

**BYLAWS
OF THE**



OKLAHOMA DEMOCRATIC PARTY

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Bylaws of the Oklahoma Democratic Party

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Preamble

These Bylaws to the Constitution of the Oklahoma Democratic Party are intended to define further and explain the operating procedures of the Party. They are organized parallel to the Constitution to make easier reference to the Constitution, but this does not absolutely limit the application of the Bylaw to the specific part of the Constitution noted. The Bylaws can be clarified through policies enacted by the State Central Committee or amended by the State Convention as provided for in Article XII of the Constitution. Such changes can be made when necessary to improve the operation of the Party. It is not intended that changes in the Bylaws shall alter principles of the Party as set forth in the Constitution.

Meeting & Convention Calls

Bylaw 01: The Organizational Meetings

The Precinct Committees, 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 third Thursday in March at 7 p.m.; however, the County Central Committee of a county, with ten (10) or fewer total delegates, may vote to call precinct meetings on the same date specified in Bylaw 1: §B, 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.
- A. County Conventions shall meet at 10 a.m. or 2 p.m. on the fourth (4th) Saturday following Precinct Committee meetings, or any day within +/- seven (7) days of the required meeting date.
- B. The Congressional District Conventions shall meet at 10 a.m. or 2 p.m. on the fourth (4th) Saturday following the County Convention meetings, or any day within +/- seven (7) days of the required meeting date.
- C. The State Convention shall meet on the fourth (4th) weekend following the Congressional District Convention meetings, or within +/- seven (7) days of the required meeting date, unless the State Central Committee, by a two-thirds (2/3) majority vote, sets or moves the meeting to an alternate date.
- D. Location of State Convention. The State Central Committee shall determine the location of the Biennial State Organizing Convention from among bids submitted by the State Chair and ODP Staff, County Central Committees, and/or Congressional District Central Committees. Any bid to host shall:
 - E.1. Identify a site for the convention meeting; whether physical or virtual
 - E.2. Identify a site for possible fund-raising events; both physical and virtual
 - E.3. Name a convention site planning committee;
 - E.4. Provide options for delegate lodging;
 - E.4.i. Should the convention meet virtually, delegates will determine their own lodging.
 - E.5. Provide a line-item budget for convention expenses; and
 - E.6. Provide a workable plan for the State Convention.

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- E. 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.
- F. 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 these Bylaws.
- G. 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.
- H. Should the Convention(s) be virtual, any bid submitted to the State Central Committee shall include the software/site to be used along with access information needed to host such a meeting.
 - H.1. Software/site should be capable of hosting the needed number of delegates for the convention in question.
 - H.2. Software/site should be capable of functions needed for the execution of Convention agendas.

Bylaw 02: Precinct Committee Call

- A. The organizational meetings for Precinct Committees shall be called by the County Central Committee mailing — electronically or otherwise — at least thirty (30) days prior to the meeting date, to all Precinct Officers the official call, which shall include:
 - A.1. Precinct meeting date and time pursuant to Bylaw 1: §A; and
 - A.2. Precinct meeting location, whether physical or virtual
 - A.2.i. Should the Convention be virtual, the prominently displayed relevant access information or registration link will be shared.
- B. The County Central Committee shall publicize notice of the meeting place(s) on the event calendar of the ODP website at least thirty (30) days prior to the meeting date, and publicize a list of the meetings in a local newspaper and on all official County Party social media outlets. Precinct Officers shall further notify and publicize notice of the meeting(s) within the precinct to registered Democrats.
- C. A meeting of the Precinct Committee, other than the organizational meeting, can be called by the Precinct Chair, the County Central Committee on its own initiative, and must 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 a Precinct Committee called pursuant to Bylaw 2: §C shall be mailed, electronically or otherwise, and publicized. Making all due effort to contact the registered Democrats of the precinct as may be feasible.

Bylaw 03: County Convention Call

- A. A meeting of the County Convention shall be called by the County Central Committee mailing — electronically or otherwise — all county Precinct Officers, and other delegates of the County Convention, at least ten (10) days prior to the meeting date, the official call which shall include:
 - A.1. County Convention meeting date and time pursuant to Bylaw 1: §B;

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- A.2. County Convention location; whether physical or virtual
 - A.2.i. Should the convention be virtual, the prominently displayed relevant access information or registration link will be shared.
- A.3. The names of all convention committee chairs and members;
- A.4. County Convention committee meeting dates and times; and
- A.5. County Convention committee meeting locations, whether physical or virtual
- B. The County 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. A meeting of the Congressional District Convention shall be called by the Congressional District Central Committee mailing — electronically or otherwise — all county officers, State Delegates, State committee members, and all other delegates to the convention, at least ten (10) days prior to the meeting date, the official call which shall include:
 - A.1. District Convention meeting date and time pursuant to Bylaw 1: §C;
 - A.2. District Convention location; whether physical or virtual
 - A.2.i. Should the Convention be virtual, the prominently displayed relevant access information or registration link will be shared.
 - A.3. The names of all convention committee chairs and members;
 - A.4. District Convention committee meeting dates and times; and
 - A.5. District Convention committee meeting locations, whether physical or virtual.
- B. The District Central Committee shall further publicize the meeting to inform the public.

Bylaw 06: Congressional District Central Committee Call

- A. A meeting of the Congressional Central Committee may be called by the District Chair.
- B. Meeting agendas are to be accessible from the home page of the ODP website, forty eight (48) hours in advance of said meeting, under a tab titled "Reports". Approved minutes of said meetings are to be accessible in the same manner.

Bylaw 07: State Convention Call

- A. A meeting of the State Convention shall be called by the State Chair mailing — electronically or otherwise — all delegates to the Convention, at least ten (10) days prior to the meeting date, the official call which shall include:
 - A.1. State Convention meeting date and time pursuant to Bylaw 1: §D; and
 - A.2. State Convention location; whether physical or virtual
 - A.2.i. Should the convention be virtual, the prominently displayed relevant access information or registration link will be shared.
 - A.3. The names of all convention committee chairs and members; and
 - A.4. State Convention committee meeting dates, times, and locations.

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- A.4.i. The chair of a convention committee may change the date, time, and location of a meeting at their discretion, but only if the new date, time, or location for the meeting is posted on the State Party's website — in a prominent location — for at least seven (7) days before the original or new date of the meeting, whichever is earliest.
- B. The State Chair shall ensure posting and publication of all relevant dates, times, and locations of meetings on the Party's website in a prominent location.

Bylaw 08: State Central Committee Call

- A. A meeting shall be called by the State Chair mailing — electronic or otherwise — all members of the State Central Committee, at least ten (10) days prior to the meeting date, a letter calling the meeting which shall state the date, time, and location of the meeting.
- B. Meeting dates, times, and locations may be pre-set by the State Chair, with the advice and consent of the State Central Committee, at a regularly called meeting of the State Central Committee.
 - B.1. Notice of meetings shall be mailed — electronically or otherwise — to all committee members at least ten (10) days prior to the set 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 notices shall be mailed — electronically or otherwise — at the earliest possible date.
- C. A meeting may also be called by ten (10) members signing a petition, which calls for a meeting and states the date, time, and location. The meeting should always include a call-in number or zoom option for those who can't meet in person. Notice of the meeting shall be mailed — electronically or otherwise — to all members at least ten (10) days prior to the date of the meeting. If in the event the State Secretary refuses to send notices, 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:
 - D.1. An agenda which shall set forth those items which are to be considered, or which may require a vote of the Committee members;
 - D.1.i. Any item not on the agenda, may be considered, upon a two-thirds (2/3) majority vote of those present and voting members of the State Central Committee.
 - D.2. A copy of the previous meetings minutes, if the meeting is called pursuant to Bylaw 8: §A-B;
 - D.2.i. Minutes of State Central Committee meetings shall include all votes of the committee and a brief exposition of the discussion reflecting the opinions expressed.
- E. Meetings of the State Central Committee shall be open to the public, except when the Committee may go into executive session and exclude anyone, not a voting member, for personal cases or any other matters upon a two-thirds (2/3) majority vote.
- F. All votes shall be taken in open session. Absent members may vote via conference call or speakerphone at the time a vote is taken. Their vote will be counted. Their presence will be noted as "Present-By-Phone" and will not be counted for a quorum at non-conference call meetings.

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- G. Central Committee Meetings may be conducted via conference call should circumstances warrant; however, business may only be taken up if there is a preset agenda which sets forth those items which are to be considered, a quorum is satisfied, and minutes are taken to be ratified at the next regular meeting. All votes taken must be seen or announced by all participants.
- H. The State Party Chair — or the Vice-Chair in the Chair's absence — after attending the summer and winter meetings of the DNC, shall create a written report within three (3) weeks of each meeting. The report shall cover each of the agenda items of the meeting, and must include each of the Oklahoma delegation's votes during the meeting, in the report. The report is to be submitted to the Central Committee, and is to be accessible from the ODP website home page, under a tab titled "Reports".
- I. To promote transparency, the State Central Committee meeting agenda is to be accessible from the home page of the ODP website forty eight (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.

Elections

Bylaw 09: Elections

- A. Order of Elections - The order of the elections shall be:
 - A.1. Chair;
 - A.2. Vice-Chair;
 - A.3. Treasurer (State Convention only)
 - A.4. Secretary
 - A.5. Affirmative Action Officers;
 - A.6. State Delegates (County Convention only).
- B. Separate Elections - Each office shall be filled separately, no elections shall be combined.
- C. Nominations - Nominations shall remain open until there are no further nominations.
 - C.1. 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 the election of precinct officers where a nomination shall require one member of the precinct committee moving the nomination;
 - C.2. To be nominated for a Party office, the nominee must be registered to vote in the respective political unit and be otherwise qualified for nomination, even though they may not be a member of the electing body, and regardless of whether they is present at the convention when the election is held.
- D. Speeches - Any Democrat nominated for election to a Party office shall be entitled to address the electing body regarding their election, following the close of nominations. Each candidate in a contested election shall be allowed a nominating speech of not more than two (2) minutes, a seconding speech of not more than one (1) minute, and a speech by the candidate of not more than two (2) minutes. Speaking order shall be in the order of nomination. Nominating speeches for all candidates shall be given first, followed by seconding speeches, and finally, all candidate speeches, after which the election is called.

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- E. Elections - All elections — unless otherwise directed — shall be by tallied vote
 - E.1. The elections of the State Chair, Vice-Chair, and elected DNC members must be by a roll call of the counties unless only one person is nominated, in which case the sole nominee shall be declared elected by acclamation; no nominating or seconding speeches are to be given, and no vote taken.
 - E.2. While voting is underway, sergeants-at-arms shall keep the doors closed, not allowing re-entry, and assist in maintaining order.
 - E.3. Impartial tally clerks shall be appointed to assist with the actual count.
- F. 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 highest number of votes on the first vote. Voting shall proceed in this fashion until one candidate receives a majority vote.

Bylaw 10: 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 their District(s) and State Secretary 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.
- D. All notifications shall be in writing and shall include the office, full name, address, telephone number, and email 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 in Bylaw 10: §A-C within three (3) days of said appointment, succession, or special election.
- F. Receipt by mail — electronically or otherwise — of the notifications in this section shall be deemed timely if the postmark date on the notice 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 11: Certification of Election

- A. The State Secretary shall certify all election results, appointments, or succession of any official of the Party by mailing — electronic or otherwise — to the appropriate committee(s) a list of all individuals whose election, appointment, or succession election results have been recorded.
- B. Certification of elections by the State Secretary shall not be discretionary and shall be made at the earliest possible date.

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- 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 those delegates 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 Bylaw 1: §A, and shall not be required to be certified by the State Secretary as otherwise provided in this Bylaw 11.
- D. The State Secretary shall maintain a current list of all Precinct Committee, County, Congressional District, and State Convention members and officials. This information shall be available to any registered Democrat upon written request.
 - D.1. The ODP shall establish written policies and procedures to ensure that confidential — not publicly available — information concerning volunteers and party officials (I.E. Precinct Officers, County Officers, State Delegates, District Officers, and State Officers) that is disseminated by any party official, to a third party, is not disclosed without prior consent. Any person serving in a party position or volunteer capacity may designate that their personal information not be disclosed; however, that person shall submit an alternate means of contact. 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. The policies and procedures shall be mailed — electronically or otherwise — to every county and district chair during the months of January and July of each year.

Bylaw 12: New Officers Assuming Position

- A. Newly elected officers will fully assume their positions at a transitional meeting with the outgoing officers, to be held within ten (10) business days of their election. 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.
- B. “Administrative authority and duties” shall mean record keeping, accounting, minutes, maintenance of documents, writing checks with the knowledge of the newly elected officers, and the conducting of meetings.
- C. Newly elected officers shall have all other duties and powers not covered under Bylaw 12 and as defined by the Constitution and Bylaws during the transition period.

Bylaw 13: 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 14: Creation

A vacancy automatically occurs when a Party convention or committee fails to elect an official at its organizational meeting, or when a Party official:

- A. Resigns from office;
- B. Succeeds to another Party office;
- C. Is elected, or appointed, to another Party office, except at the precinct level;
- D. Dies;

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- E. Transfers their voter registration from the unit in which they were elected;
- F. Changes their voter registration from Democrat to Independent or any other party;
- G. Is recalled; or
- H. Fails to attend three (3) consecutive meetings of the body to which they are elected.
Meetings for this purpose will be defined as:
 - H.1. any meeting a reasonable person would expect the officer to attend, except in instances of extreme hardship,
 - H.2. or any meeting where they represent the people who elected them and are an official voting member of the committee,
 - H.3. This rule shall not apply to meetings where they have been granted ex-officio status,
 - H.4. The spirit of this rule is not punitive, but is to ensure party building at all levels.

Bylaw 15: Succession

The only office that may be filled by succession shall be the Chair of a Party convention or Party committee. The vacancy of which shall automatically be filled by the Vice-Chair, unless they refuse.

Bylaw 16: Precinct Vacancies

When a vacancy occurs in a Precinct Committee office, the Precinct Chair may appoint any registered Democrat to the vacant office. Within three (3) days of the appointment, the Precinct Chair shall notify their County Secretary, who shall, in turn, notify the State Secretary per Bylaw 10: §E.

- A. The Precinct Chair shall have thirty (30) days from the date the vacancy occurs to make an appointment. Failure to make an appointment within that period shall constitute waiving their right to do so, and allow their County Central Committee to fill any vacancies.
- B. No vacant Precinct Committee office can be filled during the period between precinct organizational meetings and county organizational conventions.

Bylaw 17: County & District Vacancies

When a vacancy occurs in an office of a County or Congressional District Party, the respective unit's Central Committee shall either call a meeting of their Convention, within ninety (90) days from the date the vacancy occurred, to hold an election to fill the vacancy, or waive their right to do so. If the right to hold an election convention has been waived, the following jurisdictional Central Committees shall appoint an individual to fill the vacancy:

- A. A Congressional District Central Committee shall nominate and elect an appointee to fill the County Party vacancy.
- B. The State Central Committee shall nominate and elect an appointee to fill the Congressional District vacancy.

Bylaw 18: 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 to nominate and elect an appointee to fill the position until the next meeting of the State Convention.

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Bylaw 19: 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 unless otherwise noted herein.

Recall

Bylaw 20: Grounds

Any elected Party office, elected at any level, shall be subject to recall if they:

- A. Aid, endorse, or in any way help any other political party, independent candidate, or candidate nominated by another political party in an election, or a Democrat who has been suspended or banned, unless no Democrat is 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 Party;
- B. Refuse or fail to perform their duties;
- C. Are convicted of a crime involving moral turpitude; or
- D. There exists other good cause that the convention or committee that such official serves believes to be detrimental to the principles and purposes of the Party.

Bylaw 21: Automatic Recall

Any Party officer who supports a candidate that is not a Democrat, in a partisan election, shall in doing so resign their office.

Bylaw 22: Precinct Committee Petition & Recall

Any registered Democrat may petition their County Central Committee to call a meeting of the Precinct Committee, in which they are registered, for the purpose of recalling a precinct officer.

- A. A precinct recall 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 24: §B.
- B. 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 per Bylaw 25. The meeting shall be set no later than thirty (30) days from the date of the receipt of the petition.
- C. A quorum shall be fifteen (15) registered Democrats of the precinct.

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 pursuant to Bylaw 20. It shall notify the State Central Committee immediately upon issuing such a call.

Bylaw 24: Petition

Any registered Democrat of a unit represented by a Party official may circulate a petition to recall said official from office pursuant to Bylaw 20.

- A. 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 maintained by the State Secretary.

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- B. The signatures shall be on a page(s) 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 the clearly printed name of the signatory and their Party position, if any.
- C. Once the requisite number of signatures has been obtained, the original petition shall be sent to the State Central Committee, at 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 data, time, and location of the meeting.
- D. 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 maintained by the State Secretary. 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 registered Democrat appointed by the State Central Committee. Said individual shall not be a participant in the controversy or a delegate to the meeting, and shall not have a vote.

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.

Voting

Bylaw 30: 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 been certified to receive a delegate or 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.

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- C. Only those individuals who are members of the State Central Committee, as outlined in Article VI: §3 of the ODP Constitution — or their designated proxies — shall be entitled to speak and vote at meetings of the State Central Committee.

Bylaw 31: Credentials Challenge

The right of an individual to participate as a delegate may be challenged.

- A. A challenged individual shall be allowed to participate in a meeting only upon signing an affidavit stating that they intend to support all 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 32: Late Arrival

A delegate to a convention who arrives after a meeting has started, and before it adjourns, 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.

Bylaw 33: Credentialing

The Credentials Committee staff shall issue credentials to all eligible delegates and officers.

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.

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- 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.

Bylaw 36: 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 37: Quorum

- A. Except for a Precinct Committee, a quorum for any convention or committee established by the Constitution and these supporting Bylaws shall be forty percent (40%) of its certified eligible delegates. Ex- officio members shall not be counted in determining a quorum.
- B. The quorum for a Precinct Committee meeting shall be any number of Democrats registered in the precinct present at the time and location stated in the notice calling the meeting.
- C. If a State Convention fails to attain quorum, the delegates present can upon a motion, second, and passage by a majority vote may delegate the consideration of resolutions before the body 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. A gender-balanced list should be submitted to the State Secretary within twenty (20) days of

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the convention. The meeting for selection may occur immediately following the adjournment of the State Convention. The State Chair will be chair of this committee until the committee selects its own.

Bylaw 38: Procedure

Voting shall be by voice vote except as otherwise provided. However, if a credentialed delegate moves for "division of the assembly" and the motion is seconded, the Chair shall proceed to a tallied 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 be adopted upon a majority vote of those credentialed delegates present and voting.

- A. At 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 they shall tally the results and report them to the presiding officer who shall announce the results and declare the outcome of the vote.
- B. At 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 they 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 ballots is prohibited at all meetings of the Democratic Party at all levels for election of officers and any other purpose. Refer to DNC Bylaws Article I: Bylaw 8(I) for additional information and clarification.

Bylaw 41: Presiding Officer's Vote

- A. No presiding officer shall vote on any matter before the body they preside, 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 42: General Duties

All officials of the Democratic Party shall:

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- A. Support the 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 and grow Democratic voter register;
- 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 Party and its candidates on contemporary issues;
- G. Know the dates of upcoming partisan elections; and
- H. Support the Party through financial contributions.

Bylaw 43: Precinct Officers and Officials

A. The Precinct Chair shall:

- A.1. Preside over meetings of the Precinct Committee;
- A.2. Represent the Democrats of the Precinct at meetings of the County Convention;
- A.3. Know current boundaries of the precinct;
- A.4. Know the location of the precinct polling place;
- A.5. Know who the members of the precinct election board are and help the County Central Committee in finding and recruiting replacements;
- A.6. Always have voter registration and absentee ballot request forms available and be familiar with absentee voting requests and procedures. Know locations near and within the precinct where notary publics are available, for notarizing absentee ballots. Maintain a calendar for elections for the precinct;
- A.7. 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.8. Maintain contact with the County Central Committee;
- A.9. Recruit and train precinct workers;
- A.10. Maintain a list of locations in the precinct where Democratic candidates may post signs;
- A.11. Read and become familiar with the Democratic Party handbook; and
- A.12. Maintain a current list of registered Democrats in the precinct with up-to-date contact information. Update the Voter File (VAN) — via MiniVAN — with up to date telephone numbers and e-mail address of voters, as available.

B. The Precinct Vice-chair shall:

- B.1. Preside over precinct meetings when the chair is absent or otherwise unable;
- B.2. Assist the precinct chair in fulfilling the duties of the chair as the precinct chair may direct;
- B.3. Collect contributions for the County Party and forward them to the County Vice-Chair.

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C. The Precinct Secretary shall:

- C.1. Take minutes at Precinct Committee meetings and forward a copy to the county secretary;
- C.2. Tally votes for Precinct elections and forward the results to the County Secretary;
- C.3. Record any resolutions the Precinct may adopt and forward them to the County Secretary;
- C.4. Be responsible, with the Precinct Chair, for notifying the Democrats in the precinct of Precinct meetings and of other information as the Chair may instruct;
- C.5. Perform such other duties as the Precinct Chair may direct; and
- C.6. Record the name, address, telephone number, and email of all Democrats who attend Precinct meetings and forward a copy to the County Secretary.

D. The Precinct Committeemen/woman shall:

- D.1. If elected, assist the precinct officers as directed by the Precinct Chair.

Bylaw 44: County Officers and Officials

A. The County Chair shall:

- A.1. Preside at meetings of the County Convention and County Central Committee;
- A.2. Nominate Democrats to the county election board, with the advice and consent of the County Central Committee;
- A.3. Be the sole spokesperson for the County Party, unless delegated to the Vice-Chair;
- A.4. Act as the chief executive and inspirational leader of the county party;
- A.5. Be responsible for interviewing and recruiting prospective candidates to run for offices where there is not a Democratic incumbent;
- A.6. Communicate with Party and elected officials in/of the county;
- A.7. Try to establish a county office, when financially feasible;
- A.8. Be responsible for hiring any staff, with approval of the County Central Committee;
- A.9. Be responsible for training precinct officials;
- A.10. Be responsible for supplying precinct and county officials 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.11.i. Check drawn on an account in the name of the County Party, countersigned by one additional County Officer;
 - A.11.ii. Automatic Bank Draft; or
 - A.11.iii. 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. Review the qualifications of Republican candidates filed for office in the county to ensure that they meet all the statutory qualifications for the respective

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offices and notify Democratic candidates for the corresponding office in a timely manner if a Republican candidate fails to meet those requirements;

A.13. Appoint the members of meeting committees, with the approval of their Central Committee;

A.14. Appoint sergeants-at-arms and tally clerks for each convention that is called.

B. The County Vice-chair shall:

B.1. Preside at meetings when the chair is absent, or is otherwise unable to preside;

B.2. Act as County Chair in absence of a Chair;

B.3. Assist the Chair with such tasks as directed;

B.4. Be responsible for recruiting volunteers;

B.5. Be in-charge of the daily operation of the County Office, and any staff and/or volunteers;

B.6. Assist the Chair in raising funds for the county party;

B.7. Collect funds from the Precinct Committees for deposit in the County Party's account;

B.8. Countersign with the chair all checks drawn on an account in the name of the county party;

B.9. Maintain the financial records of the County Party, file financial reports required by law, and generally act as treasurer of the County Party;

B.10. Submit a financial statement of the County Party to the appropriate District Vice-Chair(s) by January 1 of each year; and

B.11. Assist in training County Party and precinct officials in fundraising and campaign finance laws.

C. The County Secretary shall:

C.1. Take minutes of all County Conventions and County Central Committee meetings and forward a copy to their Congressional District Central Committee(s);

C.2. Maintain all records of the County Party;

C.3. Assist the County Chair or Vice-Chair with any tasks as directed;

C.4. Assist the Chair in publicizing the County Party and democratic nominees in the county;

C.5. Prepare and report to the District Secretary of Party activities in the county; and

C.6. Maintain a current list of registered Democrats in the County with up-to-date contact information. Update the Voter File (VAN) with up to date telephone numbers and e-mail address of voters, as available.

C.7. Forward a list, with up-to-date addresses, telephone numbers, and e-mails, of all precinct and county officials to the District(s) and State secretaries.

D. The County Affirmative Action officers shall:

D.1. Encourage groups underrepresented in the Oklahoma Democratic Party organization to participate in Party meetings, elections and events.

D.2. 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.

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- D.3. Coordinate the committee's activities with the County and District Central Committees.
- D.4. Publicize the time and place of Democratic Party meetings through appropriate media to reach target groups.
- D.5. 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.
- D.6. Prepare and distribute such materials the committee may deem appropriate to achieve its goals.
- D.7. Conduct seminars and workshops to train and educate target groups and Party officials.
- D.8. Encourage persons to register and vote as Democrats.
- D.9. Attend the County, Congressional District, and State Conventions and represent the interests of underrepresented people (specifically the Minority Groups as defined in Article V, §2 of the Constitution of the Oklahoma Democratic Party).
- D.10. Attend meetings of the County Party and represent the interests of underrepresented people (specifically the Minority Groups as defined in Article V, §2 of the Constitution of the Oklahoma Democratic Party).
- D.11. Sit on the County Central Committee with full voting rights to represent the interests of underrepresented people (specifically the Minority Groups as defined in Article V, §2 of the Constitution of the Oklahoma Democratic Party).
- D.12. Notify the County Central Committee members of events, meetings, or Democratic Party situations where a solution to create diversity, equity, and inclusion for underrepresented people (specifically the Minority Groups as defined in Article V, §2 of the Constitution of the Oklahoma Democratic Party) are needed and requested but are not being made available. If such circumstances exist that a reasonable accommodation can be made but is not made by the County Central Committee, the County Affirmative Action officer shall notify the proper Congressional District Affirmative Action officers.
- D.13. Prepare and submit a regular report of their activities to the District Affirmative Action Officers.

E. The State delegates shall:

- E.1. Attend the County, Congressional District, and State Conventions and represent their county constituents; and
- E.2. Assist the County officers with such tasks as the chair may direct.

Bylaw 45: Congressional District Officers

A. The Congressional District Chair shall:

- A.1. Preside at meetings of the District Convention and the District Central Committee;
- A.2. Be the sole spokesperson for the Democratic Party in the congressional district unless they delegate that responsibility in writing to the Vice-Chair;

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- A.3. Be the chief executive and inspirational leader of the Party in the congressional district;
- A.4. Be principally responsible for informing the county officers of upcoming events and policy decisions being made by the Congressional District or State Central Committee;
- A.5. Be responsible for directing, advising, and assisting county officers in the administration of their duties and responsibilities;
- A.6. Coordinate candidate recruitment efforts with County Chairs in multi-county legislative districts;
- A.7. Supply county officials with Democratic Party materials and forms;
- A.8. 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.8.i. Check drawn on an account in the name of the Congressional District Party, countersigned by one additional Congressional District Officer;
 - A.8.ii. Automatic Bank Draft; or
 - A.8.iii. 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.9. Appoint the members of meeting committees with advice and consent of the Congressional District Central Committee; and
- A.10. Appoint sergeants-at-arms and tally clerks for each convention that is called.

B. The Congressional District Vice-chair shall:

- B.1. Preside at meetings when the chair is absent, or is otherwise unable to preside;
- B.2. Act as District Chair in absence of the Chair;
- B.3. Assist the Chair with such tasks as directed;
- B.4. Assist the Chair in raising funds;
- B.5. Countersign checks drawn on account in the name of the Congressional District Party, as needed;
- B.6. Assist the Chair in training, directing, advising, and assisting county officials in the administration of their duties and responsibilities;
- B.7. Train, assist, and advise the county vice-chairs, of the district, in filing financial reports required by law or Party rule, and ensure that they are filed in a correct and timely manner;
- B.8. 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; and
- B.9. Prepare and submit a financial statement of the District Party, which shall include the financial reports of all the county parties in the district, to the State Treasurer by March 1 of each year.

C. The Congressional District Secretary shall:

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- C.1. Take minutes of all Congressional District Conventions and Congressional District Central Committee meetings, and forward a copy to the State Secretary;
- C.2. Maintain all Congressional District records;
- C.3. Countersign checks drawn on account in the name of the Congressional District Party, as needed;
- C.4. Assist the Chair and Vice-Chair as necessary;
- C.5. Assist in publicizing the District Party and the Democratic nominee for congress; and
- C.6. Prepare and deliver a regular report of the activities for the District and Counties within, to the State Central Committee meeting.

D. The Congressional District Affirmative Action Officers shall:

- D.1. Encourage groups underrepresented in the Oklahoma Democratic Party organization to participate in Party meetings, elections and events.
- D.2. 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.3. Coordinate the committee's activities with the District Central Committee and the State Affirmative Action Committee.
- D.4. Publicize the time and place of Democratic Party meetings through appropriate media, to reach target groups.
- D.5. 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.
- D.6. Prepare and distribute such materials the committee may deem appropriate to achieve its goals.
- D.7. Conduct seminars and workshops to train and educate target groups and Party officials.
- D.8. Encourage persons to register and vote as Democrats.
- D.9. Attend the Congressional District, and State Conventions and represent the interests of underrepresented people (specifically the Minority Groups as defined in Article V, §2 of the Constitution of the Oklahoma Democratic Party).
- D.10. Attend meetings of the District Party and represent the interests of underrepresented people (specifically the Minority Groups as defined in Article V, §2 of the Constitution of the Oklahoma Democratic Party).
- D.11. Sit on the District Central Committee with full voting rights to represent the interests of underrepresented people (specifically the Minority Groups as defined in Article V, §2 of the Constitution of the Oklahoma Democratic Party).
- D.12. Notify the Central Committee members of events, meetings, or Democratic Party situations where a solution to create diversity, equity, and inclusion for underrepresented people (specifically the Minority Groups as defined in Article V, §2 of the Constitution of the Oklahoma Democratic Party) are needed and requested but are not being made available. If such circumstances exist that a reasonable accommodation can be made but is not made by the County Central

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Committee, the County Affirmative Action officer shall notify the proper Congressional District Affirmative Action officers.

D.13. Prepare and submit a regular report of their activities to the State Affirmative Action Committee Secretary.

Bylaw 46: State Officers

A. The State Chair shall:

A.1. Preside at the meetings of the State Convention and the State Central Committee;

A.2. Be the sole spokesperson for the Democratic Party in the State, unless another individual is nominated by the Chair and approved by the State Central Committee;

A.3. Be the inspirational leader of the Oklahoma Democratic Party;

A.4. Be responsible for recruiting and interviewing prospective candidates for public offices in consultation with appropriate party leaders and publicly elected office holders;

A.5. Coordinate Party activities with the elected Democratic leadership,

A.6. Be responsible for establishing workshops for Democratic nominees for public office in such areas as campaign techniques, fundraising, and campaign finance and election laws;

A.7. Direct all fundraising efforts of the Democratic Party and assure that all funds are deposited in accounts in the name of the Oklahoma Democratic Party;

A.8. Disburse funds of the Party. All disbursements shall have written authorization of at least two State Officers.

A.9. Countersign with one of the other State officers all checks drawn on ODP accounts;

A.10. Be responsible for directing the Biennial Party Organizational Convention process and the Presidential Delegate Selection Convention process;

A.11. Be responsible for maintaining a State Headquarters;

A.12. Be responsible for conducting a search, interviews, and appointing a State Executive Director, with the advice and consent of the State Central Committee;

A.12.i. No individual may assume the title of State Executive Director without consent;

A.12.ii. No person may serve as Chair and State Executive Director simultaneously.

A.13. Call meetings of the State Central Committee at such times as deemed appropriate;

A.14. Appoint committee membership, with the approval of the State Central Committee; and

A.15. Appoint convention sergeants-at-arms and tally clerks for each convention that is called.

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A.16. Attend and vote at any meeting where they represent the people who elected them and are an official voting member of the committee, except in cases of extreme hardship.

B. The State Vice-chair shall:

- B.1. Preside at meetings when the chair is absent, or is otherwise unable to preside;
- B.2. Act as State Chair in absence of a Chair;
- B.3. Assist the Chair with such tasks as directed;
- B.4. Assist the Chair in raising funds,
- B.5. Assist the Chair in establishing training programs, seminars, and workshops for Democratic nominees for public office, Democratic Party officials, and Democratic campaign workers;
- B.6. Be authorized to countersign with the Chair all checks drawn on ODP accounts.
- B.7. Attend and vote at any meeting where they represent the people who elected them and are an official voting member of the committee, except in cases of extreme hardship.

C. The State Secretary shall:

- C.1. Take minutes of all State Convention and State Central Committee meetings;
- C.2. Maintain copies of minutes and transcripts of all meetings of the State Convention and the State Central Committee;
- C.3. Maintain copies of all minutes sent to State Secretary by County or District secretaries;
- C.4. Maintain copies of all rules, resolutions, Party Bylaws and Constitution, adopted or proposed;
- C.5. Maintain the official list of all current Precinct, County, District, and State Party officials;
- C.6. Certify the election of delegates to the appropriate conventions or committees;
- C.7. Maintain a list of all present and previous State Delegates, Party Officers, and members of the State Central Committee;
- C.8. Maintain a current list of all Democratic elected officials in the State, at all levels;
- C.9. Maintain such other records as the chair or State Central Committee may instruct;
- C.10. Be responsible for ensuring a verbatim transcript of the discussion and action on any proposed amendment(s) to the ODP Constitution or Bylaws is made;
- C.11. Assist the Chair or Vice-Chair in their duties when necessary;
- C.12. Assist in publicizing the Party and its nominees through such means as press releases, advertisements, newspaper articles, social media, etc.
- C.13. Assist the Chair in establishing training programs, seminars, and workshops for Democratic nominees for public office, Democratic Party officials, and Democratic campaign workers;

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C.14. Maintain a list of all Democratic clubs recognized by County Central Committees, their Bylaws, and a current list of their officers, delegates, and members contact information;

C.15. Maintain the Bylaws for all State Auxiliary Organizations recognized by these Bylaws, and a current list of their officers, delegates, and members contact information; and

C.16. Be authorized to countersign with the Chair all checks drawn on ODP accounts.

C. 17. Attend and vote at any meeting where they represent the people who elected them and are an official voting member of the committee, except in cases of extreme hardship.

D. The State Treasurer shall:

D.1. 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;

D.2. 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;

D.3. File or cause to be filed all financial reports required by law or Party rule;

D.4. Assist the chair in raising and depositing all raised funds in accounts in the ODP's name;

D.5. Be authorized to countersign with the chair all checks drawn on accounts of the ODP;

D.6. Be responsible for training, advising, and assisting congressional district and county vice-chairs in filing financial reports in a correct and timely manner as required by law or Party rule;

D.7. Assist the Chair in instructing, advising and assisting Democratic candidates in filing financial reports,

D.8. Serve on the State Finance Committee established in Bylaw 48: §B.

D.8. Ensure the State Party's compliance with State and Federal regulations.

D.9. In accordance with State and Federal campaign finance regulation, the State Chair and Treasurer shall appoint an Assistant Treasurer. In the event of a vacancy in the position of Treasurer, the Assistant Treasurer shall fulfill only the regulatory responsibilities of the Treasurer until the position is filled.

D.10. Attend and vote at any meeting where they represent the people who elected them and are an official voting member of the committee, except in cases of extreme hardship.

Committees

Bylaw 47: Convention 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.

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- A. Additionally, in pursuance of this Bylaw [Bylaw 7: §A.3-A.5], the State Chair, with the advice and consent of the Central Committee, shall, no later than the last meeting of the State Central Committee, but before the State Convention:
- A.1. Determine the chairs, and members of the convention committees. The members of each shall be equally divided as ordered by Article IX: §3 of the Constitution, and shall include representation by at least one Affirmative Action Committee Member each.
 - A.2. Establish the dates, times, and locations for at least one (1) meeting — each — of the Rules, Resolutions, and Constitution and Bylaws Committees.
 - A.3. Shall calculate the constitutional deadline for proposing changes to the Party's Constitution and Bylaws, and post that deadline, along with the email address for the Chair of the Constitution and Bylaws Committee, on the Party's website in a prominent location.
- B. A Rules Committee to decide 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.
- C. A Credentials Committee, whose appointed members may otherwise be delegates to the convention and a volunteer staff adequate to ensure each credentials table is not left unattended to:
- C.1. Prepare a list of delegates certified by the State Secretary as delegates to the Convention,
 - C.2. Hear challenges to the right of any delegate to be seated at the Convention meeting,
 - C.3. 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,
 - C.4. Prepare a credentials "badge" to present to each certified Convention delegate,
 - C.5. Report to the Convention on the number of delegates issued credentials and on the resolution of any dispute,
 - C.6. Review and record valid proxy statements,
 - C.7. Remain open until the adjournment of the Convention meeting; and
 - C.8. Make revised reports to the Convention as may be required.
- D. A Resolutions Committee to:
- D.1. Review resolutions proposed to the Convention,
 - D.2. Propose resolutions on the initiative of its own members,
 - D.3. Revise and draft resolutions,
 - D.4. Recommend the adoption of resolutions in its report to the Convention, and
 - D.5. 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

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to be made available at the meeting site at least one (1) hour prior to convening the meeting.

- E. 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.
- F. A Constitution and Bylaws Committee for the State Convention to
 - F.1. review all proposed changes the state party receives,
 - F.2. to propose on the initiative of its own members,
 - F.3. revise and draft proposed changes, and
 - F.4. recommend the adoption of proposed changes in its report to the convention, and
 - F.5. 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 48: State Central Committee Standing Committees

The State Central Committee will have the following Standing Committees:

- A. Affirmative Action: The responsibilities of the affirmative action committee shall be to:
 - A.1. Encourage groups underrepresented in the Oklahoma Democratic Party organization to participate in Party meetings, elections and events.
 - A.2. Prepare an annual budget and a fundraising plan to finance the activities of the committee.
 - A.3. 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.
 - A.4. Coordinate the committee's activities with the State Central Committee through the committee's delegates on the State Central Committee.
 - A.5. Publicize the time and place of Democratic Party meetings through appropriate media to reach target groups.
 - A.6. 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.
 - A.7. Prepare and distribute such materials the committee may deem appropriate to achieve its goals.
 - A.8. Conduct seminars and workshops to train and educate target groups and Party officials.
 - A.9. 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.
 - A.10. Encourage persons to register and vote as Democrats.
 - A.11. Prepare statewide affirmative action activity report and present at the State Central Committee.

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- B. Finance: The State Chair shall appoint the delegates, and chair, of the finance committee with advice and consent of the State Central Committee following the Biennial State Convention.
 - B.1. The State Chair and Treasurer shall be an ex-officio members of the committee.
 - B.2. The ODP Operations Director shall be an ex officio non-voting member of the committee.
 - B.3. The committee's responsibilities shall be to assist the State Central Committee in preparing an annual operating budget, review progress towards the budget, and to assist the Party officers in raising funds.
 - B.4. At least one delegate of the affirmative action committee shall be on committee.

Bylaw 49: 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 50: Oklahoma Federation of Democratic Women's Clubs

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 with said Federation.

- A. This Federation shall restrict the membership of all affiliated clubs. Membership will be open to all individuals that identify as female and are registered members of the Democratic Party regardless of age, race, color, creed, religion, national origin, ethnic identity, sexual orientation, economic status or philosophical persuasion.

Bylaw 51: Oklahoma Federation of Young Democrats Clubs

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 with said Federation.

- A. This Federation shall restrict the membership of all affiliated clubs. Membership will be open to any registered 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.
- B. This Federation may have a College Democrats subdivision, a High School Democrats subdivision, and such other subdivisions as the Federation deems appropriate.

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Bylaw 52: Oklahoma Federation of Stonewall Democrats Clubs

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 with said Federation.

- A. This Federation shall not restrict the membership of its affiliated clubs. Membership will 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 53: Oklahoma Federation of Democratic Veterans Clubs

There shall be an Oklahoma Federation of Democratic Veterans Clubs, which shall be composed of all recognized Democratic clubs that meet the Federation's requirements for membership and choose to affiliate with said Federation.

- A. This Federation shall not restrict the membership of its affiliated clubs. Membership will 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 54: Oklahoma Democratic Disability Federation

There shall be an Oklahoma Democratic Disability Federation, which shall be composed of all recognized Democratic clubs that meet the Federation's requirements for membership and choose to affiliate with said Federation.

- A. This Federation shall not restrict the membership of its affiliated clubs. Membership will 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 Federation of African American Democrats Clubs

There shall be an Oklahoma Federation of African American Democrats Clubs, which shall be composed of all recognized Democratic clubs that meet the Federation's requirements for membership and choose to affiliate with said Federation.

- A. This Federation shall not restrict the membership of its affiliated clubs. Membership will 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 56: Oklahoma Latinx Democratic Federation

There shall be an Oklahoma Latinx Democratic Federation, which shall be composed of all recognized Democratic clubs that meet the Federation's requirements for membership and choose to affiliate with said Federation.

- A. This Federation shall not restrict the membership of its affiliated clubs. Membership will 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.

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Bylaw 57: Oklahoma Native Democrats Federation

There shall be an Oklahoma Native American Democrats Federation, which shall be composed of all recognized Democratic clubs that meet the Federation's requirements for membership and choose to affiliate with said Federation.

- A. This Federation shall not restrict the membership of its affiliated clubs. Membership will 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.

Policies

Bylaw 58: 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 59: 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 60: Closed Primary

Only voters who have registered as Democrats prior to a Democratic primary election may vote in that Democratic primary election. The State Convention by a majority vote will direct the State Chair to notify the State Election Board in the prescribed time frame and manner by statute, whether the party intends to permit Independent Voters to vote.

Bylaw 61: 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 62: 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.

Bylaw 63: Prohibition on Harassment

- A. All persons subject to the authority of the Oklahoma Democratic Party are prohibited from engaging in harassment.
 - A.1. "Harassment" is defined as a knowing and willful course or pattern of conduct directed at a specific person which seriously alarms the person, which would cause a reasonable person emotional distress, and which actually causes distress to the person.
 - A.2. Examples of harassment can include:
 - A.2.i. Jokes, slurs, epithets, name-calling,

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- A.2.ii. Intimidation, retaliation, insults, or threats,
 - A.2.iii. Physical or violent confrontations,
 - A.2.iii. Offensive objects or pictures in the workplace,
 - A.2.iv. Inappropriate conduct outside of the party that adversely affects others in the party or its mission,
 - A.2.v. Conduct through electronic means.
- B. Allegations of harassment by any person subject to the authority of the Oklahoma Democratic Party must be made in writing (including written or printed evidence to support the allegation of harassment, whenever possible) to any party officer.
- C. Whenever any party officer receives an allegation of harassment from any person, the party officer must promptly and confidentially forward the written allegation and any supporting evidence to notify a statewide officer, congressional district officer, or an officer of the Affirmative Action Committee, who must promptly and confidentially forward the written allegation and any supporting evidence to the state chair.
- D. Failure to report an allegation of harassment by any party officer, or disclosing the allegation of harassment to any person outside this process, shall be considered violations of this Bylaw. Violators are subject to punishment no greater than the punishment prescribed for harassment.
- E. Upon notification of an allegation of harassment, the chair must, in their discretion, do one of four things within thirty (30) days:
- E.1. Place the allegation, referred to only as "Harassment Allegation," on the agenda for a central committee meeting. The discussion must take place in executive session.
 - E.2. During discussion of the agenda item, the chair must disclose the written allegation and any supporting evidence and the general substance of the allegation to the central committee, without disclosing any identities of any persons named in the written allegation and any supporting evidence, only the facts as presented to the chair.
 - E.3. The central committee cannot table the issue, they must vote on a course of action as follows:
 - E.3.i. Adjudicate in current meeting as follows:
 - E.3.i.i. The central committee must vote on the question "is the subject of the allegation in violation of the prohibition on harassment?"
 - E.3.i.ii. Debate may be allowed on this question, but the chair cannot hear a motion to table.
 - E.3.i.iii. Based on the findings, the central committee determines the next action as defined in section F, G, or H as applicable.
 - E.3.ii. Refer to an ad hoc review panel.
 - E.3.iii. Refer to outside counsel.
 - E.3.iv. Determine an emergency exists which threatens the health, safety, or welfare of other party members and suspend a member from party activities pending outcome of legal decision. outside review

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E.3.iv.i. Once an outside decision has been made, the issue will be reconsidered at the next State Central Committee meeting as defined in section F, G, or H as applicable.

E.3.v. Present it to an ad hoc review panel of individuals trained in a conflict resolution program approved by the central committee.

E.3.v.i. The chair must then present the findings to the central committee at the first meeting following receipt of the findings. The agenda item shall be referred to only as "Harassment Allegation," and the discussion must take place in executive session.

E.3.v.ii. Based on the findings, the central committee determines the next action as defined in section F, G, or H as applicable.

E.3.vi. Promptly and confidentially engage outside counsel to investigate the allegation;

E.3.vi.i. The chair must then present the findings to the central committee at the first meeting following receipt of the findings. The agenda item shall be referred to only as "Harassment Allegation," and the discussion must take place in executive session.

E.3.vi.ii. Based on the findings, the central committee determines the next action as defined in section F, G, or H as applicable, and cannot table the issue.

F. The State Central Committee may take the following actions against any person subject to the authority of the Oklahoma Democratic Party found to have violated the prohibition on harassment:

F.1. Issue a private or public reprimand or censure;

F.2. Take other action agreeable to both the complainant, the person against whom an allegation of harassment is made, and the Central Committee;

F.3. Determine an emergency exists which threatens the health, safety, or welfare of other party members and suspend a member from party activities pending outcome of legal decision.

F.3.i. Once an outside decision has been made, the issue will be reconsidered at the next State Central Committee meeting where a final decision will be made.

F.4. Suspend the member by prohibiting their attendance at any party meeting for a term of years or an indefinite term;

F.5. Suspend the member from being eligible to run for any party office for a term of years or an indefinite period;

F.6. In the case of repeated or particularly egregious conduct, remove the person as a member of the Oklahoma Democratic Party for a term of years or an indefinite period of time; or

G. Any party official found by the central committee to have violated the prohibition on harassment may also be:

G.1. ejected from party office,

G.2. prohibited from holding party office in the future,

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G.3. prohibited from attendance at any party meeting or event, and

G.4. prohibited from access to VAN, NGP, or any other data resource

H. If the violator should be a vendor or contractor, the party:

H.1. May terminate any contract or agreement with the violator, or any company controlled, owned, or managed by the violator, and

H.2. May opt to not engage in any contract or agreement with the violator, or any company controlled, owned, or managed by the violator, in the future.

Note: All contracts or agreements between the party and any vendor or contractor must contain a clause notifying the vendor or contractor of this provision of the party's bylaws.