

8th Legislative District Central Committee Policy Guide

ARTICLE I. OFFICERS, THEIR DUTIES AND RESPONSIBILITIES

The elected officers of the 8th LDCC shall be: Chair, Vice-Chair, Secretary, Treasurer, State Committeeman (SCM) and State Committeewoman (SCW).

1. The Chair

- a. Shall be the executive and official spokesperson of the 8th LDCC.
- b. Shall direct the activities of the Executive Board in carrying out the programs and policies of the 8th LDCC.
- c. Shall call and preside at all meetings of the 8th LDCC and the Executive Board.
- d. Shall appoint standing and special committees subject to the approval of the 8th LDCC.
- e. May appoint persons to the positions of Acting PCO with the affirmation of the body. May remove an Appointed and Acting PCO with the affirmation of the body. Shall appoint the chairs of all Standing committees, subject to the approval of the Executive Board.
- f. Shall be an ex-officio member of every 8th LDCC committee.

2. The Vice Chair

- a. Shall perform the duties of the Chair in the absence of the Chair.
- b. Shall perform such other tasks as may be assigned by the Chair.

3. The Secretary

- a. Shall keep minutes of the 8th LDCC as well as the Executive Board meetings;
 - i. Such records shall be available at subsequent meetings and kept on file for reference with easy accessibility for the duration of the term (2 years).
- b. Shall conduct authorized correspondence.
- c. Shall preserve the records of the 8th LDCC.

4. The Treasurer

- a. Shall be the custodian of the 8th LDCC funds.
- b. Shall receive all monies for the 8th LDCC, document monies received, make all necessary deposits, pay by check or by debit card all debts presented as authorized by the approved budget, and keep an accurate and timely record of all aforementioned actions. Disbursement of funds not within the approved budget shall be made only with the approval of the 8th LDCC.
- c. All checks shall require two signatures of the following: Treasurer, Chair, or Vice Chair.
- d. Shall present a current itemized financial report to each Executive Board and 8th LDCC meeting.

- e. Shall keep records and file all reports required provide for compliance with the Public Disclosure Commission (PDC) and upon filing, provide a copy to the Chair
 - f. Shall serve as a member of the budget committee.
 - g. The books of the treasurer shall be audited after each general election (local and/or state), or by action of the Executive Board.
 - h. Shall perform other tasks as assigned by the Chair.
5. **State Committeeman and State Committeewoman**
- a. Shall constitute a link between the State Democratic Central Committee and the 8th LDCC.
 - b. Shall report at regular meetings/newsletters on state party plans and activities.
 - c. Shall carry recommendations of the 8th LDCC to the State Central Committee.

ARTICLE II: REMOVAL OF A STANDING OFFICER

Removal of an 8th LDCC officer from office may be accomplished by the following methods:

1. **Resignation** Any officer may resign from office by submitting a written resignation, which shall become effective upon approval by the 8th LDCC.
2. **Removal** Any officer may be removed from office for failure to discharge the duties of the office to the satisfaction of the membership, provided:
 - a. The charges for removal are in writing and signed by at least five (5) elected PCOs.
 - b. The officer so charged and the membership-at-large received written notice of the charges mailed at least ten (10) days before the meeting at which the charges are to be addressed.
 - c. The officer charged has the opportunity to address the membership.
 - d. Majority of the members present and voting cast ballots in favor of removal.

ARTICLE III: STANDING COMMITTEES

The purpose of the Standing Committees is to provide the leadership and support necessary to cover all aspects of the 8th LDCC activities. All Standing Committee chairs shall provide a list of committee members to the 8th LDCC secretary. All chairs within 45 days of their confirmation shall provide the Chair an outline of their committee goals. All chairs serve at the will of the Chair and Executive Committee.

- 1. Fundraising Committee**
 - a. Shall plan and develop and manage fundraising activities
 - b. Shall conduct and oversee the timely audit of the Treasurers reporting and PDC filings.
- 2. Legislative Candidate Search Committee**
 - a. Shall seek out Democratic candidates for the 8th LDCC.

ARTICLE IV: SPECIAL COMMITTEES

The purpose of the subcommittees shall be to provide a particular focused effort and resources on a task, issue or event on behalf of one of the Standing Committees identified in Article III.

Special Committees may remain in existence to the extent that their mission remains on-going or may be dissolved if their mission has been completed.

All Special Committee chairs shall provide a list of committee members to the 8th LDCC secretary. All chairs within 45 days of their confirmation shall provide the Chair an outline of their committee goals. All subcommittee chairs serve at the will of the 8th LDCC and Executive Committee. There is no requirement for subcommittee chairpersons or members to be PCOs nor is it necessary for them to be members of the 8th LDCC.

The Chair, with confirmation of the Executive Committee, may create and dissolve subcommittees as deemed necessary.

ARTICLE V: DATABASE

All database information including, mailing lists, phone lists, walking lists and other information developed from the 8th LDDO is a resource developed by the 8th LDCC to further its purpose as stated in bylaws. The database or any derived products shall not be furnished to or used by any individual or group without the permission of the Executive Board or the 8th LDCC.

ARTICLE VI: CONTINUITY

All Standing and Special committee chairs, and officers shall maintain a file that is to be turned over to the Chair at the termination of their office. The Chair shall forward these files to the new Chair elected at the organization meeting.