OKDEMS

# 2021

# STATE ORGANIZATIONAL CONVENTION

## STATE – DISTRICT - COUNTY - PRECINCT

### INFORMATIONAL PACKET

Dear Party Leaders,

We are writing to announce that once again it is time for all of us to gather so that we can organize our precincts, hold County Conventions, hold Congressional District Conventions, and conclude with the Oklahoma State Convention.

Enclosed in this packet is essential information that will help you in your official capacity to organize precinct meetings and County Conventions to elect delegates to the 2021 State Convention. This packet contains information to help your precinct meetings and conventions run as smoothly as possible. **In some instances, you will need to make extra copies of the enclosed documents.**

This packet includes:

- District/County Officer Training - 2021 Organizational Dates
- Instructions for County Chairs to assist in conducting Precinct Meetings and their County Conventions
- Guide to Rules for County Chairs to prepare for upcoming Precinct Meetings and County Conventions with Constitutional References
- Precinct Meeting Checklist
- Precinct Officer Duties from ODP Constitution and By-Laws
- Suggested Rules of Meetings
- Proxy Rules
- Sign-In Sheets for 2021 Convention/Meetings (Example Template)
- Precinct Officer Sheet for _____ County (Example Template)
- County Officer Sheet for _____ County (Example Template)
- District Officer Sheet for _____ District (Example Template)
- Committeeman and Committeewoman Sheet (Example Template)
- *Affirmative Action Officers Sheet for Counties and Districts (Example Template)
  **New change in Constitution and By-Laws from 2019 State Convention*

Please do not hesitate to contact us at (405) 427-3366 if you have any questions or need any assistance while preparing precinct meetings and your county convention.

Democratically yours,

Alicia Andrews

# 2021 ORGANIZATIONAL DATES

**Precinct Meetings:** **Thursday, March 11 - 7:00 p.m.**

**County Meetings:** **Saturday, April 3 – 10:00 a.m. or 2:00 p.m.**

**District Meetings:** **Saturday, May 1 – 10:00 a.m. or 2:00 p.m.**

**State Convention:** **Saturday & Sunday, June 12 & 13 -10:00 a.m.**

# Guide to Rules for County Chairs

GUIDE to Rules for County Chairs to prepare for upcoming Precinct Meetings and County Conventions with Constitutional References

I. Dates of Meetings (refer to ODP By-Laws 01 The Organizational Meetings):

a. Therefore, the 2021 meeting dates are as follows (along with dates by which CALLS must go out (according to ODP By-Laws 01, Sections A-E:

**Precinct Meetings:** Thursday, March 11th at 7:00 p.m. with Calls to Precinct Officers no later than February 10th (Calls 30 days out from Precinct Meeting)

**County Conventions:** Saturday, April 3rd at 10 am or 2 pm with Calls no later than March 2nd
*The Calls shall be mailed at least ten (10) days prior to the meeting date, including alternate dates within the seven (7) days per the ODP By-Laws Article I, Section B.*

**District Conventions:** Saturday, May 1st at 10 am or 2 pm with Calls no later than April 20th

**State Convention:** Saturday and Sunday, June 12th and 13th at 10 am with Calls no later than June 2nd

II. Voting members/delegates for each level (Precinct, County, District & State) are found in the ODP Constitution, Article II Organization, Sections 1-5:

a. Each Precinct, County and District will elect 3 officers being a Chair, Vice-Chair, and Secretary. The Chairs and Vice-Chairs shall be of opposite gender. The State will elect a Chair, Vice-Chair (who shall be opposite gender) and a Secretary and Treasurer (who shall also be opposite gender).
b. Counties and Districts may elect two (2) affirmative action officers – each of a different gender (Constitution Article III: Party Officials, sections 2 and 3)

c. Precincts may also elect two committeemen and two committeewomen but they are not delegates to the county convention (see ODP Constitution, Article IV Party Officials, Section 1(B).

d. Counties shall also elect state delegates that are calculated as provided under Constitution Article IV Party Officials, Section B (2, 3 & 4). This calculation will be done by the State Party and provided to the counties as soon as possible after the November election the previous year in which these meetings are held.

III. Current officers at each level need to be prepared to conduct meetings. Please refer to ODP By-Law 09: Notification of Election Results and By-Law 11: Certification of Election. Additional information on Elections and Voting can be found in By-Laws 30 – 41. Information on proxies can be found in By-Laws 34: Proxy Rules and By-Laws 35: Proxy Types.

IV. Once the elections are held, they must be reported in a timely fashion. Please refer to ODP By-Law 10: Notification of Election Results.

V. Under our By-Laws 14: Vacancy in Office – a vacancy automatically occurs when a Party convention or committee fails to elect an official at its organizational meeting. Under By-Law 16: Precinct Vacancies, when a vacancy occurs in a Precinct Committee office, no vacant Precinct Committee office may be filled during the period between the Precinct Committee organizational meeting and the County Convention.

# Instructions for County Chairs
# To assist in conducting Precinct Meetings and their County Conventions

The Oklahoma Democratic Party conducts its organizational meetings every two (2) years (in odd-numbered years) to elect officers and other such officials as may be required to serve until the next organizational meeting.

**IT ALL STARTS WITH OUR PRECINCT MEETINGS, which will be held on Thursday, March 11, 2019, at 7:00 p.m.**

Calls for the Precinct Meetings must be mailed no later than **February 10th** and must also be publicized in a local newspaper. Other means of media are recommended such as emails, direct mail and/or social media. Calls for the County Convention must be mailed no later than **March 2nd** with the same notice requirements.

**For counties with ten (10) or fewer State Delegates allotted**, not including county officers:

- May vote to call your precinct meeting on the same day as your County Convention at a time prior to the County Convention;
- May mail the Call for Precinct Meetings and County Convention together, NO LATER THAN **30 days prior to the meeting date,** and be publicized in a local newspaper; and
- Additional means of media, as listed above, are recommended.

All county officers are eligible to have access to the VAN (Voter Activation Network). The VAN gives counties the opportunity to contact high performing registered Democrats using inexpensive Robocalls. This easy process only requires access to VAN, setting up a Robocall account and using a credit/debit card. If you would like to use this program and need assistance, call ODP at (405) 427-3366.

It is the responsibility of the county to have meeting places secured for each precinct. These can be separate locations or can be at one for a certain number of precincts (or in smaller counties one location for all) at which a general meeting can convene and then break out into precincts.

First, go over these Instructions and Guide to Rules prior to meeting and for each precinct:

1. Have sign-in sheets for each precinct and have everyone sign in before you begin.

2. Show and explain forms to report elections.

3. Have someone take minutes.

4. Go over or hand out the portion of the **By-Laws 42 – 46: Duties of Officials** and explain duties of each prospective Precinct Officer. They should know their responsibilities before agreeing to run for or accept a position. They must also be relatively sure they can attend the County Convention. Advise them that if something comes up and they are unable to attend the County Convention, it is important for them to send a proxy (which must be of the same sex and from the same precinct).

5. Each Precinct should elect three (3) officers – Chair, Vice-Chair, and Secretary in accordance with the ODP **Constitution Article II: Party Officials, Section 1**. These officers are delegates to the upcoming County Convention. A person does not have to be present to be elected, but at least one person must be present in a precinct and assume the role of Precinct Chair in order to have the authority to appoint any vacancy, which has to be done during the meeting. The By-Laws are specific that no vacant precinct office may be filled during the period between the Precinct Meeting and the County Convention. In addition, each precinct may elect two committeemen and two committeewomen, who are not delegates to the County Convention.

6. Each precinct may take up resolutions that anyone presents and adopt them to be forwarded to the county to be considered at their County Convention.

7. Remind those elected as Precinct Officers, they may also run for and retain a position with the county; i.e. an officer or state delegate and remain a precinct officer. This is the only exception in the party rules to hold more than one office. If they are elected or appointed to a district or state position, they automatically vacate the one they were elected to at the county level.

8. Please refer to By-Law 30 (A-C): Voting to see exactly who are delegates to each of these conventions (County, Congressional, and State).

9. In addition, attached is a copy of each county and the number of delegates by county allotted to each for the upcoming County, District, and State Conventions, in accordance with the ODP **Constitution Article III: Party Officials, Section 2** in utilizing the formula within that section. Keep in mind these are in addition to the three (3) officers elected at the county level, which is also shown. These state

delegates and county officers are automatic delegates to their respective district conventions and to the state convention. One-half (1/2) shall be male and one-half (1/2) shall be female. The county officers shall be considered in determining equal division of genders. You need to make sure your county delegation in gender balance. For example: If your county is allotted five (5) delegates in addition to the three (3) officers, then your total is eight (8). Therefore, your gender balance is split even 4 Males + 4 Females. If you elect a female Chair, then your Vice-Chair must be male. The Secretary elected may be either. Let's say, you elect a female Secretary. Then you start out with two (2) females and one (1) male. You will need to elect your five (5) delegates – two (2) females and three (3) males to balance your county delegation.

10. Forms are enclosed to report Precinct and County elections. Accurate contact information is a must including email addresses for VAN access, as well as Affirmative Action Codes (AAC column on form). Precinct and County elections must be reported within 5 business days to the next level (refer to **By-Law 10: Notification of Election Results**.)

11. Sign-in forms are enclosed that will be needed for you to maintain along with the minutes from each precinct. In addition to needing this record for your files, they may be needed to verify elections of anyone not present.

12. A copy of the Constitution and By-Laws with a Guide to Rules (for your quick reference) that pertain to these meetings is enclosed along with a Precinct Meeting Check List and Suggested Rules.

As soon as you receive information from the State Party (if not before) concerning Precinct Meetings and County Conventions, the real work begins. The County Central Committee needs to meet and appoint the following committees as early as possible but no later than the date on which the call is issued.

Pick Chairs for Arrangements, Rules, Credentials, and Resolutions:

1. Arrangements (optional) – Obviously this one needs to be done much earlier than others to handle details of securing meeting site, obtain any necessary supplies and hold a fundraising event, if appropriate. Committee needs to search out sites, obtain at least 3 quotes on costs of meeting rooms, banquet room (if necessary) and any food and/or drinks associated, decorations, taking tickets at door, photographs, etc. It might help to compare costs of last 2-3 convention sites especially if considering the same venue. Involve one or more officers in the process along with one or more volunteers/activists to assist. Committee then brings proposals back to the County Central Committee for consideration and/or approval, plus any contracts needed to be signed by the Chair of the County Party.

2. Rules – The Party has utilized Standardized/Suggested Rules which are printed after the end of the Party Constitution and By-Laws, with some variations. It's also a good idea to include that whoever is presiding does not vote, except to break a tie and only if they are a credentialed delegate. You still need this group to meet and to go over the rules, make any changes and educate each member to help them understand the rules that they're asking the convention to adopt. Again, make sure they are made available at least 72 hours prior and copies at least 1 hour prior.

3. Resolutions – Same as with the Rules Committee, except there's no standardization here. Resolutions are submitted in several ways; from individuals, precincts, counties, districts, and/or auxiliary groups. They DO NOT have to accept any or all though. This committee has the authority to accept, reject, revise or write their own. They have the responsibility to recommend the adoption in their report to the convention and they must also make sure they are made available at least 72 hours prior and copies at least 1 hour prior.

4. Credentials – **You need some experience here as well as good organization**. The Party By-Laws are specific on this group's charge. This committee can begin meeting to go over the process at any time after Precinct Meetings.

- Go over the process of credentialing along with rules that govern Credentialing, Voting and Proxies as stated in the By-Laws. One thing to always remember on proxies: if you are a delegate and you decide to leave the convention and give your proxy to someone else committee the proxy must be of the same gender and you must have them sign in with the credentials. The Constitution states exactly which positions can be credentialed as delegates to the convention.
- Run through how to handle challenges and make badges.
- The final meeting should be the day before or the morning of the meeting to hear any challenges and decide on report to make before the entire body. After the initial report is given, you will most likely be required to give an updated or revised report as may be required.
- Keep your counts current so you can give these revised reports on short notice.
- Keep Delegate and Proxy counts separate and no person can hold more than one proxy. Public officials no longer have personal representatives. Public officials are now eligible to give and receive proxies. Only count Delegates and Proxies for quorum count. Public Elected Officials are not counted for quorum.

5. Brush up on the Rules and you may want to appoint a Parliamentarian to assist the Chair in running the convention and/or or conduct the elections.

# ALL DEMOCRATIC PARTY OFFICIALS
# ODP By-Laws 42

**By-Law 42: 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.

# PRECINCT OFFICER DUTIES
# ODP By-Laws 43

**By-Law 43:** Precinct Officers and Officials –

A) The Precinct Chair shall:
   1) Preside over meetings of the Precinct Committee,
   2) Represent the Democrats of the Precinct at meetings of the County Convention,
   3) Be responsible for seeing that the results of Precinct Committee elections are timely sent to the county secretary,
   4) Know current boundaries of the precinct,
   5) Know the location of the precinct polling place,
   6) Know who the members of the precinct election board are and help the County Central Committee in finding and recruiting replacements,
   7) Know of voter registrars in or near the precinct, (Registrars are no longer needed with the Motor-Voter Bill.)
   8) Maintain contact with the Democrats of the precinct by holding Precinct Committee meetings and workshops and by canvassing them on local races and issues,
   9) Maintain contact with the County Central Committee,
   10) Recruit and train precinct workers,
   11) Maintain a list of locations in the precinct where Democratic candidates may post campaign signs,
   12) Read and become familiar with the Democratic Party handbook,
   13) Maintain a current list of registered Democrats in the precinct with telephone numbers.

B) The Precinct Vice-chair shall:
   1) Preside over meetings of the Precinct Committee when the chair is absent or is otherwise unable to preside,
   2) Assist the precinct chair in fulfilling the duties of the chair as the precinct chair may direct,
   3) Collect contributions to the Democratic Party and be responsible for forwarding them to the county vice-chair.

C) The Precinct Secretary shall:
   1) Take minutes at Precinct Committee meetings and forward a copy to the county secretary,
   2) Tally votes for Precinct Committee elections and forward the results to the county secretary,
   3) Record any resolutions the Precinct Committee may adopt and forward them to the county secretary,

4) 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,
5) Perform such other duties as the precinct chair may direct,
6) 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

****SEE ADDITIONAL PRECINCT, COUNTY, DISTRICT, AND STATE OFFICER DUTIES INCLUDED IN THIS PACKET**

# PROXIES

**Bylaw 34: Proxy Rules**
The Credentials Committee shall issue proxy credentials to any person who presents a proper proxy form, which the committee shall retain.

A. 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 that has been issued by a credentials committee at a convention or is a written, recorded or announced proxy at a committee meeting.

B. 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. The delegate giving the proxy and the person to receive the proxy must be of the same gender and political unit, and appear before the credentials committee, or staff, for the proxy to be recorded and a proxy credential issued to the individual receiving it.

C. 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 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.

D. No individual may hold more than one (1) proxy. E.A proxy shall count for only one vote.

F. No proxies shall be allowed at Precinct Committee meetings.

G. Proxies, unless annotated otherwise in these Bylaws, shall not be counted for the determination of a quorum.

**Bylaw 35: Proxy Types**
There shall be two types of proxies:

A. Written Proxies

A.1. A delegate to a convention or committee, who is unable to attend a meeting, may only give a written proxy to a registered Democrat of the same gender and political unit as that from which the delegate was elected, per Bylaw 34 §B.

A.2. A written proxy must clearly state the name of the person giving the proxy, the office held, 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 in-person by two non-related adults.

A.3. Only written proxies where delegates of a convention or committee attending the respective meeting shall be counted present to satisfy quorum.

B. Recorded and Announced Proxies

B.1. A delegate to a Convention who attends a meeting and leaves before adjournment may give a recorded proxy, by signing before the credentials committee, or staff, a proxy statement naming an eligible delegate of the same gender and political unit as that from which the delegate was elected, per Bylaw 34 §B, who shall hold the proxy.

B.2. 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 any gender and from any political unit regardless of where the member was elected.

## Oklahoma Democratic Party - _____ County

### PRECINCT OFFICER ELECTION RESULTS - March 11, 2021 PRECINCT # _____

*The following individuals have been elected as Precinct Officers for the 2021-2023 election cycle. The new Precinct Secretary shall turn this information in to the County Secretary along with the Precinct Meeting Sign in Sheet within five (5) days after the Precinct Meetings.*

**CHAIR:**

NAME: _____ HOME PHONE _____

ADDRESS: _____ CELL PHONE _____

CITY_____ ZIP _____

E-MAIL: _____

**Affirmative Action Codes:** (check all that apply)

☐ Male ☐ Female
☐ Non-Binary

☐ African American
☐ Asian American/Pacific Islander
☐ Caucasian
☐LGBTQ+

☐ Hispanic/Latino
☐Native American
☐ Other (including those with disabilities)

**VICE CHAIR:**

NAME: _____ HOME PHONE _____

ADDRESS: _____ CELL PHONE _____

CITY_____ ZIP _____

E-MAIL: _____

**Affirmative Action Codes:** (check all that apply)

☐ Male ☐ Female
☐ Non-Binary

☐ African American
☐ Asian American/Pacific Islander
☐ Caucasian
☐LGBTQ+

☐ Hispanic/Latino
☐Native American
☐ Other (including those with disabilities)

**SECRETARY:**

NAME: _____ HOME PHONE _____

ADDRESS: _____ CELL PHONE _____

CITY_____ ZIP _____

E-MAIL: _____

**Affirmative Action Codes:** (check all that apply)

☐ Male ☐ Female
☐ Non-Binary

☐ African American
☐ Asian American/Pacific Islander
☐ Caucasian
☐LGBTQ+

☐ Hispanic/Latino
☐Native American
☐ Other (including those with disabilities)

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*If more than one Committeewoman and/or Committeeman are elected, they can be put on the reverse side of this form.*

*These positions are optional and are not delegates to the county, District, or State convention. Committeemen and Committeewomen must be gender balanced. For example: A precinct cannot have two committeewomen and no committeemen or vice-versa.*

## PRECINCT COMMITTEEWOMAN:

NAME: _____ HOME PHONE _____

ADDRESS: _____ CELL PHONE _____

CITY_____ ZIP_____

E-MAIL: _____

## PRECINCT COMMITTEEMAN:

NAME: _____ HOME PHONE _____

ADDRESS: _____ CELL PHONE _____

CITY_____ ZIP _____

E-MAIL: _____

## Oklahoma Democratic Party - _____ County

### AFFIRMATIVE ACTION OFFICER ELECTION RESULTS – April 3, 2021

*The following individuals have been elected as County Affirmative Action Officers for the 2021-2023 election cycle. The new County Secretary shall turn this information in to the District and State Secretary along with the County Meeting Sign in Sheet within five (5) days after the County Conventions.*

**Affirmative Action Officer:**

NAME: _____ HOME PHONE _____

ADDRESS: _____ CELL PHONE _____

CITY_____ ZIP _____

E-MAIL: _____

**Affirmative Action Codes:** (check all that apply)

☐ Male ☐ Female
☐ Non-Binary

☐ African American
☐ Asian American/Pacific Islander
☐ Caucasian
☐LGBTQ+

☐ Hispanic/Latino
☐Native American
☐ Other (including those with disabilities)

**Affirmative Action Officer:**

NAME: _____ HOME PHONE _____

ADDRESS: _____ CELL PHONE _____

CITY_____ ZIP _____

E-MAIL: _____

**Affirmative Action Codes:** (check all that apply)

☐ Male ☐ Female
☐ Non-Binary

☐ African American
☐ Asian American/Pacific Islander
☐ Caucasian
☐LGBTQ+

☐ Hispanic/Latino
☐Native American
☐ Other (including those with disabilities)

# Oklahoma Democratic Party – District _____

## AFFIRMATIVE ACTION OFFICER ELECTION RESULTS – May 1, 2021

*The following individuals have been elected as District Affirmative Action Officers for the 2021-2023 election cycle. The new District Secretary shall turn this information in to the State Secretary along with the District Meeting Sign in Sheet within five (5) days after the District Conventions.*

**Affirmative Action Officer:**

NAME: _____ HOME PHONE _____

ADDRESS: _____ CELL PHONE _____

CITY_____ ZIP _____

E-MAIL: _____

**Affirmative Action Codes:** (check all that apply)

☐ Male ☐ Female
☐ Non-Binary

☐ African American
☐ Asian American/Pacific Islander
☐ Caucasian
☐LGBTQ+

☐ Hispanic/Latino
☐Native American
☐ Other (including those with disabilities)

**Affirmative Action Officer:**

NAME: _____ HOME PHONE _____

ADDRESS: _____ CELL PHONE _____

CITY_____ ZIP _____

E-MAIL: _____

**Affirmative Action Codes:** (check all that apply)

☐ Male ☐ Female
☐ Non-Binary

☐ African American
☐ Asian American/Pacific Islander
☐ Caucasian
☐LGBTQ+

☐ Hispanic/Latino
☐Native American
☐ Other (including those with disabilities)

# County Convention Check List

1. Date of County Convention – **April 3, 2021 at 10:00 a.m. or 2:00 p.m.** or any day within seven (7) days per the ODP **Bylaw 01, Section B.** Post day, time, and location of your County Convention on your County's website calendar and/or social media page

2. Secure a location for your County Convention.

3. Appoint Convention Committee Chairs and members - Their names and when their committees meet must be on the County Convention Call. Make sure they are familiar with the By-Laws regarding to their respective committees.

4. Plan your agenda, including any speakers for the meeting. Include this in your County Convention Call, if possible.

5. Prepare a mailing list for the Convention Call – All newly elected Precinct Officers, Current County Officers (elected in 2019 or appointed since), Delegates allotted to your county and elected in 2019, any District or State Party Officer that is registered to vote in your county, members of the State Affirmative Action Committee who are registered to vote in your county, Democratic Elected Officials who are registered to vote in your county past officers and candidates. Utilize the VAN to identify other Democrats in your County.

6. Mail and email Convention Call to as many Democrats as possible no later than March 27th. Advertise meeting in your local newspaper. Use additional means such as your County Website (if you have one), Facebook, Robocalls, invitations, etc.

7. Notify your Congressional District Officers and the State Party of details about your meeting(s) including: date, time, location, and agenda.

8. At the meeting, provide copies of the County Officer Duties (By-Laws: Article VI-Sec. 3), include in packet Agenda, ODP Constitution & By-Laws, etc. If you need copies of the Constitution and By-Laws for your meeting, they are available on the website at www.okdemocrats .org or call the ODP (405) 427-3366.

9. Rules and Proposed Resolutions must both 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 the time the meeting starts.

10. Make sure all newly elected officers and delegates are **registered Democrats are registered to vote in your county.**

11. **The newly elected Secretary of each County Convention** shall notify the Congressional District and the State Party Secretary of the resulting County Convention Elections within five (5) business days. Please submit election results online at our website okdemocrats.org. If you are unable to submit online, you may also mail or email the included form to the State Party:

    - Mail: 3815 N Santa Fe Ave, Suite 122, Oklahoma City, Oklahoma 73118
    - Email: info@okdemocrats.org and secretary@okdemocrats.org

12. Please contact the ODP if you need help completing these tasks or have any questions. We are here to help you succeed!

# Suggested Rules of Meetings

The following rules may be adopted by a County Convention meeting for use in governing the proceedings of the Convention. These suggested rules may be changed, if the changes are consistent with the Constitution and By-laws of the Oklahoma Democratic Party.

Rule 1: Agenda

- Call to Order and Welcome
- Pledge of Allegiance/National Anthem
- Invocation
- Reading of Preamble of the Constitution of the Oklahoma Democratic Party
- Keynote Address
- Comments from the Chair
- Treasurer's Report
- Report of the Credentials Committee
- Report of the Rules Committee
- Election of Officers: Chair, Vice-Chair, and Secretary
- Election of Delegates and alternates to the State Convention
- Report of the Resolutions Committee
- Consideration of Resolutions
- Additional Business
- Announcements
- Adjournment

Rule 2: Purpose of the Meeting – The purpose of this meeting is to elect a County Chair, Vice Chair, Secretary, Delegates, and Alternates to the State Convention and to consider resolutions and such other business that as may come before the Convention body.

Rule 3: Resolutions Not in Committee Report – Any resolution not recommended for adoption by the Resolutions Committee may be moved by any delegate of the body so long as the resolution is submitted in writing to the presiding officer at or before the time the motion is made and accompanied by a petition of support signed by at least twenty-five percent (25%) of the delegates in attendance at the Convention.

Rule 4: Amending Resolutions – Any resolution may be amended by a delegate moving such an amendment, provided that the amendment is submitted in writing to the presiding officer at or before the time the motion is made, accompanied by a petition of support signed by at least twenty-five percent (25%) of the delegates in attendance at the Convention.

Rule 5: Debate –

A. General – Debate on any motion shall be limited to two (2) minutes for each side, for a total of four (4) minutes except for resolutions.

B. Resolutions – Debate on any resolution or body of resolutions shall be limited to three (3) minutes for each side for a total of six (6) minutes.

Rule 6: Election of Officers –

A. Order of Election – The order of elections shall be first the Chair, second the Vice Chair and third the Secretary. (At County Convention Meetings, the elections of State Delegates shall follow.)

B. Nominations – Nominations shall not be closed by a vote of the Convention, but shall continue until there are no further nominations.

C. Speeches – Following the close of nominations each candidate shall be allowed one nominating speech of not more than two (2) minutes, one seconding speech of not more than (1) minute, and a speech by the candidate of not more than two (2) minutes. Speaking order shall be 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.

D. Elections – All elections shall be by counted vote. If there is only one candidate nominated for an office, the chair shall declare that person elected, and there shall be no nominating or seconding speeches or vote taken. If, between two or more candidates, 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. (Alternative: If no candidate receives a majority vote on the first vote, the nominee receiving the least votes shall be removed from consideration and the election shall proceed in this manner until one nominee receives a majority vote.)

Rule 7: Election of State Delegates (for County Convention Meetings only)

A. Nominations – Nominations for State Delegates may be made by any convention delegate and shall require a second. Nominations shall not be closed by a vote of the Convention, but shall continue until there are no further nominations. If there is more than one position to fill, nominations shall be made and elections held for all delegates of one sex, and the nominations and elections of the remaining sex shall follow.

B. Speeches – Following the close of all nominations, each candidate shall be allowed to speak to the Convention for one minute.

C. Election – The State Delegates shall be elected by the entire County Convention or by sub-units of the County Convention pursuant to a plan adopted by the entire County Convention delegating such election. Each delegate to the caucus shall cast one vote for his or her choice for a Delegate of each sex. Those candidates of each sex receiving the greatest number of votes shall be elected in the order of the size of their votes up to the number of State Delegates each caucus is allocated. In the event there is a tie vote for the election of the last Delegate, the person tied for the last position shall run against each other in a runoff election. (Alternative: There shall be a separate election for each State Delegate which shall be conducted in the manner descried in Rule 6 (D) above.)

Alternative Rules 7 and 8: Election of State Delegates (For Count Convention Meetings in counties split into two or more Congressional Districts).

Rule 8: Caucus of Presiding Officers – For election of State Delegates in split counties, the chair shall appoint a person for each congressional district caucus or other subunit to call the caucus to order, and to hold an election for a person to act as the presiding officer of that caucus. The sole function of the presiding officer shall be to preside over that particular caucus meeting for the election of the State Delegates to represent that portion of the congressional district which lies within the county.

Rule 9: Election of State Delegates –

A. Nominations – Nominations for the State Delegates may be made by any Convention delegate from the caucus and shall require a second. Nominations shall not be closed by a vote of the caucus, but shall continue until there are no further nominations. If there is more than one position to fill, nominations shall be made and elections held for all delegates of one sex, and the nominations and elections of the delegates of the remaining sex shall follow.

B. Speeches – Following the close of all nominations, each candidate shall be allowed to speak to the caucus for one minute.

C. Election – The State Delegates shall be elected by the respective congressional District Caucuses or by sub-units of the county party pursuant to a plan adopted by the entire County Convention delegating such election. Each delegate of the caucus shall cast one vote for his or her choice for a delegate of each sex. Those candidates of each sex receiving the greatest number of votes shall be elected in the order of the sizes of their votes up to the number of State Delegates each caucus is allocated. In the event, there is a tie vote for the election of the last Delegate, the persons tied for the last position shall run against each other in a runoff election. (In the election for each State Delegate position which shall be conducted in the manner described in rule 6 (D) above).

# NOTES ON PRINTING SIGN IN SHEETS

If you would like to use the included sign-in sheets versus creating your own based on the samples, please set your printing properties for the entire table to fit the page in landscape mode or rotate to portrait mode before hitting print. You should also have the option to change the paper size if you would like to print a larger version on legal size paper.

We recommend **NOT** printing the entire Packet PDF if needing to print copies of the sign-in sheets. Exclude the sign-in sheet pages of the whole packet for printing, and then print the specific sign-in sheet you need separately following the above suggestions.

Oklahoma Democratic Party - _____ County  Precinct # _____

# 2021 PRECINCT MEETING SIGN IN

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County Secretary shall return this list to the District Secretary or fill out the online form at okdemocrats.org within five (5) business days of the Precinct Meetings.
District Secretary shall return this list to the State Secretary or fill out the online form at okdemocrats.org within ten (10) business days of the Precinct Meetings.
By filling out this sign in sheet, you agree that if you are elected as a **County Officer**, you give the ODP permission to share your contact information for communication purposes.

Oklahoma Democratic Party - _____ County  Congressional District _____

# 2021 COUNTY MEETING SIGN IN

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By filling out this sign in sheet, you agree that if you are elected as a **County Officer**, you give the ODP permission to share your contact information for communication purposes.

Oklahoma Democratic Party - Congressional District _____

# 2021 DISTRICT MEETING SIGN IN

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By filling out this sign in sheet, you agree that if you are elected as a **County Officer**, you give the ODP permission to share your contact information for communication purposes.

# Precinct Officers' Duties & Responsibilities

Being a county officer means utilizing the resources the state party provides for organizing your precinct 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 neighborhood (precinct) ambassador for Democratic social functions, canvassing and campaigning in your precinct on behalf of all Democratic candidates, assisting with Get Out the Vote (GOTV) projects and in turning out the maximum number of Democratic voters.

Precinct officers **are elected in odd-numbered years and serve two (2) terms.** Officers should expect to **average 10-15 hours per month in volunteer time** and maintain active status for their entire two (2) year term. Volunteer time may vary per precinct 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 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 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.

# County Officers' Duties & Responsibilities

Being a county officer means utilizing the resources the state party provides for organizing your precinct 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 two (2) terms.** 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 runfor 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 ofthe 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 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,

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 clerksfor 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.

# District Officers' Duties & Responsibilities

Being a district officer means utilizing the resources the state party provides for organizing your precinct 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 district Democratic social functions, canvassing and campaigning in your district on behalf of all Democratic candidates. Assisting in recruiting Democratic candidates, attending and reporting at State Central Committee meetings, engaging and overseeing county 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 two (2) terms.** Officers should expect to **average 25-35 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 46. Congressional District Officers

## A. The Congressional District Chair shall:

A.01. Preside at meetings of the County Convention and County 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 decisions being made 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 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 distributing fund and for depositing them in an account in the name of the Congressional District Party. Disbursement of funds will by means of:

A.09i. Check drawn on an account in the name of the County Party,

A.09ii. Automatic Bank Draft, or

A. 09iii. Bank Debit Card. Each item must 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 member of meeting committees with approval of the Congressional District Central Committee.

A.11. And in addition may appoint a convention secretary, sergeant-at-arms and the tally clerk 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,

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. 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,

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

# State Officers' Duties & Responsibilities

Being a state officer means organizing the state party 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 State Democratic social functions, canvassing and campaigning statewide on behalf of all Democratic candidates, and fundraising for the State Party. Assisting in recruiting Democratic candidates, attending and reporting at State Central Committee meetings, engaging and overseeing district and county activities, and turning out the maximum number of Democratic voters.

State officers **are elected in odd-numbered years and serve two (2) terms.** Officers should expect to **average 45-55 hours per month in volunteer time** and maintain active status for their entire two (2) year term. **Volunteer time** may vary per depending on the election cycle, and possible special elections throughout the state.

## 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 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 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 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 countyor 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 ofthe Oklahoma Democratic Party.