDEC should include:
 1. 8 popularly elected members representing each County Commission District. These members are hereafter referred to as CCD Members.
 2. 8 At Large members, elected by the CCD Members.
 3. SDEC (State Democratic Party Executive Committee) members residing in Limestone County.
- b. Elected LCDEC committee members described in 6 (a) 1 and 2 should be 50% female and 50% male, with the equal split applicable to each Commission District as well as the At Large membership.
- c. Diversity constituencies shall be represented in proportion to either their presence in the Democratic Electorate or their population in the county, whichever is greater, as defined in SDEC Bylaws.
- d. At least 30% of LCDEC members should be between 18 and 40 years old, per SDEC Bylaws.
- e. The LCDEC will function as a legal entity even if all 40 positions have not been filled.
- f. LCDEC members must:
 1. be registered active voters in Limestone County. In addition, if they represent a County Commission District (CCD), they must be registered active voters in the CCD which they represent. "Active registered voter" is defined by the DNC Votebuilder tool, or other comparable methods.
 2. be an active member of at least one Standing Committee (see list, Section 9).
 3. Attend LCDEC meetings. Per SDEC Bylaws, members who have missed more than three consecutive meetings shall be automatically removed from the committee, unless proof of a serious illness is provided. Reason (s) for absences should be provided to any officer in writing (regular mail or email) within seven days of the third consecutive missed meeting. Removal due to unexcused absences will be based on attendance records attached to the meeting minutes. SDEC ex-officio members are excluded from the attendance requirement.
- g. A vacancy for LCDEC membership will occur if any requirement in 6(f) is not met, or if an LCDEC member submits a letter of resignation.
- h. The public should be frequently encouraged to submit LCDEC Membership Applications in order to provide a continual pool of eligible and contributing members.

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Section 7. Officers

- a. Officers will include: Chair, Vice Chair, Secretary, Treasurer, Vice Chair Senior Citizens, Vice Chair Minority, Vice Chair Young Adults, and Vice Chair Women Affairs.
- b. The Chair and Vice Chair will be of opposite gender.
- c. Officers should reflect the gender, minority, and age composition of the LCDEC.
- d. Officer candidates should be current LCDEC members.
- e. All Officers are elected by LCDEC members and serve at the pleasure of LCDEC.

Section 8. Other LCDEC Responsibilities

Per SDEC Bylaws, the LCDEC shall

- a. establish, maintain, and staff a party headquarters at least 90 days prior to each general election.
- b. have as the first order of business at each meeting the filling of any LCDEC membership or Officer vacancy.
- c. provide to the SDEC Chair the names of LCDEC members, along with their address, phone number, gender, race, and number of members under 40 years of age. This should be done within 15 days of any changes to the membership.

Section 9. Standing Committees

Standing committees include: Minority Affairs, Senior Citizens, Young Adults, Social Media/Website, Candidate Recruitment/Support, Fund-raising, Voter Registration/Voting Rights Restoration or Community Outreach (where the Democratic Party is recognized or our values promoted, such as food bank drives, environmental clean-up efforts, radio talk shows, etc.).

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Section 10. References

(a) Meeting / Event Notification Procedures

The scope of these procedures include LCDEC meetings and Standing Committee meetings.

The distribution of meeting notifications should include, where appropriate:

- LCDEC Facebook page
- Mass emails or text messages
- LCDEC Website
- LCDEC Twitter or other social media accounts
- Regular mail notifications to Senior Citizens or any other local Democrats who have requested correspondence via mail.
- Announcements in local newspapers (such as The Decatur Daily and the Athens News Courier (specifically the Limestone Ledger, meetings section)

The timing of notifications should be at least two weeks in advance of the meeting or event, if feasible or possible. The Chairperson may call special LCDEC business meetings if needed for the proper management of the organization by providing at least a one-week notice that includes an agenda and a statement of the need for the meeting.

The content of the meeting notification should include where feasible or appropriate:

- The type of or purpose of meeting / event
- Agenda
- Day and Date of Meeting / Event
- Time of Meeting / Event (including duration)
- Location (Google maps address)
- Contact information name, phone and email

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Section 10. References Continued

(b) Meeting Minutes Procedures

1. Minutes for Business Meetings should reflect the outline of events included in a typical Meeting Agenda, which are as follows:
 - Call to Order
 - Introduction of Guests
 - Confirmation of Minutes from Previous Meeting
 - Treasurer's Report
 - Unfinished Business
 - New Business
 - Meeting Adjournment
 - Other activities (e.g., guest speakers) and meetings (e.g., theme or team meetings)
2. The LCDEC Secretary or his/her designee is responsible for recording Business meeting minutes.
3. If a political candidate or member of the community or other organization is speaking, a simple reference to their website for detailed information is more suitable for minutes rather than speech details.
4. The most important section of the minutes are business decisions, discussion outcomes, and action items, including names, contact information, and deadlines.
5. Business Meeting minutes will be distributed to all LCDEC members via email within 1 week of the meeting. Members will have 3 days in which to either approve the Minutes or offer corrections.
6. Once officially approved in the next LCDEC Business Meeting, a copy of the minutes will be kept at the Headquarters and forwarded to SDEC within one week of LCDEC approval.
7. Standing Committee Chairs or their designees are responsible for committee meeting minutes and will submit those to the LCDEC Secretary within one week following the meeting.
8. Per SDEC Bylaws, members who have missed more than three consecutive meetings shall be automatically removed from the committee, unless proof of a serious illness is provided. Reason (s) for absences should be provided to any officer in writing (regular mail or email) within seven days of the third consecutive missed meeting. Removal due to unexcused absences will be based on attendance records attached to the meeting minutes. SDEC ex-officio members are excluded from the attendance requirement.

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Section 10. References Continued

(c) Transacting Business Remotely Procedures

1. In order to conduct business expediently and efficiently, motions may be distributed for vote via email.
2. Any issue except for the following may be addressed and resolved by remote voting: (i) the election of LCDEC members or officers (ii) changes, additions, or deletions to the bylaws (iii) expenditures exceeding \$200 not included in the approved budget unless requested by the chairperson and recommended by the treasurer.
3. The format of the email will be as follows:
 - Subject Line: LCDEC Input Needed for Business Motion
 - Content:
 - Motion Made by LCDEC Member: (Name, Email Address, Phone Number)
 - Motion Seconded by LCDEC Member: (Name, Email Address, Phone Number)
 - Summary of Motion: describe the motion in detail and include the reason it is being introduced.
4. Any attachments needed for clarification must be in PDF format in order to facilitate uniform and viewable documents.
5. Members should have 3 days from which the email is distributed to cast their votes before a final vote is taken.
6. Email may be supplemented with phone calls as needed to obtain a voting quorum, as long as the calls are completed within 3 days of the email distribution.
7. Distribution will be with BCC in order to reduce email traffic due to Reply All. All Executive Committee members have updated contact information for all members and may at any time email or call any / all members as needed.
8. Distribution will be by either the Chair, Vice Chair, Secretary, or Treasurer, although any LCDEC member may initiate the motion.
9. A motion shall be approved by remote voting when at least 51% of the total number of LCDEC members have approved it.
10. Relevant, significant comments received with the votes will be summarized (with anonymity unless otherwise requested) and distributed. In addition, the results of remote voting tabulated by name shall be (a) distributed via PDF attachment and email and (b) submitted for inclusion in the minutes of the next business meeting.
11. Under no circumstance should LCDEC business emails be forwarded to any non-LCDEC person or party, nor should any non-LCDEC member ever be copied or blind-copied in a reply.

(d) Incomplete Procedures which have not yet been reviewed / approved:

LCDEC Headquarters Access and Use Procedures (when complete, reference in Section 4)

LCDEC Indemnification Form

LCDEC Sign Out Sign In Form for LCDEC Property