

LEGISLATIVE DISTRICT 10 DEMOCRATIC COMMITTEE  
BY-LAWS

Article I  
Name

The name of this organization on file with the Arizona Secretary of State is "Legislative District 10 Pima Democratic Committee," hereinafter referred to in these By-Laws as "The Committee."

Article II  
Establishment And Purpose

The Legislative District 10 (hereafter "LD10") Committee is established under the auspices of Arizona Revised Statutes, Chapter 5, Article 2, and Section 16-823. The purpose and objectives of The Committee shall be to foster, encourage, and promote the aims and objectives of the Democratic Party, and to aid in the election of Democratic candidates to public office, particularly in LD10; to fulfill its responsibilities to the Pima County and Arizona State Democratic Committees by electing and encouraging participation of qualified members to those committees to make recommendations and to seek better representation for the residents of LD10.

Article III  
Parliamentary Procedure

The organization, procedures, powers and conduct of The Committee shall be regulated and governed in order of precedence by (1) these By-Laws insofar as said By-Laws are not in conflict with the By-Laws of the Arizona State Democratic Committee, the By-Laws of the Pima County Democratic Committee, or the laws of the state of Arizona, and (2) the latest edition of Robert's Rules of Order.

Article IV  
Membership

A. Participation and voting

1. Committee Membership: Membership of The Committee shall consist of all Democratic Precinct Committee Persons residing within the boundaries of LD10 as defined by the latest legislative district map and elected or appointed pursuant to the laws of the state of Arizona.
2. Dues: The annual dues shall be an amount approved by The Committee and are payable on a voluntary basis before the end of January each year. No dues shall be required of a precinct committee person to be eligible for membership. Dues paid any time during the calendar year cover that calendar year.
3. Rights of Members: All members shall have the right to fully participate in the meetings, discussions and other activities of The Committee including making motions, voting, and holding office.

## B. Responsibilities of members

1. All members shall have the responsibility to support the purposes of The Committee as defined in these By-Laws.
2. No member of The Committee shall publicly endorse any candidate of any opposing political party for any office in a primary, general or special election. A candidate of an opposing political party is defined as a candidate who is not registered as a Democrat.
3. All members are encouraged to attend meetings of The Committee whenever possible. All members are to conduct themselves appropriately at meetings of The Committee.

## Article V Officers

A. Officers Enumerated: Officers of The Committee shall consist of the following: Chair, First Vice-Chair, Second Vice-Chair, Recording Secretary, Corresponding Secretary, Communications Officer, Treasurer, and two Representatives to the Pima County Democratic Party Executive Committee. The aforementioned Officers constitute the Executive Board.

### B. Duties of Officers:

**Chair:** The District Chair shall preside at all meetings of the Executive Board and of The Committee; the District Chair may create subcommittees and appoint members and chairs thereof as necessary; the District Chair shall serve as an ex-officio member of all such committees; the District Chair shall represent The Committee at meetings of the Pima County Democratic Executive Committee; the District Chair shall set the Agenda for all meetings with the advice and consent of the Executive Board; the District Chair shall present budgets and reports as required by The Committee; and shall assure that these By-Laws are reviewed every two (2) years and revised as needed.

**First Vice-Chair:** The first Vice-Chair shall act as chair in the absence or disability of the District Chair until the Chair returns or, if a vacancy in the chair occurs, until a successor is elected. The First Vice-Chair shall chair a Fundraising Committee and be an Ex-officio member of all other committees created by the Legislative District. The First Vice-Chair shall have duties as assigned by the Chair and approved by the Executive Board.

**Second Vice Chair:** The Second Vice Chair shall as chair in the absences or disability of the First Vice-Chair and/or District Chair. The Second Vice-Chair shall chair a committee on membership and seek to fill positions of precinct committee persons. The Second Vice-Chair shall have duties as assigned by the Chair and approved by the Executive Board.

**Treasurer:** The Treasurer shall have responsibility for the care and custody of The Committee funds, shall deposit such funds in a timely manner in the name of The Committee into an account in a financial institution as designated by the Executive Board, and shall keep a full and accurate accounting of all receipts, disbursements and other financial transactions. These accounts shall be open to inspection by any member of The Committee upon reasonable notice. The Treasurer shall report on financial matters at the regular meetings of The Committee and the Executive Board, and at the Biennial Organizational Meetings of The Committee. The Treasurer shall maintain the account and shall disburse all funds as designated by The Committee or, when applicable, the Executive Board.

Distributions: The Treasurer and one of the officers approved by The Committee to be a signer on the account signature card may hold a debit card for the financial institution account. The Treasurer is the authorized debit cardholder. Disbursements greater than \$200 shall require the prior express approval of the Executive Board. A paper receipt shall be maintained for all debit card transactions. All disbursements by check over the amount of \$200 shall require two (2) signatures, of which one shall be that of the Treasurer and the second shall be that of the Chair.

Filings With Government Agencies: The Treasurer is responsible for the timely and accurate filings of all legally required financial reports to the appropriate governmental agencies. The Treasurer is also responsible for assuring that all receipts and distributions are in accordance with all federal and state laws pertaining to financial disclosures. To this end, it is recommended that the Treasurer attend training courses provided by the Arizona Secretary of State, the Arizona State Democratic Committee, or other entities furnishing such training.

### **Communications Officer**

The Communications Officer is responsible for performing communications functions, including, but not limited to, social media presence, notifying members concerning LD10 and Democratic Party events, local media relations, and mass emails to members and volunteers of LD10.

### **Recording Secretary**

The Recording Secretary shall keep a written record (“minutes”) of all meetings of The Committee and of all meetings of the Executive Board. The Recording Secretary shall also keep a record of attendance at all meetings of The Committee and of the Executive Board. Minutes and attendance shall be available for inspection to any member of The Committee upon reasonable notice.

### **Corresponding Secretary**

The Corresponding Secretary is responsible for maintaining contact information on all LD10 members, and with the approval of the LD10 Chair, communicating on behalf of LD10 with County and State Democratic Party officials and committees. The Corresponding Secretary shall cause a current roll of Committee members to be kept. The Corresponding Secretary shall be responsible for the determination of a quorum at all meetings.

## District Representatives

The Committee shall elect two (2) District Representatives at the Biennial Organizational Meeting to represent The Committee at meetings of the Pima County Democratic Executive Committee, in addition to the District Chair. Both District Representatives shall make an effort to attend all meetings of the Executive Committee, in accordance with the By-Laws of the Pima County Democratic Party, and shall report the actions of the Executive Committee to The Committee at its next regular meeting.

- C. Election of Officers: Officers shall be elected at the Biennial Organizational Meeting that shall be held within the time period designated by Arizona law. (See A.R.S. Section 16-823)

Only Precinct Committee Persons elected at the primary election immediately preceding the Biennial Organizational Meeting may nominate, vote, or be elected to an office. Officers shall be elected and to be elected, must receive the affirmative vote of a majority of Precinct Committee Persons, as set forth in Section VI (G). In any election, if no candidate receives a majority, a run off election shall be held. The candidate with the lowest number of votes from the previous ballot shall be eliminated from each successive run-off until a winner is elected. All Precinct Committee Persons shall be given adequate notice of an election.

- D. Term of Office: The term of office for all officers is two (2) years. The term shall begin immediately following the election at the Biennial Organizational Meeting or at any special election (including a reorganization due to decennial redistricting), and shall end at the time any one of the following occurs.

1. The officer resigns the position.
2. The officer dies.
3. The officer ceases to hold valid status as a Legislative District 10 Committee Person
4. The officer is removed from office pursuant to the provisions of the following Section "E-Removal From Office."
5. The two-year term of office ends at the next Biennial Reorganization Meeting.

- E. Removal from Office:

1. Cause: Any officer of the LD10 Committee may be subject to removal from office for any of the following reasons:
  - a. Public support of an opposition party candidate in a partisan election
  - b. Malfeasance in office
  - c. Failure to carry out the duties of the office
  - d. Conviction of a felony
2. Procedure:
  - a. Officers other than the LD10 Chair: Any officer other than the LD10 Chair may be removed for cause by a three-fourths (3/4) vote of the current membership of the LD10 Executive Board. The vacancy shall be filled according to Article V.F below.

- b. Removal of the LD10 Chair: A LD10 Chair may be removed by calling a Special Meeting of The Committee as outlined in Article VI.C below, "Special Meetings." If two-thirds (2/3) of the elected and appointed Precinct Committee persons present and voting in person, vote in favor of a motion to remove the LD10 Chair, then the Chair shall be deemed vacant and a new Chair shall be elected immediately, following the procedures outlined in Article V.F of these By-Laws.
- c. Resignation & leave of absence: An Officer who resigns shall create a vacancy which shall be filled according to the procedures of Article V.F below. An Officer who misses two (2) consecutive LD10 Executive Board meetings shall be deemed to have resigned unless excused by a majority vote of the LD10 Executive Board at the meeting missed or at the next subsequent meeting. No leave of absence shall be allowed except by majority vote of the LD10 Executive Board, and in no case may such leave of absence exceed two (2) months duration.

F. Vacancy & Replacement: A vacancy in office exists when any of the four items in Article V, Paragraph E above occurs. The First and Second Vice-Chairs shall temporarily fill vacancies in the offices of Chair and First Vice-Chair, as provided for in Article V, Paragraph B. A vacancy in office must be filled by a special election at a regularly scheduled meeting of The Committee within sixty (60) days following the occurrence of the vacancy. All precinct Committee Persons in Legislative District 10 (elected and appointed) may participate in this election. Notice of the election to fill a vacancy will be sent to all members of The Committee at least twenty-one (21) days prior to the election. The election shall follow the same Procedures as in Article V, Paragraph C above, with the exception that appointed Precinct Committee Persons are eligible to vote. The term of office of a person elected to fill a vacancy shall be the unexpired term of the officer replaced.

#### Article VI Meetings

- A. Regular Meetings: There shall be no fewer than nine (9) regular meetings, with no more than two (2) months elapsed between the meetings in any calendar year.
- B. Time and Place: The Executive Board shall set the time and place of the regular monthly meeting.
- C. Special Meetings: Special meetings may be called by the District Chair, or a simple majority of the Executive Board, or by at least 25% of the voting Members of The Committee.
- D. Notice of Meetings: Written notice of meetings shall be sent no fewer than ten (10) days prior to the date of the meeting and shall include items of business to be discussed as well as program information. Members of The Committee may request the notice be sent by regular mail.
- E. Conduct of Meetings: Meetings will be conducted in conformance with Roberts Rules of Order and these By-Laws.
- F. Quorum: A quorum shall consist of Fifteen percent (15%) of the voting Members of The Committee. A quorum shall be necessary to conduct official business.

- G. Voting: Only Members of The Committee shall have the right to make motions, vote or exercise any other parliamentary rights at meetings of The Committee. Members of The Committee meeting pursuant to these By-Laws may vote by proxy, when prevented from attending for religious reason, illness, schedule conflicts or absences from the legislative district. Such proxies shall be allowed only at the Biennial Organizational Meeting of The Committee. Proxies must be carried only by a qualified elector of LD10. No person may carry more than three (3) proxies.

ARTICLE VII  
Executive Board

A. Executive board: Membership of the Executive Board shall consist of the Officers of The Committee enumerated in Article V, Paragraph A.

B. Duties

1. The Chair or a majority of the Executive Board may call a meeting, and four members shall constitute a quorum. The Recording Secretary shall keep Minutes of the Executive Board meeting and provide reports at regular meetings of The Committee.
2. The Executive Board shall advise the Chair on the setting of an Agenda for future meetings.
3. The Executive Board shall make recommendations and advise The Committee about matters to be voted upon at meetings of The Committee.
4. In emergency situations, the Executive Board may take action between regular meetings of the full Committee, which would normally require action by the full Committee.
5. The full Committee may ratify or contravene any action of the Executive Board at the next regular meeting of The Committee, which would normally require action by the full Committee.
6. The Executive Board shall produce an annual budget for approval of The Committee. No major purchase or expenditure not already approved in the adopted budget shall be made without the prior express approval of the Executive Board. For the purpose of this provision, major purchases or expenditure is defined as an expense of over \$200.

ARTICLE VIII  
Subcommittees

The Chair of The Committee, in co-operation with the Second Vice-Chair, may create subcommittees as necessary, and appoint the chairs and members to such subcommittees as necessary.

ARTICLE IX  
State Committee Persons

A. Election: At the Biennial Organizational Meeting of the LD10 Pima Democratic Committee, the Precinct Committee Persons elected at the previous primary election may choose the LD10 State Committee Persons. The Committee shall elect the number of State Committee Persons allotted by the laws of the State of Arizona and the By-Laws of the Arizona State Democratic Committee. Election of State Committee Persons shall be conducted in the same manner, at the same time, and for the same term as for the election of Committee Officers.

The Chair shall ask for nominees to the State Committee, and if the number nominated is greater than the LD10 allotment, an election shall proceed by secret written ballot. All Precinct Committee Persons may vote for a number of nominees no greater than the LD10 State Committee allotment. The highest vote getters comprising a number no greater than the LD10 State Committee allotment shall be deemed elected. In the event of a tie vote resulting in a greater number than the LD10 allotment, there shall be a run-off election.

The selection of LD10 State Committee Persons shall be ratified at the Biennial Reorganization Meeting of the Pima County Democratic Committee (see ARS Section 16-825).

B. Duties: State Committee persons shall represent The Committee by attending meetings and activities of the Arizona State Democratic Committee in person or by proxy, and by voting in the interest of LD10 and Pima County. Additional duties are specified in Article II, Section 4 of the Arizona State Democratic Committee By-Laws.

C. Vacancies: A vacancy in the membership of the LD10 State Committee shall occur upon resignation, death, removal from office, moving out of the district or otherwise ceasing to be a member of The Committee. In the event of a vacancy, the vacancy shall be filled by the Arizona State Democratic Chair with the advice and consent of the Pima County Chair and the LD10 chair.

D. Removal From Office: A member of the LD10 State Committee may be removed from office in accordance with the provisions of Article II, Section 4 of the Arizona State Democratic Committee By-Laws.

ARTICLE X  
Endorsements

A. Contested Primary Elections: Neither the full committee nor the Executive Board shall endorse any candidate in a contested primary election. (This provision does not restrict individual Precinct Committee Persons in any way from working for any of their favored Democratic candidate, as this is one of their functions). Individual District Officers shall remain publicly neutral in contests between Democrats in any contested primary election

B. Opposing Party Endorsement: Neither the full Committee nor the Executive Board shall endorse in any fashion a candidate of an opposing political party in any primary, general, special, partisan or non-partisan election. An opposing political party candidate is defined as any candidate who is not registered as a Democrat.

ARTICLE XI  
Adoption, Amendment, and Revision of By-Laws

A. Effective Date: These By-Laws shall go into effect immediately upon their adoption and shall continue in force for governing the present and future organization of The Committee subject to amendment or termination within the provisions of this Article.

B. Amendment: These By-Laws may be amended by a vote of not less than two-thirds (2/3) of The Committee members present at a regular or special meeting of The Committee. The full text of the proposed amendment(s) shall be discussed. Voting on the amendment shall take place at the next meeting following the discussion. No amendment shall take place at the next meeting following the discussion. No amendment may be proposed or adopted that is in conflict with the By-Laws of the Arizona State Democratic Committee or the Pima County Democratic Committee.

C. Review: The District Chair shall assure that these By-Laws be reviewed every two years and revised as needed. The Committee will vote approval.

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Revised February 20, 2019