



## County Officers' Duties & Responsibilities

Being a county officer means organizing your county and educating voters. It involves a consistent commitment in and out of campaign season. The main duties include assisting in registering Democratic voters, serving as the ambassador for county Democratic social functions, canvassing and campaigning in your county on behalf of all Democratic candidates. Assisting in recruiting Democratic candidates, attending and reporting at State Central Committee meetings, engaging and overseeing precinct activities, spearheading Get Out the Vote (GOTV) projects and in turning out the maximum number of Democratic voters.

County officers **are elected in odd-numbered years and serve for two years**. Officers should expect to **average 20-30 hours per month in volunteer time** and maintain active status for their entire two (2) year term. Volunteer time may vary per county depending on the election cycle, and possible special elections in your precinct, county, and district.

### 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 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 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 ensure 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,
- 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 incampaign 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.