

**Bylaws of the County Chairs Association
Oklahoma Democratic Party**

Revised September 13, 2023

ARTICLE I. NAME

Section 1. The name of this club shall be the County Parties Association of the Oklahoma Democratic Party (CPA), a not-for-profit club organized under the Constitution and Bylaws of the Oklahoma Democratic Party.

Section 2. The name of this club shall not be used in any public action or attached to any petition.

ARTICLE II. OBJECTIVES

Section 1. The objective of this club shall be to encourage participation and collaboration between and within county parties throughout the state within the Oklahoma Democratic Party structure to secure the equal human rights guaranteed to all citizens by the Constitution of the United States, and to promote the cause of the electing Democrats in Oklahoma.

Section 2. This club shall only endorse and support Democratic candidates for office, but shall take a vote to endorse or support any single Democratic candidate running in a contested Democratic primary.

ARTICLE III. MEETINGS

Section 1. Executive Board

- a. The Executive Board shall hold regular meetings, no less than (4) times annually. A meeting may be called by the President.
- b. A quorum for any Meeting of the Executive Board shall require at least 2/3 member participation. If necessary, an Executive Board member may attend virtually.

- c. Notice of any Meeting of the Executive Board shall be provided to each active member, by mail, e-mail or Facebook event, no less than 7 days prior to the meeting, along with a draft agenda.
- d. Any active member of the shall be entitled to attend any Executive Board Meeting.

Section 2. Membership Meeting

- a. The County ChairsParties Association of the Oklahoma Democratic Party shall hold regular membership meetings, no less than four (4) times annually.
- b. A Membership meeting and Executive Board meeting can run concurrently.
- c. For any membership meeting in which a quorum is necessary, a quorum for any membership meeting shall require at least twenty-five percent 25% of the membership.
- d. Notice of any Meeting of the Membership shall be provided to each active member, by mail, e-mail, Facebook event or other electronic means, no less than 7 days prior to the meeting, along with a draft agenda.

Section 3. All matters requiring a vote shall be decided by a simple majority of members present and voting.

Section 4. Meetings shall be conducted by Robert's Rules of Order, and the President shall serve as official parliamentarian for the club.

ARTICLE IV. OFFICERS AND EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Officers of the club, and committee chairs appointed by the Executive Board.

Section 2. The officers of the club shall be the President, Vice-President, and Secretary. Officers shall be elected for a two-year term, at a

meeting held at the state organizing convention of every odd-numbered year. The President, Vice-President, and Secretary shall form the club's Executive Board. The President and Vice-President must be of differing genders and geographically diverse, meaning one is from an urban/suburban county and the other is from a rural county. Rural counties are defined as having eight (8) or fewer delegates to state convention.

Section 3. No officer shall hold a single office in the club for more than three consecutive two-year terms.

Section 4. If the President, for any reason, cannot complete their term, the Vice President shall ascend. If the Vice President declines ascension, the Executive Board shall appoint a successor who shall serve out the remainder of that term.

Section 5. If the Vice President or Secretary for any reason, cannot complete their term, the body shall elect a successor who shall serve out the remainder of that term

Section 5. If a committee member, for any reason, cannot complete their term, the Executive Board shall appoint a successor who shall serve out the remainder of that term

Section 5. Any person elected or appointed to the Executive Board who fails to attend three consecutive regular meetings of the club shall forfeit their office, unless excused by a majority of the Executive Board.

Section 6. The duties of the President are:

- a. to preside at all meetings;
- b. to plan club business, in collaboration with the Executive Board;
- c. to appoint committee chairs, with the consent of the Executive Board;
- d. to represent the club to the broader party and the public at large;

- e. to apply for the club's annual letter of recognition with the Oklahoma Democrats prior to February 1 of each year.

Section 8. The duties of the Vice-President are:

- a. to support the President in carrying out their duties;
- b. to perform the President's duties whenever the President is absent.
- c. to receive all monies payable to the club;
- d. to pay all bills approved by the Executive Board, by cosigning all checks with the President as necessary
- e. to make a written monthly report of all receipts and disbursements;
- d. to submit a financial statement to the Treasurer of the Oklahoma Democrats by February 1 of each year, in coordination with the President's annual reapplication for a letter of recognition from the Oklahoma Democrats

Section 9. The duties of the Secretary are:

- a. to keep minutes of all meetings of the club and the Executive Board;
- b. to keep a roster of officers, committees, active members, and associate members;
- c. to be custodian of all club records;
- d. to be responsible for all club correspondence;
- e. to turn over to their successor all club records within ten (10) days of the completion of their term.

Section 10. Duties of Executive Board may be shared by all members of Executive Board to help each other or to better fulfill all requirements of the Club as needed or in the event there be an unfilled position.

ARTICLE V. MEMBERSHIP

Section 1. Any county level central committee member (Chair, Vice Chair, Secretary or Affirmative Action member) is eligible for active membership in the organization.

Section 2. Any person who has not yet attained voting age and who is sympathetic with the organization's purpose shall be eligible for associate membership.

Section 3. Associate members are entitled to all privileges of active members, except the right to vote, hold office, or serve as delegates to party meetings.

ARTICLE VI. DUES

Section 1. Annual dues shall be \$20, and must be paid no later than March 15th of each year.

Section 2. Delinquent members shall be deleted from the membership roster when they become 60 days past due. Delinquent members may not participate in any club business, make motions, or cast votes. Delinquent members shall be reinstated immediately to active voting status upon payment of dues.

ARTICLE VII. ELECTIONS

Section 1. Officers shall be elected at a meeting held in the first three months of every odd-numbered year, or in the first three months of the club's existence under the Oklahoma Democratic Party Constitution.

Section 2. Officer elections shall be conducted by voice vote, unless division of the house is requested, in which case the vote will be counted.

Section 3. Nominations shall be made from the floor. To be nominated, a candidate must meet the club's qualifications, give their consent, and receive a second.

Section 4. The candidate who receives a simple majority of the votes cast shall be elected. In the event no candidate receives a simple majority, the top two vote-getters shall compete in a runoff, and the winner shall be elected.

Section 5. If only one candidate is nominated for an office, the President shall ask three times for further nominations from the floor. If no other candidates are nominated, the President shall declare the candidate elected to the office.

Section 6. All newly elected officers shall assume their offices immediately upon their election.

ARTICLE VIII. COMMITTEES

Section 1. The Executive Board shall have the authority to establish club committees, and the President shall have the authority to appoint chairs for those committees. Committees shall be given clear mandates and empowered by the Executive Board to accomplish these mandates.

Section 2. Committee chairs shall have the authority to appoint active or associate members to serve on their committee.

ARTICLE IX. AMENDMENTS

Section 1. These bylaws may be amended or revised by a two-thirds (2/3) vote of active members present at any monthly meeting, provided that members receive notice of the proposed amendment at least thirty (30) days in advance of the vote.

Section 2. All approved amendments or revisions must be approved by the Oklahoma Democratic Party State Central Committee before taking effect.

ARTICLE X. AUTHORITY

These bylaws shall be the governing authority of this club, and shall control unless in conflict with the Oklahoma Democratic Party Constitution and Bylaws, the Democratic National Committee Charter and Bylaws, the Oklahoma Constitution, the laws of the state of Oklahoma, the United States Constitution, the laws of the United States, or any other controlling local, municipal, county, or tribal authority.