

**BYLAWS  
OF THE**



**OKLAHOMA DEMOCRATIC PARTY**

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# Bylaws of the Oklahoma Democratic Party

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## **Calls & Elections of Officials**

### **Bylaw 01. The Organizational Meetings**

The Precinct Committees and County, Congressional District, and State Conventions shall meet in odd-numbered years and elect officers and such other officials as may be required to serve until the next organizational meeting.

- A. The Precinct Committees shall meet on the second Thursday in March at 7 p.m.; however, the County Central Committee of a county, with ten (10) or fewer delegates, may vote to call precinct meetings on the same date specified in Subsection B, of this bylaw, for the County Convention at a time prior to the County Convention, and shall mail a call for both the precinct and county meetings on the date required for precinct calls in Bylaw 2.
- B. The County Conventions shall meet at 10a.m. or 2p.m. on the fourth (4th) Saturday following the precinct committee meetings or any day within 7 days of the regularly scheduled county convention meetings.
- C. The Congressional District Conventions shall meet at 10 a.m. or 2 p.m. on the fourth (4th) Saturday following the County Convention meetings.
- D. The State Convention shall meet on the fourth weekend following the Congressional District Convention meetings or within seven (7) days of the scheduled State Convention, unless the State Central Committee, by a two-thirds (2/3) majority vote, moves the meeting to a different date.
  - D.01. The State Central Committee shall determine the location of the State Convention from among bids submitted by the State Chair, County Central Committees, and/or Congressional District Central Committees.
  - D.02. Any bid to host the State Convention shall identify a site for the convention meetings, a site for possible fund-raising events, and options for delegate lodging. The bid shall name a convention site coordinator or a coordinating committee, provide a budget for convention expenses, and provide a working plan for the State Convention.
  - D.03. Any bid to host the State Convention shall be submitted to the State Central Committee in writing no less than thirty (30) days prior to the State Central Committee meeting at which the location of the State Convention will be determined.
  - D.04. The State Central Committee shall determine, by a majority vote, the location of the State Convention no later than six (6) months prior to the meeting date set forth in this Bylaw.
  - D.05. Any County Central Committee(s) and/or Congressional District Central Committee(s) that is(are) selected to host the State Convention will work in conjunction with the ODP state officials and staff to host the State Convention.

### **Bylaw 02. Precinct Call**

- A. The organizational meeting of a Precinct Committee shall be called by County Central Committees mailing to the precinct officers the official call of the meeting, which shall include the date, time and location of the precinct meeting. Said call shall be mailed, electronically or otherwise at least thirty (30) days prior to the meeting date.
- B. County Central Committee shall further publicize notice of the meeting place on the event calendar of the ODP website at least thirty (30) days prior to the meeting date, and Precinct Officers shall notify Democrats and publicize notice of the meeting within the precinct and should also publish a list of the precinct meetings in a local newspaper and on all official County Central Committee social media outlets.

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- C. A meeting of the Precinct Committee, other than the organizational meeting:
  - C.01. May be called by the precinct chair;
  - C.02. May be called by the County Central Committee on its own initiative; or
  - C.03. Shall be called by the County Central Committee upon receipt of a petition signed by fifteen (15) registered Democrats from the precinct.
- D. Notice of a meeting of the Precinct Committee called pursuant to subsection B shall be given by publicizing the meeting and contacting the registered Democrats of the precinct as may be feasible.

### **Bylaw 03. County Convention Call**

A meeting of the County Convention shall be called by the County Central Committee's mailing, electronically or otherwise to all the precinct officers and other delegates of the County Convention the official call, which shall include the date, time and location of the County Convention meeting. It shall also state the names of the chairs and all members of the meeting committees and the time, date and location of their meeting. The call shall be mailed, electronically or otherwise at least ten (10) days prior to the meeting date. The Central Committee shall further publicize the meeting to inform the public.

### **Bylaw 04. County Central Committee Call**

A meeting of the County Central Committee may be called by the County Chair.

### **Bylaw 05. Congressional District Convention Call**

A meeting of the Congressional District Convention shall be called by the Congressional District Central Committee's mailing, electronically or otherwise to all county officers, State committee delegates and all other delegates to the committee the official call, which shall include the date, time and location of the meeting. It shall also state the names of the chairs and all members of the meeting committees and the time, date and location of their meeting. Said call shall be mailed, electronically or otherwise at least fifteen (15) days prior to the meeting date.

### **Bylaw 06. Congressional District Central Committee Call**

A meeting of the Congressional Central Committee may be called by the congressional district chair. Congressional District Committee meeting agendas are to be accessible from the home page of the ODP website, 48 hours in advance of said meetings, under a tab titled "Reports". Approved minutes of said meetings are to be accessible in the same manner.

### **Bylaw 07. State Convention Call**

A meeting of the State Convention shall be called by the State Central Committee's mailing, electronically or otherwise to all delegates to the Convention, the official call which shall include the date, time, and location of the meeting. It shall also state the names of the chairs and all members of the meeting committees and the time, date, and location of their meeting. Said call shall be mailed, electronically or otherwise at least ten (10) days prior to the meeting date.

### **Bylaw 08. State Central Committee Call**

- A. A meeting of the State Central Committee shall be called by the State Chair's mailing to all members of the Central Committee a letter calling the meeting, which shall state the date, time and location of the meeting. Said letter shall be mailed, electronically or otherwise at least ten (10) days prior to the meeting date.
- B. A meeting of the State Central Committee may also be called by the State Central Committee's setting the date, time and location of the meeting at a regularly called meeting of the State Central Committee, in which case the State Secretary shall mail, electronically or otherwise a letter to the members of the committee stating said information at least ten (10) days prior to the meeting date, unless the date of the meeting shall be less than ten (10) days from the date of the meeting at which it is set, in which case the State Secretary shall mail, electronically or

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otherwise, the letter at the earliest possible date.

- C. A meeting of the State Central Committee may also be called by ten (10) members of the Committee's signing a petition which calls the meeting and states the date, time and location. Notice of the meeting shall be mailed, electronically or otherwise to all the members of the committee at least twenty (20) days prior to the date of the meeting by the State Secretary, but if the State Secretary refuses; any of the petitioners may mail, electronically or otherwise the notices of the meeting.
- D. The notice of a meeting of the State Central Committee shall include an agenda which shall set forth those items which are to be considered or which may require a vote of the Committee and, if the meeting is called pursuant to subsections A or B, shall include a copy of the minutes of the previous meeting.
- E. The State Central Committee may consider an item not on the agenda upon a two-thirds (2/3) majority vote of those present and voting.
- F. Minutes of State Central Committee meetings shall include all votes of the committee and a brief exposition of the discussion reflecting the opinions expressed.
- G. The meeting of the State Central Committee shall be open to the public except that the Committee may go into executive session and exclude anyone not a member of the Committee for personnel matters or for other matters upon a two-thirds (2/3) majority vote.
- H. All votes of the State Central Committee shall be taken in open session. Absent members may participate via conference call or speaker phone at the time a vote is taken. Their vote will count. Their presence will be noted Present-By-Phone but will not count for a quorum.
- I. All Central Committee Meetings may be via conference call should circumstances warrant and business may be conducted as long as the quorum is satisfied, minutes are taken and ratified at the next regular meeting. All votes taken must be seen or announced by all participants.
- J. The State Party Chair and Vice Chair, in absence of the Chair, after attending the summer and winter meetings of the DNC, shall create a written report within three (3) weeks after each meeting. The report shall cover each of the agenda items of the meeting and each Oklahoma delegation attendee's votes during the meeting must be included in the report. The report is to be submitted to the Central Committee, and said report is to be accessible from the ODP website home page, under a tab titled "Reports".
- K. To promote transparency to the grassroots of the party, State Central Committee meeting agenda is to be accessible from the home page of the ODP website 48 hours in advance of said meetings, under a tab titled "Reports". Approved minutes of said meetings are to be accessible from the home page in the same manner. A hard copy will be made available upon request.

### **Bylaw 09. Meeting Committees**

The County, Congressional District and State Central Committees shall appoint the following committees of their respective Conventions at the earliest possible date, but not later than the date on which the respective call is issued:

- A. A rules committee to promulgate such rules as may be necessary or expedient to the orderly conduct of the meeting. Such rules shall be consistent with the Constitution and Bylaws of the Oklahoma Democratic Party and with any appropriate Convention Bylaws. Rules for any Convention meeting shall be printed and made available to the delegates at least seventy-two (72) hours prior to the Convention date with copies available at the meeting site at least one (1) hour prior to convening the meeting.

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- B. A credentials committee, whose appointed members may otherwise be delegates to the convention and a volunteer staff adequate to insure each credentials table is not left unattended to:
  - B.01. Prepare a list of delegates certified by the State Secretary as delegates to the Convention,
  - B.02. Hear challenges to the right of any delegate to be seated at the Convention meeting,
  - B.03. Make prior arrangements for an orderly process in distributing credentials, including arranging credentials tables at district and state conventions to group counties in alphabetical order without regard to congressional district,
  - B.04. Prepare a credentials "badge" to present to each certified Convention delegate,
  - B.05. Report to the Convention on the number of delegates issued credentials and or the resolution of any dispute,
  - B.06. Review and record valid proxy statements,
  - B.07. Remain open until the adjournment of the Convention meeting; and
  - B.08. Make revised reports to the Convention as may be required.
- C. A resolutions committee to:
  - C.01. Review resolutions proposed to the Convention,
  - C.02. Propose resolutions on the initiative of its own members,
  - C.03. Revise and draft resolutions,
  - C.04. Recommend the adoption of resolutions in its report to the Convention, and
  - C.05. Print and make available to delegates all resolutions recommended by the committee at least seventy-two (72) hours prior to the Convention date, with copies to be made available at the meeting site at least one (1) hour prior to convening the meeting.
- D. An arrangements committee (which shall be optional) to handle all the details of securing the meeting site, obtaining any necessary supplies and holding a fund- raising event, if appropriate.
- E. A Constitution and Bylaws Committee for the State Convention to
  - E.01. review all proposed changes the state party receives,
  - E.02. to propose on the initiative of its own members,
  - E.03. revise and draft proposed changes, and
  - E.04. recommend the adoption of proposed changes in its report to the convention, and
  - E.05. Print and make available to delegates all proposed changes at least seventy-two (72) hours prior to the Convention date, with copies to be made available at the meeting site at least one (1) hour prior to convening the meeting.

### **Bylaw 10. Elections**

- A. Any registered Democrat may be nominated for election to any Party office if a delegate of the electing body moves the nomination and another delegate of the body seconds the nomination, except for election of precinct officers where a nomination shall require one member of the precinct committee moving the nomination.
- B. To be nominated for any Party office a person who is registered to vote in the respective political unit and is otherwise qualified shall be eligible for nomination even though he or she is not a member of the electing body and regardless of whether he or she is present at the meeting when the election is held.
- C. Any Democrat nominated for election to a Party office shall be entitled to address the electing body in regard to his or her election.



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- D. An individual who is elected to a Party office shall immediately assume the title and authority of the office, except when that person is absent from the meeting at which the election occurs. In the latter case the person shall assume office upon accepting the position.
- E. Order of Election - The order of the elections shall be first the Chair, second the Vice-Chair and third the Secretary. At a County's organizational convention this will be followed by the election of State Delegates, if any. At a District's organizational convention this will be followed by the election of the District Affirmative Action Committee. At a State organizational convention this will be followed by the election of the State Treasurer and the Affirmative Action Committee's state members.
- F. Separate Elections - Each office shall be filled by separate elections.
- G. Nominations - Nominations shall remain open until there are no further nominations.
- H. Speeches - Following the close of nominations each candidate in a contested election shall be allowed one nominating speech of not more than two minutes, one seconding speech of not more than one minute and a speech by the candidate of not more than two minutes. Speaking order shall be in the order in which the nominations were made. Nominating speeches for all candidates shall be given first, then seconding speeches for all candidates, and finally, all candidate speeches, after which the election shall be held.
- I. Elections - At State conventions all elections of the Chair, Vice-Chair and elected members of the Democratic National Committee shall be by a roll call of the counties unless there is only one person nominated, in which case the chair shall declare that person elected and there shall be no nominating or seconding speeches, or vote taken. All other elections shall be by counted vote. While voting is underway, sergeants-at-arms shall keep the doors closed and shall assist officers in maintaining order. Tally clerks shall assist the officers in the actual count.
- J. Majority Required - All elections of party officials shall require a majority vote. If no candidate receives a majority vote on the first vote, there shall be a runoff election between the two candidates receiving the greatest number of votes on the first vote. Voting shall proceed until one candidate receives a majority vote.

## Certification of Elections

### **Bylaw 11. Notification of Election Results**

- A. The newly elected secretary of each Precinct Committee shall notify the county secretary of the results of the elections held at the organizational meeting within five (5) business days of the elections. The county secretaries shall notify the State Secretary of the results of the Precinct Committee elections within their counties within ten (10) business days of said elections.
- B. The newly elected secretary of each County Convention shall notify the appropriate district and State secretaries of the results of the County Convention elections within five (5) business days of said elections.
- C. The newly elected secretary of each Congressional District Convention shall notify the State Secretary of the result of the Congressional District Convention elections within five (5) business days of said elections.

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- D. Each of the above stated notifications shall be in writing and shall include the office and the name, address and telephone number of each person elected, and shall be signed by the appropriate secretary. Said notices shall be legible. For any convention or committee where no election was held, the notification shall clearly so state.
- E. Notice of appointment, succession or special election of a Party official shall be sent to the above stated appropriate secretary(s) as indicated above within three (3) days of said appointment, succession, or special election.
- F. Receipt by mail of the notifications in this section shall be deemed timely if the postmark dated on the mailing, electronically or otherwise is within the stated time period.
- G. Party secretaries receiving notices of election results shall make those results available for viewing and/or copying in a reasonable and timely manner.

### **Bylaw 12. Certification of Election**

- A. The State Secretary shall certify the receipt and notification of every election, appointment or succession of any official of the Oklahoma Democratic Party by mailing to the appropriate committee(s) a list of all individuals of whose election, appointment or succession it has been notified.
- B. Elections of Precinct Committee officials shall be certified to the respective County Central Committee. Elections of County Convention officials shall be certified to the respective Congressional District Central Committee.
- C. No individual shall receive credentials at a County, Congressional District or State Convention unless that individual has been certified by the State Secretary as a delegate to that Convention except that delegates or of the Oklahoma Democratic Party who are residents of a county that issues a call for its precinct meetings to be held on the same date as the county convention as provided in Article I, Bylaw 2.A of these Bylaws shall not be required to be certified by the State Secretary as otherwise provided in this subsection.
- D. Certification by the State Secretary shall not be discretionary and shall be made at the earliest possible date.
- E. The State Secretary shall maintain a current list of all Precinct Committee and County, Congressional District and State Convention officials of the Oklahoma Democratic Party. This information shall be available to any registered Democrat.
- F. The State Central Committee shall establish written policies and procedures to ensure that confidential and other information concerning volunteers and party officials (Precinct Officers, state delegates, state officers, District Officers that is disseminated by any party official to a third party is not disclosed without consent. Any person serving in a party position or volunteer capacity may designate that their residential address is not disclosed; however, that person shall submit an alternate mailing address. Any lists or other information distributed to a third party by a party office shall be limited in purpose and shall not be freely distributed, copied and/or shared by others without the express consent of the office that it is received from. The policies and procedures shall be delivered to every district chair and county chair during the months of January and July of each year. The delivery may be by United States Postal Service or electronic.

### **Bylaw 13. New Officers Assuming Position**

- A. Newly elected officers will fully assume their positions at a transitional meeting with the outgoing officers to be held between the election date and ten working days. Outgoing officers will continue administrative authority and duties until the transitional meeting is held or on the eleventh (11th) day following the election, whichever occurs first.

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- B. "Administrative authority and duties" shall mean record keeping, accounting, minutes, maintenance of documents, writing checks with consent of the newly elected officers and, assisting with the conduct of the meeting and any other duties.
- C. Newly elected officers shall have all other duties and powers as defined by the Constitution and Bylaws during the transition period.

### **Bylaw 14. Office Indivisible**

Only one individual shall be elected or appointed to an office established by the Constitution, and neither the duties nor privileges of the office shall be divided.

## Vacancy in Office

### **Bylaw 15. Creation**

- A. A vacancy automatically occurs when a Party convention or committee fails to elect an official at its organizational meeting, or when a Party official:
  - B. Resigns from office,
  - C. Succeeds to another Party office,
  - D. Is elected or appointed to another Party office, except at the precinct level,
  - E. Dies,
  - F. Transfers his or her voter registration from the unit in which he/she was elected,
  - G. Changes his or her voter registration from Democrat to Independent or to another party,
  - H. Is recalled, or
  - I. Fails to attend three (3) consecutive meetings.

### **Bylaw 16. Succession**

The only office that may be filled by succession shall be the chair of any Party convention or committee, the vacancy of which shall automatically be filled by the vice-chair of that convention or committee, unless succession is refused by the vice-chair.

### **Bylaw 17. Precinct Vacancies**

- A. When a vacancy occurs in a Precinct Committee office, the precinct chair may appoint an individual to the vacant office and within three (3) days so notify the county secretary, who shall notify the State Secretary within seven (7) days of the appointment.
- B. The precinct chair shall have thirty (30) days from the date the vacancy occurs to make an appointment.
- C. If the precinct chair has not made an appointment within thirty (30) days from the date the vacancy occurs, it shall be filled by a committee composed of the County Central Committee and the ex-officio public elected officials of the county who represent the precincts in which there are vacancies. Notice of the meeting of this committee must be mailed, electronically or otherwise ten (10) days in advance to all members, and a quorum shall be any number in attendance.
- D. No vacant Precinct Committee office may be filled during the period between the Precinct Committee organizational meeting and the County Convention organizational meeting.

**Bylaw 18. County Vacancies**

- A. When a vacancy occurs in an office of the County Convention, the County Central Committee shall either call a meeting of the County Convention within ninety (90) days from the date the vacancy occurred and hold an election to fill it, or waive their right to do so.
- B. If the vacancy is not filled within ninety (90) days from the date the vacancy occurred, or if the County Central Committee has voted to waive their right to call a meeting to hold an election, the Congressional District Central Committee of the Congressional District Convention of which that officer is a delegate shall appoint an individual to fill it.

**Bylaw 19. Congressional District Vacancies**

- A. When a vacancy occurs in a Congressional District Convention office, the Congressional District Central Committee shall either call a meeting of the Congressional District Convention within ninety (90) days from the date the vacancy occurs and hold an election to fill it, or waive the right to do so.
- B. If the vacancy is not filled by the Congressional District Convention within ninety (90) days from the date the vacancy occurred, or if the Congressional District Central Committee has voted to waive its right to call a meeting to hold an election, the State Central Committee shall elect an individual to fill it.

**Bylaw 20. State Vacancies**

When a vacancy occurs in an office of the State Convention or of an elected National Committee member, the State Central Committee shall meet at the earliest convenient date and elect an individual to fill it.

**Bylaw 21. Term**

The term of an individual elected, appointed or succeeding to a vacant office shall be for the duration of the term of office so filled.

## Recall

**Bylaw 22. Grounds**

Individuals elected to any Party office shall be subject to recall if they aid, endorse, or in any way help any other political party, independent candidate, or candidate nominated by any other political party in a partisan election, unless there is no Democrat on the general ballot and said support is clearly and expressly personal in nature and not as an officer of, or on behalf of, the Oklahoma Democratic Party; if they refuse or fail to perform their duties; if they are convicted of a crime involving moral turpitude; or if there exists other good cause that the convention or committee on which such official serves believes to be detrimental to the principles and purposes of the Oklahoma Democratic Party. An officer who intends to support a candidate who is not a Democrat in a partisan election shall resign his or her office before taking any such action of support.

**Bylaw 23. Central Committee**

A Central Committee may call a meeting of the Convention it represents for the purpose of recalling an officer of that Convention. It shall notify the State Central Committee immediately upon issuing such a call.

**Bylaw 24. Petition**

- A. Any registered Democrat of the unit represented by a Party official may circulate a petition to recall the official.

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- B. A petition for recall must have the signatures of thirty (30) percent of the certified delegates to the respective Convention according to the official list of delegates.
- C. The signatures shall be on a page or pages with both a general explanation of the reason for the recall and the name of the officer(s) to be recalled at the top of each page. Adjacent to each signature shall be clearly printed the name of the signatory and his or her Party position, if any.
- D. Once the requisite number of signatures has been obtained, the original petition shall be sent to the State Central Committee to the attention of the State Chair at least thirty (30) days prior to the date of the recall meeting, along with a copy of the notice of the recall meeting showing the time and place of the meeting.
- E. The petitioner shall mail, electronically or otherwise the notice of the recall meeting, with a copy of the signed petition, to every member of the respective Convention according to the official list. Said mailing shall occur at least thirty (30) days prior to the date of the recall meeting.

### **Bylaw 25. Presiding Officer**

The recall meeting shall be presided over by a Democrat appointed by the State Central Committee. Said individual shall not be a participant in the controversy and shall have no vote. If no officer appears at the recall meeting to preside, the delegates present shall elect one of themselves to act as presiding officer.

### **Bylaw 26. Quorum**

Should the recall meeting fail to attain a quorum of its delegates, no action shall be taken. No further recall meeting may be called based on the petition used to call that meeting.

### **Bylaw 27. Vote**

The vote required to recall an officer shall be a majority vote of those delegates present at the recall meeting. Proxies shall not be allowed at any recall meeting for any purpose.

### **Bylaw 28. Election**

If a motion to recall an officer is adopted, the meeting shall proceed to consider the recall of any other officer included in the recall petition. When there are no further officers to be considered for recall, an election shall be held to fill any vacant office not filled by succession.

### **Bylaw 29. Relinquishment of Chair**

Upon the failure of all motions to recall or upon election or succession of officers, whichever be the case, the State-appointed presiding officer shall then relinquish the chair.

### **Bylaw 30. Precinct Committee Recall**

Notwithstanding the above stated rules:

- A. Any registered Democrat may petition the County Central Committee to call a meeting of the Precinct Committee of the precinct in which he or she is registered for the purpose of recalling a precinct officer.
- B. The petition must have the signatures of fifteen (15) registered Democrats in that precinct and shall be in the same form as set out in Bylaw 3 above.
- C. The County Central Committee shall set the date of the meeting upon receipt of the petition and appoint a Democrat to preside at the meeting. Said presiding officer shall not be involved in the controversy and shall not have a vote. The meeting shall be set no later than thirty (30) days from the date of the receipt of the petition.
- D. A quorum shall be fifteen (15) registered Democrats of the precinct.
- E. The recall vote shall require a majority vote of those present.

- F. Petitioners shall be responsible for publicizing or otherwise notifying the registered Democrats of the precinct of the recall meeting. The County Central Committee shall be responsible for notifying the officer to be considered for recall immediately upon receipt of the recall petition.

## Voting

### **Bylaw 31. Eligible Delegate**

- A. All registered Democrats shall be entitled to participate and vote at any precinct meeting in the precinct in which they are registered to vote.
- B. Only those persons who have received a delegate or a proxy credential at a convention are entitled to vote. Individuals who have not received credentials may attend such conventions, but shall remain physically separated from those areas where credentialed delegates are seated.
- C. Only those individuals who are members of the State Central Committee or their designated proxies shall be entitled to vote at meetings of the State Central Committee.

### **Bylaw 32. Challenge**

- A. The right of an individual to participate in a meeting may be challenged. A challenged individual shall be allowed to participate in a meeting only upon signing an affidavit stating that he or she intends to support the nominees of the Democratic Party in the next election, supports the principles of the Democratic Party and is registered as a Democrat within the respective political unit.
- B. An individual whose credentials to a meeting have been challenged shall not receive credentials until the challenge has been defeated by a vote of the body to which credentials have been sought.
- C. The first order of business of any meeting shall be to vote on the report of the credentials committee which shall include all challenges heard by the committee.

### **Bylaw 33. Late Arrival**

A delegate to a convention who arrives after a meeting has started shall be allowed to participate regardless of whether that convention's credentials committee has reported to the body. However, a delegate arriving late shall not be allowed to vote on any issue decided prior to arrival or any vote underway at the time of arrival. Credentials shall be given to any delegate to a committee arriving before the meeting has adjourned.

### **Bylaw 34. Credentialing**

The credentials committee staff shall issue credentials to all eligible delegates and officers. They shall issue proxy credentials to the person who presents a proper proxy form, which the committee shall retain. Such credentials shall be visually distinct from each other

### **Bylaw 35. Single Vote**

Each member of a committee and each delegate to a convention shall have one vote and only one vote unless holding a valid proxy. At a convention delegate credentials and proxy credentials must be displayed in order to be counted.

**Bylaw 36. Quorum**

- A. Except for a Precinct Committee, a quorum for any convention or committee established by the Constitution shall be forty percent (40%) of its delegates. Ex- officio members shall not be counted in determining if a quorum is present. However, the State Convention Committee upon proper motion, second and passage, may delegate passage or completion of resolutions to a special committee. Each Congressional District may elect from their district up to four (4) delegates who are not members of the State Central Committee. The gender balanced list should be submitted to the state secretary within twenty (20) days of the convention. The meeting for selection may occur immediately following the adjournment of the State Convention or at a later date. The State Chair will be chair of this committee until the committee selects its own chair.
- B. The quorum for a Precinct Committee meeting shall be any number of Democrats registered in the precinct and present at the time and location which was stated in the notice calling the meeting.
- C. Quorum for a meeting to recall a Party officer shall be that set forth in Article IV of the Bylaws.

**Bylaw 37. Central Committee Majority**

Adoption of a motion before a County or Congressional District Central Committee shall require the vote of the chair and one other member.

**Bylaw 38. Procedure**

Voting shall be by voice vote except as otherwise provided. However, if a credentialed delegate moves for a "division of the assembly" and the motion is seconded, the chair shall proceed to a counted vote of those delegates displaying their credentials, either by a show of hands or by having the delegates stand.

**Bylaw 39. Roll Call Vote**

Except when mandatory for elections a motion for a roll call vote shall require a second and shall be adopted upon a majority vote of those credentialed delegates present and voting.

- A. District and State Conventions. Upon the adoption of such a motion, the Secretary of the Convention shall call for the vote of the delegates of each county by stating the number of duly credentialed delegates from that county according to the latest adopted credentials committee report, to which the County Chair shall reply with the number of votes cast by the delegates from that county for each side of the issue, or for each candidate in the case of elections. After the Secretary of the Convention has called all the counties he/she shall tally the results and report them to the presiding officer who shall announce the results and declare the outcome of the vote.
- B. County Conventions. Upon the adoption of such a motion, the Secretary of the Convention shall call for the vote of the duly credentialed delegates from that county by name according to the latest adopted credentials committee report. After the Secretary of the Convention has called the names of all the credentialed delegates he/she shall tally the results and report them to the presiding officer who shall announce the results and declare the outcome of the vote.

**Bylaw 40. Secret Ballot**

The use of secret ballot is prohibited at all meetings of the Democratic Party at all levels for election of officers and any other purpose. (Refer to Bylaws Article I- Bylaw 8(l) for additional information and clarification.)

**Bylaw 41. Proxy Rules**

- A. There shall be two types of proxies:
  - A.01. Written Proxies
    - A.01i. A delegate to a convention or committee who is unable to attend a meeting may give a

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written proxy to a registered Democrat of the same gender from the same political unit as that from which the delegate was elected.

- A.01ii. A written proxy must clearly state the name of the person giving the proxy, the office the giver holds, the name of the person to whom the proxy is given, and the date of the meeting for which the proxy is given. It must be signed and witnessed by two non-related adults.
- A.01iii. A delegate of a convention or committee who gives a written proxy without attending the respective meeting shall not be counted present to satisfy the attendance requirements of Article III.
- A.02. Recorded and Announced Proxies
  - A.02i. A delegate to a Convention who attends a meeting and leaves before adjournment may give a recorded proxy by signing before the credentials committee a proxy statement naming the eligible delegate of the same gender who shall hold the proxy.
  - A.02ii. A member to a Central Committee who attends a meeting and leaves before adjournment may give a proxy by announcing to the Central Committee the name of the individual to whom the proxy is to be given. The proxy holder can be of either gender and from any political unit regardless of where the member was elected.
- B. No person shall have the right to cast a vote on behalf of any delegate to a convention or a member of a committee who is not present unless that person holds a valid proxy credential issued by the credentials committee at a convention or a written, recorded or announced proxy at a committee meeting.
- C. After having been issued credentials to a convention established by the Constitution, a delegate shall have the right to give a non-transferable proxy to a registered Democrat of the same gender. The delegate giving the proxy and the person to receive the proxy must be the same gender and appear before the credentials committee or staff for the proxy to be recorded and a proxy credential issued to the person receiving the proxy.
- D. A proxy may contain instructions concerning its use, and such instructions shall be binding on the proxy holder. If the proxy is not instructed, the holder may vote and act at the holder's discretion. If a presiding officer knows that a proxy is instructed and the proxy holder fails or refuses to vote according to instructions, the presiding officer shall ignore the action of the proxy holder and declare the vote of the proxy according to instructions.
- E. No individual may hold more than one proxy.
- F. A proxy shall count for only one vote.
- G. No proxies shall be allowed at Precinct Committee meetings.
- H. Proxies shall be counted for the determination of a quorum.

### **Bylaw 42. Presiding Officer's Vote**

- A. No presiding officer shall vote on any matter before the body over which he or she is presiding except in the event of a tie and then only if the presiding officer is a delegate to the body.
- B. The chairs of the County and Congressional District Central Committees shall be able to vote at any meeting of the respective Central Committees notwithstanding the above stated rule.



## Duties of Officials

### **Bylaw 43. General Duties**

All officials of the Democratic Party shall:

- A. Support the Democratic Party by attending Party meetings and workshops, Party and candidate fundraising events, and other related events.
- B. Know the Democratic candidates running for elective office in their area and actively campaign for their election.
- C. Encourage unregistered citizens to register Democratic.
- D. Actively encourage Democrats to vote in elections.
- E. Be familiar with the rules, procedures and deadlines governing absentee voting.
- F. Be informed about the positions of the Democratic Party and its candidate on contemporary issues.
- G. Know the dates of upcoming partisan elections.
- H. Support the Party through financial contributions.

### **Bylaw 44. Precinct Officers and Officials**

A. The Precinct Chair shall:

- A.01. Preside over meetings of the Precinct Committee,
- A.02. Represent the Democrats of the Precinct at meetings of the County Convention,
- A.03. Be responsible for seeing that the results of Precinct Committee elections are timely sent to the county secretary,
- A.04. Know current boundaries of the precinct,
- A.05. Know the location of the precinct polling place,
- A.06. Know who the members of the precinct election board are and help the County Central Committee in finding and recruiting replacements,
- A.07. Know of voter registrars in or near the precinct, (Registrars are no longer needed with the Motor-Voter Bill.) Always have voter registration forms available and be familiar with absentee voting request forms and procedures. Maintain a list of notary public resources available within the precinct if possible, for notarizing absentee ballots. Maintain a calendar for elections for the precinct.
- A.08. Maintain contact with the Democrats of the precinct by holding Precinct Committee meetings and workshops and by canvassing them on local races and issues,
- A.09. Maintain contact with the County Central Committee,
- A.10. Recruit and train precinct workers,
- A.11. Maintain a list of locations in the precinct where Democratic candidates may post campaign signs,
- A.12. Read and become familiar with the Democratic Party handbook,
- A.13. Maintain the Voter File with up to date telephone numbers and e-mail address of voters as available. Maintain a current list of registered Democrats in the precinct with telephone number.

B. The Precinct Vice-chair shall:

- B.01. Preside over meetings of the Precinct Committee when the chair is absent or is otherwise

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unable to preside,

- B.02. Assist the precinct chair in fulfilling the duties of the chair as the precinct chair may direct,
- B.03. Collect contributions to the Democratic Party and be responsible for forwarding them to the county vice-chair.

### C. The Precinct Secretary shall:

- C.01. Take minutes at Precinct Committee meetings and forward a copy to the county secretary,
  - C.02. Tally votes for Precinct Committee elections and forward the results to the county secretary,
  - C.03. Record any resolutions the Precinct Committee may adopt and forward them to the county secretary,
  - C.04. Be responsible with the precinct chair for notifying the Democrats in the precinct of Precinct Committee meetings and of other information as the chair may instruct,
  - C.05. Perform such other duties as the precinct chair may direct,
  - C.06. Record the name, address, and telephone number of all Democrats who attend Precinct Committee meetings and forward a copy to the county secretary.
- D. If precinct committeemen or committeewomen are elected, they shall assist the precinct officers as the precinct chair shall direct.

## **Bylaw 45. County Officers and Officials**

### A. The County Chair shall:

- A.01. Preside at meetings of the County Convention and County Central Committee or designate a person to preside,
- A.02. Nominate Democrats to the county election board, with the advice and consent of the County Central Committee,
- A.03. Be the sole spokesperson for the county party unless he or she delegates that responsibility in writing to another person,
- A.04. Act as the chief executive and inspirational leader of the county party,
- A.05. Be responsible for interviewing prospective candidates and recruiting candidates to run for offices where there is not a Democratic incumbent,
- A.06. Communicate with the Party and elected officials of the county, the officers of the Democratic clubs in the county and the congressional district officers,
- A.07. Be responsible for training precinct officials,
- A.08. Establish a county office,
- A.09. Be responsible for hiring staff and recruiting volunteers with the advice and consent of the County Central Committee,
- A.10. Be responsible for supplying precinct officials and Democratic workers with materials,
- A.11. Be responsible for raising and disbursing funds and for depositing them in an account in the name of the County Party. Disbursement of funds will be by means of:
  - A.11i. Check drawn on an account in the name of the County Party,
  - A.11ii. Automatic Bank Draft, or
  - A.11iii. Bank Debit Card. Each item must be approved by the County Chair and one additional County Officer, to confirm. The authorization and confirmation must be in writing,
- A.12. Countersign with the vice-chair all checks drawn on an account of the county party,
- A.13. Review the qualifications of Republican candidates filed for office in the county to insure that they meet all the statutory qualifications for the respective offices and notify Democratic candidates for the corresponding office in a timely manner if a Republican candidate fails to meet those requirements,

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- A.14. Appoint the members of meeting committees with the approval of the County Central Committee.
- A.15. And in addition may appoint a convention secretary, sergeants-at-arms and tally clerks for each convention that is called. The county party secretary may be appointed as the convention secretary.

### B. The County Vice-chair shall:

- B.01. Preside at meetings when the chair is absent or is otherwise unable to preside and has failed to designate a person to preside,
- B.02. Act for the chair when the chair is absent,
- B.03. Assist the chair with such tasks as the chair may direct,
- B.04. Collect funds from the Precinct Committee vice-chairs for deposit in the county party's account,
- B.05. Maintain the financial records of the county party, file financial reports required by law and generally act as treasurer of the county party,
- B.06. Assist the chair in raising funds for the county party,
- B.07. Assist the chair in training Party workers and candidates in fundraising and in campaign finance laws,
- B.08. Countersign with the chair all checks drawn on an account in the name of the county party,
- B.09. Submit a financial statement of the county party to the appropriate district vice-chair(s) by January 1 of each year.

### C. The County Secretary shall:

- C.01. Take minutes of all County Conventions and County Central Committee meetings and forward a copy to the Congressional District Central Committee(s),
- C.02. Maintain all records deemed necessary by the county chair,
- C.03. Be in charge of the daily operation of the county office and its staff and/or volunteers,
- C.04. Assist the county chair or vice-chair as the county chair may direct,
- C.05. Assist the chair in publicizing the county party and county democratic nominees,
- C.06. Maintain a current list of the registered Democrats of the county with telephone numbers,
- C.07. Forward a list of all precinct and county officials to district and State secretaries,
- C.08. Notify the district secretary of Party activities in the county

### D. The State delegates shall:

- D.01. Attend meetings of the County, Congressional District and State Conventions and represent their constituents,
- D.02. Communicate with their constituents,
- D.03. Assist the county officers with such tasks as the chair may direct.

## **Bylaw 46. Congressional District Officers**

### A. The Congressional District Chair shall:

- A.01. Preside at the meetings of the Congressional District Convention and the Congressional District Central Committee or designate a person to preside,
- A.02. Be the sole spokesperson for the Democratic Party in the congressional district unless he or she delegates that responsibility in writing to another person,
- A.03. Be the chief executive and inspirational leader of the Democratic Party in the congressional district,
- A.04. Be principally responsible for informing the county officers of upcoming events and policy

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decisions being made by the Congressional District Central Committee and the State Central Committee,

- A.05. Be responsible for county officials and for directing, advising and assisting them in the administration of their duties,
- A.06. Interview prospective candidates and recruit candidates to run for Congress when there is no Democratic incumbent,
- A.07. Coordinate candidate recruitment efforts of the county chairs in multiple county legislative districts,
- A.08. Supply county officials with Democratic Party materials and forms,
- A.09. Be responsible for raising and disbursing funds and for depositing them in an account in the name of the Congressional District Party. Disbursement of funds will be by means of:
  - A.09i. Check drawn on an account in the name of the Congressional District Party,
  - A.09ii. Automatic Bank Draft, or
  - A.09iii. Bank Debit Card. Each item will be signed by the Congressional District Chair and one additional congressional District Officer, to confirm. The authorization and confirmation must be in writing,
- A.10. Appoint the members of meeting committees with approval of the Congressional District Central Committee.
- A.11. And in addition may appoint a convention secretary, sergeants-at-arms and tally clerks for each convention that is called. The district party secretary may be appointed as the convention secretary.

### B. The Congressional District Vice-chair shall:

- B.01. Preside at meetings when the chair is absent, is unable to preside and has failed to designate a person to preside,
- B.02. Act for the chair when the chair is absent,
- B.03. Assist the chair with such tasks as the chair may direct,
- B.04. Maintain financial records of the Congressional District Party, file financial reports required by law and Party rule, and generally act as treasurer of the Congressional District Party,
- B.05. Assist the chair in raising funds,
- B.06. Assist the chair in training, directing, advising and assisting county officials in the administration of their duties,
- B.07. Sign all checks drawn on an account in the name of the Congressional District Party
- B.08. Train, assist and advise the county vice-chairs of the district in filing financial reports required by law or Party rule,
- B.09. Insure that all county vice-chairs file required financial reports in a correct and timely manner,
- B.10. Prepare and submit a financial statement of the district Party which shall include the financial reports of the county parties in the district to the State Treasurer by March 1 of each year.

### C. The Congressional District Secretary shall:

- C.01. Take minutes of all Congressional District Convention and Congressional District Central Committee meetings and forward a copy to the State Secretary,
- C.02. Maintain all records deemed necessary by the chair,
- C.03. Assist the chair and vice-chair as the chair may direct,
- C.04. Assist the chair in publicizing the Congressional District Party and the Democratic nominee for congress,

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- C.05. Regularly canvass county secretaries about county party activities and report the activities to the State Central Committee.

### **Bylaw 47. State Officers**

#### A. The State Chair shall:

- A.01. Preside at the meetings of the State Convention and the State Central Committee or designate a person to preside,
- A.02. Be the sole spokesperson for the Democratic Party in the State unless he or she nominates an individual to be the spokesperson for the Party and that person is approved by the State Central Committee,
- A.03. Be the chief executive and inspirational leader of the Oklahoma Democratic Party,
- A.04. Be responsible for interviewing and recruiting prospective candidates for public offices in which there is no Democratic incumbent in consultation with appropriate county and congressional district chairs,
- A.05. Direct all fund raising efforts of the Democratic Party and assure that all funds are deposited in accounts in the name of the Oklahoma Democratic Party,
- A.06. Disburse funds of the Party, reporting such disbursements to the State Central Committee. Disbursement of funds will be by means of:
  - A.06i. Check drawn on an account in the name of the State Democratic Party,
  - A.06ii. Automatic Bank Draft, or
  - A.06iii. Bank Debit Card. Each item will be signed by the State Chair and one additional State Officer to confirm. The authorization and confirmation must be in writing,
- A.07. Countersign with one of the other State officers all checks drawn on the accounts of the Oklahoma Democratic Party,
- A.08. Coordinate Party activities with the elected Democratic leadership,
- A.09. Be responsible for conducting workshops for Democratic nominees for public office in such areas as campaign techniques, fundraising and campaign contribution and election laws,
- A.10. Be responsible for directing the biennial Party organizational meeting process and the Presidential delegate selection process,
- A.11. Be responsible for conducting workshops for Democratic Party officials and campaign workers,
- A.12. Be responsible for maintaining a State headquarters office,
- A.13. Be responsible for hiring staff, and for appointing one person to be the State Executive Director with the advice and consent of the State Central Committee. No individual may assume the title of State Executive Director for any purpose without such consent,
- A.14. Call meetings of the State Central Committee at such times as the chair deems appropriate,
- A.15. Appoint the members of meeting committees with the approval of the State Central Committee, and
- A.16. Appoint a convention secretary, sergeants-at-arms and tally clerks for each convention that is called. The state party secretary may be appointed as the convention secretary.

#### B. The State Vice-chair shall:

- B.01. Preside at meetings when the chair is absent, is unable to preside and has failed to designate a person to preside,
- B.02. Act for the chair when the chair is absent,
- B.03. Assist the chair with such tasks as the chair may direct,
- B.04. Assist the chair in raising funds,
- B.05. Assist the chair in training programs, seminars and workshops for Democratic nominees for

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public office, Democratic Party officials and Democratic campaign workers,  
B.06. Be authorized to countersign with the chair all checks drawn on the accounts of the Oklahoma Democratic Party.

### C. The State Treasurer shall:

- C.01. Maintain or cause to be maintained the financial records showing income and disbursements of the State Party organization, said records to be kept at the State office,
- C.02. Report completely on the financial status of the Party and activity of the Party's accounts on a regular basis to the State Central Committee,
- C.03. File or cause to be filed all financial reports required by law or Party rule,
- C.04. Assist the chair in raising funds and deposit all raised funds in accounts in the name of the Oklahoma Democratic Party,
- C.05. Be authorized to countersign with the chair all checks drawn on accounts of the Oklahoma Democratic Party,
- C.06. Be responsible for training, advising and assisting the congressional district and county vice-chairs in filing financial reports required by law or Party rule,
- C.07. Ensure that the congressional district and county vice-chairs file any required financial reports in a correct and timely manner,
- C.08. Assist the chair in instructing, advising and assisting Democratic candidates in filing financial reports,
- C.09. Serve on the State Finance Committee established in Article VII, Bylaw 3 of these Bylaws.

### D. The State Secretary shall:

- D.01. Take minutes of all State Convention and State Central Committee meetings,
- D.02. Maintain copies of minutes and transcripts of all meetings of the State Convention and the State Central Committee,
- D.03. Maintain copies of all minutes that may be sent to State Secretary by county or congressional district secretaries,
- D.04. Maintain copies of all rules, resolutions, bylaws and Party constitutions either adopted or proposed,
- D.05. Maintain an official list of all current precinct, county, congressional district and State Party officials,
- D.06. Certify the election of delegates to the appropriate conventions or committees,
- D.07. Maintain present and all previous lists of delegates of the State Convention and members of the State Central Committee,
- D.08. Maintain a current list of all Democratic elected officials in the State at all levels,
- D.09. Maintain such other records as the chair or State Central Committee may instruct,
- D.10. Be responsible for making a verbatim transcript of the discussion and action of the State Convention on any proposed amendment to the Constitution or Bylaws,
- D.11. Assist the chair or vice-chair as the chair may direct,
- D.12. Assist the chair in publicizing the Party and its nominees through such means as a State Party newspaper, press releases, advertisements, etc.
- D.13. Assist the chair in training, advising and assisting Democratic candidates in the use of various media in campaigning for office,
- D.14. Maintain a list of all Democratic clubs recognized by the County Central Committees, the Bylaws of all Democratic clubs so recognized and a current list of their officers and delegates as provided by those clubs,

- D.15. Be authorized to countersign with the chair all checks drawn on the accounts of the Oklahoma Democratic Party.

## **Committees**

### **Bylaw 48. Standing Committees**

There shall be a permanent affirmative action committee of the Oklahoma Democratic Party as established by the Constitution and a permanent finance committee as established hereinafter.

### **Bylaw 49. Affirmative Action Committee**

The responsibilities of the affirmative action committee shall be to:

- A. Encourage groups underrepresented in the Oklahoma Democratic Party organization to participate in Party meetings, elections and events.
- B. Prepare an annual budget and a fundraising plan to finance the activities of the committee.
- C. Work with officers and committees of the Oklahoma Democratic Party at all levels to implement the committee's plans and achieve the committee's goals.
- D. Coordinate the committee's activities with the State Central Committee through the committee's delegates on the State Central Committee.
- E. Publicize the time and place of Democratic Party meetings through appropriate media to reach target groups.
- F. Inform target groups of the procedures for selection of Democratic Party officials at all levels and the qualifications required of candidates for those offices, and such other Party rules and procedures as the committee deems appropriate.
- G. Prepare and distribute such materials the committee may deem appropriate to achieve its goals.
- H. Conduct seminars and workshops to train and educate target groups and Party officials.
- I. Act as the affirmative action committee under future Oklahoma Delegate Selection Plans, draft the affirmative action sections of the Oklahoma Delegate Selection Plan for submission to the State Central Committee and implement said affirmative action plan.
- J. Encourage persons to register and vote as Democrats.

### **Bylaw 50. Finance Committee**

- A. There shall be established a finance committee of the Oklahoma Democratic Party.
- B. The State Chair shall appoint the delegates and chair of the finance committee with advice and consent of the State Central Committee following the organizational meeting of the State Convention.
- C. The committee's responsibilities shall be to assist the State Central Committee in preparing a budget and a fundraising plan, and to assist the Party officers in raising funds.
- D. The State Treasurer shall be a delegate of the committee.
- E. At least one delegate of the affirmative action committee shall be a delegate of the finance committee.

### **Bylaw 51. Ad Hoc Committees**

With the advice and consent of the State Central Committee, the State Chair may establish and appoint

delegates to ad hoc committees, a majority of whose delegates should not be delegates of the State Central Committee.

## **Auxiliary Organizations**

### **Bylaw 52. Oklahoma Federation of Democratic Women's Clubs**

- A. There shall be an Oklahoma Federation of Democratic Women's Clubs which shall be composed of all recognized Democratic clubs that meet the Federation's requirements for membership and choose to affiliate.
- B. The Oklahoma Federation of Democratic Women's Clubs shall restrict the membership of all affiliated clubs of women, but shall require affiliated clubs to be open to all female members of the Democratic Party regardless of age, race, color, creed, religion, national origin, ethnic identity, sexual orientation, economic status or philosophical persuasion.

### **Bylaw 53. Oklahoma Federation of Young Democrats Clubs**

- A. There shall be an Oklahoma Federation of Young Democrats Clubs which shall be composed of all recognized Democratic clubs that meet the Federation's requirements for membership and choose to affiliate.
- B. The Oklahoma Federation of Young Democrats Clubs shall restrict the membership of all affiliated clubs to Democrats 35 years of age and younger, but otherwise shall be open to all members of the Oklahoma Democratic Party regardless of gender, race, color, creed, religion, national origin, ethnic identity, sexual orientation, economic status or philosophical persuasion.
- C. The Oklahoma Federation of Young Democrats Clubs may have a college Democrats division, a high school Democrats division and such other divisions as the federation deems appropriate.

### **Bylaw 54. Oklahoma Federation of Stonewall Democrats Clubs**

- A. There shall be an Oklahoma Federation of Stonewall Democrats Clubs, which shall be composed of all recognized Democratic clubs that meet the Federation's requirements for membership and choose to affiliate.
- B. The Oklahoma Stonewall Democrats shall be open to all members of the Oklahoma Democratic Party regardless of gender, race, color, creed, religion, national origin, ethnic identity, sexual orientation, economic status, disability or philosophical persuasion.

### **Bylaw 55. Oklahoma Democratic Party Veterans Committee**

- A. There shall be an Oklahoma Democratic Veterans Committee, which shall be composed of all recognized Democratic clubs that meet the Federation's requirements for membership and choose to affiliate.
- B. The Oklahoma Democratic Party Veterans Committee shall be open to all members of the Oklahoma Democratic Party regardless of gender, age, race, color, creed, religion, national origin, ethnic identity, sexual orientation, economic status, disability or philosophical persuasion.



## Policies

### **Bylaw 56. Nomination**

The nominees of the Democratic Party for all public offices shall be determined by primary election and, where necessary, by run-off primary election.

### **Bylaw 57. Presidential Delegate Selection**

The selection of delegates to the Democratic National Nominating Convention shall be based on the results of a Presidential Preference Primary Election.

### **Bylaw 58. Closed Primary**

Only voters who have registered as Democrats prior to a Democratic primary election may vote in that Democratic primary election. However, the State Central Committee or the State Convention by a majority vote, may direct the State Chair to notify the State Election Board in the prescribed timeframe and manner by statute, that the party intends to permit Independent Voters to vote.

### **Bylaw 59. Democratic Candidate Qualifications**

The Oklahoma Democratic Party shall not require any candidate for public office in the State of Oklahoma to take any test of membership or oath of loyalty to run as a Democrat; however, the State Chair shall solicit a written pledge from all candidates who file as Democrats for public office in races where there is a Democratic primary election to support the Democratic Party's nominee.

### **Bylaw 60. Candidate Fees**

The Oklahoma Democratic Party shall not require any Democratic candidate for public office in the State of Oklahoma to pay any fee to file as a Democrat for public office.