



The Bylaws of the Citrus County Democratic Executive Committee

(as amended 12/04/2024)

This document contains the revised Bylaws approved by the Citrus County Democratic Party at its meeting on June 6, 2024..

Included in this document are amendments to bring the bylaws in compliance with the Florida Democratic Party bylaws that are effective on December 1, 2024 and approved at the December 4, 2024 meeting.

1. Name and Purpose

- 1.1. **Name:** The official name of this organization shall be the Citrus County Democratic Executive Committee, herein referred to as CCDEC or DEC. The organization may also be referred to as the Citrus County Democratic Party, Citrus County Democrats or CDP. Colloquially, the abbreviation “DEC” may be used generically in internal documents.
- 1.2. **Purpose:** The purpose of the CCDEC is to find, train, and support Democratic candidates for local, state, and national offices that represent and uphold the core principles of the Democratic Party; to determine the policy of, and carry out the work of the Democratic Party in Citrus County; and to seek, for our local communities, state and nation and for all people, individual freedom in the framework of a just society and political freedom in the framework of meaningful participation by all citizens.

2. Powers, Compliance and General Policies

- 2.1. The governing body of the Citrus County Democratic Party shall be the CCDEC.
- 2.2. **Powers:** The DEC has supervisory power and jurisdiction over Democratic Party affairs in Citrus County. It shall set policy and prescribe and enforce rules and regulations concerning Party affairs.
- 2.3. Pursuant to FDP bylaws, chapters of chartered caucuses of the Florida Democratic Party, Florida Young Democrats chapters, Florida College Democrats Chapters and local clubs of the Democratic Women’s Club of Florida that exist within the county are accountable solely to their governing organizations.
- 2.4. **Compliance:** These bylaws shall be in compliance with Florida Statutes and the Charter and Bylaws of the Florida Democratic Party (FDP), and shall submit a copy of its bylaws and any amendments thereto to the State Chair and the Rules Committee Chair.
- 2.5. **Incorporation:** The FDP Charter and Bylaws and the State of Florida Statutes shall prevail in the case of a conflict and shall govern in all cases to which these bylaws do not speak. Unless otherwise provided in these bylaws, Florida Statutes and/or the Charter and Bylaws of the FDP, the most recent edition of Robert's Rules of Order shall govern.
- 2.6. **Loyalty Oath:** Prior to taking office, members of the CCDEC shall execute by written oath or affirmation the loyalty oath contained in Attachment 2.
- 2.7. **Endorsement:** Article 1, Section 3 of the FDP Bylaws prevails for all issues related to endorsement.

2.8. Inclusion

- 2.8.1. **Meetings:** Meetings of the DEC shall be open to all members of the Democratic Party regardless of race, color, creed, sex, age, religion, economic status, ethnic identity, national origin, physical disability, sexual orientation or gender identity and expression.
- 2.8.2. **Membership:** No tests for membership in, nor oaths of loyalty to, the DEC shall be required or used which have the effect of requiring prospective or current

members of the DEC to acquiesce in, condone or support discrimination on the grounds of race, color, creed, sex, age, religion, economic status, ethnic identity, national origin, physical disability, sexual orientation or gender identity and expression.

- 2.9. **Voting:** No vote shall be taken by secret ballot, and, in keeping with the Democratic principle of “one person, one vote,” no DEC votes shall be weighted. In instances where a member of the DEC holds more than one type of membership, they may only cast a single vote.

3. Membership

3.1. Elected Memberships

- 3.1.1. **Definition:** Elected members are: (1) persons elected pursuant to Section 103.091(4), Florida Statutes, as amended from time to time; and (2) persons elected by the CCDEC pursuant to Section 103.091(5), Florida Statutes, as amended from time to time to fill vacancies in precincts. Elected members may be referred to as “precinct committeemen,” “precinct committeewomen” or “precinct committeepersons.”
- 3.1.2. **Precinct System:** The elected membership of the CCDEC shall consist of a man and a woman who are registered Democrats, and who reside in the precinct they are to represent, are registered to vote in the precinct they are to represent, and are elected from the precinct they are to represent. If a precinct has more than one thousand (1,000) registered Democrats as of January 1 of a year in which a presidential election is to be held, an additional one (1) man and one (1) woman are entitled to be elected to represent said precinct. At any time a precinct totals one thousand (1,000) registered Democrats or when new precincts are created, additional precinct committeepersons may be elected.
- 3.1.3. **Committeepersons Moving Out of Their Precincts:** For the purposes of eligibility to seek office, a committeeperson who moves out of his or her precinct shall still be classified as an elected member for the duration of the term for which he or she was elected. A committeeperson who moves into a precinct represented by less than the maximum number of committeepersons permitted by these bylaws may be elected by the CCDEC to fill a vacancy pursuant to Section 103.091(5), Florida Statutes, as amended from time to time. A committeeperson who moves into a precinct that already has the maximum number of committeepersons permitted by these bylaws may be appointed as a member in accordance with section 3.3 below.
- 3.1.4. **Election of Members:** CCDEC members shall qualify and be elected to office at such times and in such manner as provided by Florida Statutes and by the CCDEC to fill vacancies in precincts.
- 3.1.5. **Terms of office:** Elected members of the CCDEC shall take office on the first day of the month following each Presidential election and shall serve for a term of four (4) years.

- 3.1.6. Members elected by the CCDEC to fill vacancies that occur during the current term shall take office at the time of their election and their term of office shall run concurrently with that of elected members.

3.2. Automatic Members

- 3.2.1. **Definition:** An Automatic member is defined in the following 4 categories: (1) those who are automatically deemed members of the CCDEC by virtue of Florida Statutes; and (2) an elected Democratic party official from Citrus County who has won his or her elected office in a partisan election and those registered Democrats who have won nonpartisan election and have signed a loyalty oath to the Democratic Party. (3) Presidents of State of Florida Democratic Party Chartered Clubs and Caucuses with a chapter that includes Citrus County within its boundaries (4) Presidents of certified Young Democrats, Presidents of certified College Democrats chapters, and Presidents of certified Citrus County Democratic Women's Club of Florida clubs with a chapter or club that includes Citrus County within its boundaries.
- 3.2.2. Automatic members as defined in category 1 and 2 shall remain as such for the duration of their term of elected office unless such elected official opts not to be an automatic member of the CCDEC. If the newly-elected official is an elected member of the CCDEC, his or her election as an automatic member of the CCDEC shall be deemed to create a vacancy in the precinct that he or she represents. Said vacancy may be filled pursuant to section 103.091(5), Florida Statutes, as amended from time to time. Said members shall enjoy voting privileges; however, they shall not serve as officers of the CCDEC unless they concurrently hold a position as a precinct committeeperson .
- 3.2.3. Automatic members are exempt from the requirement to attend meetings. These automatic members shall not be computed when determining quorum.
- 3.2.4. Presidents of organizations included in 3.2.1 who are not Citrus County residents must designate a board member who resides in Citrus County to serve in their place.

3.3. Appointed Members

- 3.3.1. **Definition:** Appointed members are persons who shall be nominated by the CCDEC Chair, following investigation by the Secretary, and approved by a majority of the membership of the CCDEC present and voting at a meeting at which a quorum is present. Appointed Members are neither elected officials nor representatives of any particular precinct but are still members of the CCDEC.
- 3.3.2. **Appointment:** Selection of appointed members shall be made in order to achieve political, economic, or minority balance within the CCDEC.
- 3.3.3. **Term of Office:** the terms of office for appointed members shall be one (1) year commencing with the date of appointment; however, it shall expire immediately, prior to the commencement of the organization meeting of the new CCDEC. Said members may be reappointed.

- 3.3.4. The total number of Appointed Members shall not be such as would make the total elected membership exceed 110% of the total elected membership which the CCDEC is entitled.
- 3.3.5. Appointed Members shall serve where needed and shall enjoy voting and other privileges and responsibilities of membership except serving as an officer as defined in Section 4 below.
- 3.3.6. Appointed Members are exempt from the requirement to attend meetings. Appointed members shall not be computed when determining a quorum.

3.4. Responsibilities of Membership:

- 3.4.1. Each CCDEC member shall take and abide by the loyalty oath prescribed by the State Democratic Party prior to admission to the CCDEC.
- 3.4.2. Each CCDEC member shall be responsible for attending each CCDEC meeting and signing the official attendance sheet provided by the Secretary for the meeting.
- 3.4.3. An office shall be deemed vacant when a member accumulates three (3) unexcused absences in any one (1) calendar year. An absence is excused for reason of illness, business, out-of-town or other reasonable excuse, with notification to the Chair or designee.

3.5. Precinct Vacancies:

- 3.5.1. Vacancies shall be deemed to exist whenever precinct positions have not been filled by the electoral process, or as the result of the removal of an elected member, or when precincts reach one thousand democratic electors, which according to Section 3.1.2 herein entitles such precinct to the election of an additional man and woman to represent the precinct. Precinct vacancies shall be filled by vote of the CCDEC in the following manner:
 - 3.5.1.1. Prospective members must express their intent by filling an application for membership in the CCDEC with the Secretary 14 days prior to the meeting at which their application is to be acted upon. Prospective members must be present at this meeting in order to be considered for membership.
 - 3.5.1.2. Vacancies on the CCDEC shall be filled by action of the CCDEC within sixty (60) days in accordance with Florida Statutes. After a vacancy has existed for sixty days (60) days, it may be filled by the Florida Democratic Party Chair.
 - 3.5.1.3. Those persons appointed to fill precinct vacancies must be registered Democrats residing within the precinct that they are appointed to represent.

3.6. Removal From Office:

- 3.6.1. Any DEC member, DEC officer, or club officer may be removed from office upon a two-thirds (2/3) vote of the entire DEC membership at a regular or special meeting provided that there shall have been at least ten (10) days written notice of the purpose of said meeting.
- 3.6.2. Such removal may be for cause including, but not limited to, violation of the loyalty oath, malfeasance, misfeasance, neglect of duty, incompetence,

permanent inability to perform official duties, and/or conviction of a felony involving moral turpitude.

4. Officers:

4.1. Definition

- 4.1.1. Chair
- 4.1.2. Vice Chair who shall be of the opposite gender from the Chair
- 4.1.3. Secretary
- 4.1.4. Treasurer
- 4.2. **Term of Office:** The term of officers will be four years, commencing upon their election in December of each year in which a Presidential Election is held.
- 4.3. No member of the CCDEC shall hold more than one (1) elected office at a time.
- 4.4. **Leave of Absence:** Any officer of the CCDEC seeking the Democratic nomination for public office shall take a leave of absence from the CCDEC office commencing at the time of opening a campaign account for said public office and extending for the duration of the campaign. The vacancy created shall be filled by the CCDEC for the interim period as described in Section 5.3.

5. Election of Officers and State Committee Members

5.1. General Rules

- 5.1.1. The officers and state committee members of the CCDEC shall be elected by a majority vote in accordance with the Charter and Bylaws of the Florida Democratic Party and the Bylaws of the CCDEC.
- 5.1.2. Candidates for office should qualify by submitting notice, in writing, to the Nomination and Credentials committee not later than seven (7) days prior to an election.
- 5.1.3. Nominations will be accepted from the floor provided previous permission has been secured from the proposed candidate.
- 5.1.4. The CCDEC shall elect the number of State Committee Members which the CCDEC is allocated, per the FDP, as determined every Presidential election year.
- 5.1.5. Only those members elected in accordance with the Florida Statutes Section 103.091(4), the Charter and Bylaws of the Florida Democratic Party and these Bylaws shall be eligible to serve as Chair, Vice-Chair, Treasurer, Secretary, and state committee members.

5.2. Scheduled Elections

- 5.2.1. The Chair, Vice Chair who shall be of the opposite sex from the chair, Secretary, Treasurer, and State Committee Members shall be elected every four (4) years.
- 5.2.2. The State Committee members shall be equally divided between men and women (determined by gender self-identification) but where this is not practical the variance shall not be greater than one (1). In the case of gender non-binary committee members, they shall not be counted as either a male or female and the remainder of the members shall be equally divided.

- 5.2.3. In presidential election years the above-mentioned officers shall be elected at the organizational meeting in accordance with Section 6.1 herein.

5.3. Vacancies

- 5.3.1. If the position of the Chair, Vice Chair, Secretary, Treasurer, or State Committee Member becomes vacant, an election shall be held within forty-five (45) days of the vacancy. An office shall be deemed vacant in any of the circumstances described in Section 103.131, Florida Statutes, as amended from time to time. Written notice shall be provided to the CCDEC members at least fifteen (15) days before the election.
- 5.3.2. Notice of the vacancy shall be sent by certified mail to the State Chair within ten (10) days of said vacancy. In the event that a vacancy in the office of the CCDEC Chair is filled by a person of the same sex as the Vice Chair, or vice versa, the requirement that they be of the opposite sex shall be waived for the unexpired term. The notice required by this paragraph shall be provided by the highest- ranking officer at the time of the vacancy.
- 5.3.3. The term of office for these vacancies concludes immediately prior to the next quadrennial organizational meeting.
- 5.3.4. Pursuant to FDP Bylaws Section 3.3 the CCDEC may consider other Citrus County Democrats to fill state committee member vacancies. Individuals who are elected under this option should also fill a precinct committee person vacancy when possible.

6. Duties of Officers and State Committee Members

6.1. Chair

- 6.1.1. Preside at all meetings of the CCDEC and the Steering Committee and maintain oversight of all Florida Democratic Party affairs within the county as prescribed in the FDP Charter and Bylaws and serve as the Chief Executive Officer of the CCDEC.
- 6.1.2. Appoint committee chairs, except that the DEC Chair shall not appoint themselves to be the Chair of any Standing or Ad Hoc committee. The CCDEC Chair shall serve as ex-officio member of all committees, except the Nominating and Credentials committee. Chair may, but is not required to, attend committee meetings.
- 6.1.3. Appoint at-large members, subject to approval by the CCDEC.
- 6.1.4. Serve as the official spokesperson for the CCDEC or represent it whenever necessary; a duty which may be delegated.
- 6.1.5. Be accountable (together with the Treasurer) for the funds of the DEC and be jointly liable for their proper expenditure for authorized purposes only; comply with all provisions of FS 103.121.
- 6.1.6. In consultation with the Finance & Fundraising Committee, arrange for timely submission of a proposed budget for review and comment by the Steering Committee and for submission to the CCDEC for approval.
- 6.1.7. Have authority to approve payment of non-budgeted expenditures not exceeding \$250 in accordance with FS 103.121.

- 6.1.8. Examine and approve Reports of Contributions and Expenditures for filing with county Supervisor of Elections, as required by FS 106.29.
- 6.1.9. Ensure submission to State Party Headquarters and Supervisor of Elections all documents required by Florida Statutes, and by the Charter and Bylaws of the Florida Democratic Party.
- 6.1.10. In consultation with the Finance & Fundraising Committee, arrange for an annual audit of the financial condition of the CCDEC for each calendar year ending December 31 in compliance with applicable Florida Statutes and conducted by qualified examiners who shall not be members of the CCDEC.
- 6.1.11. Appoint a Volunteer Coordinator, Voter Protection Coordinator and Event Coordinator to lead specific initiatives.

6.2. Vice Chair

- 6.2.1. Serve in the Chair's place during the absence or inability of the Chair, to render and perform his or her duties, or exercise his or her powers, as set forth in these Bylaws, Florida Statutes, or in accordance with the Charter and Bylaws of the Florida Democratic Party. When acting in the place of the Chair, the Vice Chair shall have all the powers and be subject to all the responsibilities hereby given to, or imposed upon, the Chair.
- 6.2.2. Assist the Chair in carrying out all operational functions of the CCDEC; coordinate committee operations to meet the party's annual strategic initiatives and campaign plan; and ensure CCDEC compliance with FDP requirements.
- 6.2.3. May serve as a committee chair.
- 6.2.4. Perform such other duties as the Chair shall direct.

6.3. Secretary

- 6.3.1. Attend all meetings of the Executive Committee and of the Steering Committee; take notes as the basis for preparing the minutes.
- 6.3.2. Distribute draft minutes to committee members, preferably before the meeting date, for consideration for approval.
- 6.3.3. No less than quarterly, audit the membership of the CCDEC to ensure all members continue to meet the membership requirements outlined in Section 3 above.
- 6.3.4. Handle all the official correspondence of the organization as directed by the Chair.
- 6.3.5. Ensure that all documents are transmitted to the state party in accordance with the requirements of the Charter and bylaws of the Florida Democratic Party.
- 6.3.6. Maintain an up-to-date list of members, officers, standing and special committees, committee chairs, committee members and make this list available to members.
- 6.3.7. Be the custodian of all official documents and sign all official documents as required to certify their validity.
- 6.3.8. Make available, on request and at reasonable times, official documents for inspection by members, and perform such other duties as may be assigned by the Chair.

6.4. Treasurer

- 6.4.1. Deposit any and all funds in such bank or banks as the CCDEC may direct, and to be responsible for all funds of the CCDEC, as required by Florida Statutes and the Charter and Bylaws of the Florida Democratic Party.
- 6.4.2. Keep a record of all receipts and expenditures.
- 6.4.3. Pay all legitimate bills.
- 6.4.4. Render an accounting of all receipts and expenditures at each meeting of the CCDEC and to file required reports with the Citrus County Supervisor of Elections.
- 6.4.5. Arrange for an annual audit of the financial condition of the CCDEC by qualified examiners who shall not be members of the CCDEC. Audits shall be conducted in substantial compliance with standard accounting procedures. A copy of the audit shall be filed with the Florida Democratic Party and with the Citrus County Supervisor of Elections prior to April 1 of the ensuing year.
- 6.4.6. Transfer all records to the successors in office after all accounts have been audited and approved by the appropriate authorities.
- 6.4.7. Serve as a standing member of the Finance and Fundraising Committee.
- 6.4.8. Perform such other duties, as the Chair shall direct.

6.5. State Committee Members

- 6.5.1. Inform the CCDEC of any questions to be brought before the State Executive Committee or, in the event a regular CCDEC meeting is not scheduled, inform the CCDEC Chairperson of the need to call a meeting of the Steering Committee.
- 6.5.2. Report all actions taken at both the Central and State Executive Committee meetings at the next CCDEC meeting, and to place a copy of both the Central and State Executive Committee agendas in the CCDEC files.
- 6.5.3. Reflect, to the best of their knowledge, the wishes of the CCDEC in all votes cast.
- 6.5.4. Keep the CCDEC Platform, Policy and Bylaws informed of all changes made in the Charter and Bylaws of the Florida Democratic Party.
- 6.5.5. Attend all Central Committee and State Executive Committee meetings or, when such attendance is not possible, obtain proxies.
- 6.5.6. May chair a standing committee.

7. Meetings

7.1. Organizational Meetings

- 7.1.1. The CCDEC shall hold an organization meeting, called by the county Democratic Executive Committee chair of the preceding committee, within thirty (30) days after said committee members take office.
- 7.1.2. The organizational meeting shall be called to order by the CCDEC Chair of the preceding CCDEC who shall preside until the election of the new CCDEC Chair who shall then assume duties as presiding officer. The order of business shall be as follows:
 - 7.1.2.1. Moment of Silence
 - 7.1.2.2. Pledge of Allegiance

- 7.1.2.3. Roll Call
- 7.1.2.4. Nominating & Credentials Committee Report
- 7.1.2.5. Election of Chair
- 7.1.2.6. Election of Vice Chair
- 7.1.2.7. Election of Secretary
- 7.1.2.8. Election of Treasurer
- 7.1.2.9. Election of State Committee Members
- 7.1.2.10. Adjournment
- 7.1.2.11. A Regular Meeting may convene with the newly sworn-in officers

7.1.3. Election Procedure

- 7.1.3.1. The presiding officer will restate the names of the candidate(s) nominated by the Nominations & Credentials Committee and then open the floor for nominations.
 - 7.1.3.1.1. Nominations from the floor do not require a second.
 - 7.1.3.1.2. The presiding officer will call for nominations three (3) separate times before announcing nominations are closed.
- 7.1.3.2. Each candidate shall have up to ten (10) minutes for nominating and according speeches or any other activity on their behalf.
- 7.1.3.3. The voting for that office will then proceed:
 - 7.1.3.3.1. Each candidate shall name one (1) teller for the counting of ballots.
 - 7.1.3.3.2. The tellers shall count the ballots in the presence of the full committee.
 - 7.1.3.3.3. Balloting shall proceed without recess until one (1) candidate shall have received a majority of the votes cast.
 - 7.1.3.3.4. In the event no one (1) candidate received a majority on the first ballot, the two (2) candidates receiving the highest votes shall be in a run-off.
- 7.1.3.4. Quorum for each Organizational Meeting of the CCDEC shall consist of no less than twenty-five percent (25%) of the members elected on the First Primary Ballot in the Presidential election year.

7.2. Regular and Special Meetings

- 7.2.1. The CCDEC shall meet at least quarterly with the calendar beginning in January. Special meetings for the CCDEC may be called by the Chair or by petition of a majority of the elected membership of the CCDEC.
- 7.2.2. Official notice of all meetings must be mailed, emailed or transmitted by other generally acceptable electronic media at least ten (10) days prior to the meeting date.
- 7.2.3. Order of Business: Unless the Chair determines another order is suitable for the order of business at a meeting, the order of business at all regular and special meetings of the CCDEC shall be as follows:
 - 7.2.3.1. Sign Official attendance sheet
 - 7.2.3.2. Call to Order
 - 7.2.3.3. Moment of Silence

- 7.2.3.4. Pledge of Allegiance
- 7.2.3.5. Approval of the Minutes of the last meeting
- 7.2.3.6. Treasurer's Report
- 7.2.3.7. State Committee Report(s)
- 7.2.3.8. Vice Chair's Report
- 7.2.3.9. Chair's Report
- 7.2.3.10. Committee Reports
- 7.2.3.11. Precinct Reports
- 7.2.3.12. Club and Caucuses Reports
- 7.2.3.13. Elected Officials
- 7.2.3.14. Old Business
- 7.2.3.15. New Business
- 7.2.3.16. Adjournment

7.2.4. Rules Regarding New Business

- 7.2.4.1. New Business originating from a Standing Committee requires a simple majority of members voting and present for approval.
- 7.2.4.2. New Business originating from the floor requires a two-thirds vote for approval.
- 7.2.5. Quorum: Quorum of the CCDEC shall consist of twenty-five percent (25%) of the total membership, excluding Automatic members.
- 7.2.6. Hybrid Electronic and In-Person Meetings: To promote accessibility and safety, meetings of the CCDEC shall be held at a central location, but members who are not present in person shall have the right to participate via electronic means, subject to any limitations established in rules adopted by the CCDEC or the Florida Democratic Party to govern such participation.
 - 7.2.6.1. Any electronic medium used for remote participation shall include the ability for participants to be recognized by the chair, participate in discussion, make motions, and vote.
 - 7.2.6.2. To facilitate the participation of remote members, the Chair may appoint an electronic meeting manager.
- 7.2.7. Voting: The Presiding Officer of a meeting shall declare all votes and may call for a vote on any question by voice vote, by a rising vote, or by a call of the roll.

8. Committees

8.1. General Provisions

- 8.1.1. Membership and Meetings: Members are encouraged to serve on at least one standing or special committee and participate in its activities. All committees shall meet at the discretion of their chair unless otherwise specified.
- 8.1.2. Committees, with the exception of the Ad Hoc committees listed in section 8.3 below, may include Citrus County Democrats that are not members of the CCDEC but may not serve as chair.
- 8.1.3. Committees are authorized to meet in person or electronically.
- 8.1.4. Chairs of all committees serve at the pleasure of the CCDEC Chair and may be removed subject to ratification by a majority vote of the Steering Committee.
- 8.1.5. Standing committee chairs shall appoint their committee members. Interested volunteers should not be arbitrarily excluded from committees.

However, the Standing Committee chair has the final discretion to appoint or not appoint someone to the Standing Committee, subject to specific committee rules outlined in section 8.2 below.

8.2. Standing Committees

8.2.1. Steering Committee

8.2.1.1. Composition

8.2.1.1.1. Officers

8.2.1.1.2. Chairpersons of Standing Committees

8.2.1.1.3. President/Chairpersons of local FDP Chartered Caucuses that have at least 10 active members;

8.2.1.1.4. Presidents/Chairpersons of local College Democrats chapters;

8.2.1.1.5. Presidents/Chairpersons of local Young Democrats chapters;

8.2.1.1.6. Presidents/Chairpersons of local Democratic Women's Club chapters;

8.2.1.1.7. In the event that the President/Chairperson of any Women's Club or Caucus chapter is not a resident of Citrus County, the President/Chairperson must designate a board member who is a resident of Citrus County to serve in their place.

8.2.1.2. Duties

8.2.1.2.1. When appropriate, make recommendations to the CCDEC.

8.2.1.2.2. The Steering Committee shall meet at least one week prior to any regular or called CCDEC meeting to review the agenda as presented by the Chair.

8.2.1.2.3. Participate in preparing the proposed agenda for the General Membership Meeting, and approve that agenda by a majority vote.

8.2.1.2.4. Approve non-budgeted items up to \$500/month.

8.2.1.2.5. The Steering Committee shall be empowered to act on behalf of the full CCDEC in between regular meetings of the CCDEC. Such actions are subject to approval at the next CCDEC meeting.

8.2.2. Diversity & Inclusion Committee

8.2.2.1. Work to make the party a more inclusive and diverse party which supports policies that uplift all humans.

8.2.2.2. Expand membership participation at Democratic Party meetings, elections, get-out-the-vote (GOTV) events, and all other arenas where a diverse impact will lead to greater participation in the Democratic Party.

8.2.2.3. Study, report and recommend changes to the CCDEC policies and bylaws to maintain compliance with the D&I policies of the Democratic National Committee and the Florida Democratic Party.

8.2.2.4. No later than May 1st of the year following the Organizational Meeting propose a diversity outreach and inclusion plan to the CCDEC as required by FDP Charter and Bylaws.

8.2.2.5. Work to ensure that the membership of the CCDEC is representative of gender, ethnicity, creed, age, sexual orientation, economic status,

disability, physical ability, and area of residence as that which make up Citrus County.

- 8.2.2.6. Attract diverse positions and perspectives of organized and unorganized groups and individuals and increase membership with individuals who have historically lacked a voice and participation in the CCDEC.
- 8.2.2.7. The Chair of this committee will serve as the liaison between the CCDEC and the FDP D&I Committee.

8.2.3. Young Democrats

- 8.2.3.1. The Young Democrats Committee shall increase Democratic youth (< 40 years of age) voter registration, youth voter turnout and active youth participation in the DEC, Democratic candidate campaigns, and local clubs and caucuses.
- 8.2.3.2. The Committee shall also inform Democratic candidates, voters and members of the CCDEC about relevant youth issues, work to develop local Young Democrats clubs across Citrus County, and participate in statewide Young Democrats initiatives.
- 8.2.3.3. The President (or designated board member if the President is not a Citrus County resident) of any chartered Young Democrats Chapters that include Citrus within their geographical boundaries shall serve as the chair or co-chairs of this committee.

8.2.4. Campaign and Candidate Committee

- 8.2.4.1. Provide information, by conducting accessible seminars, holding information accessible sessions and trainings; providing written and electronic materials and by any other such means available, on the ways in which registered Democrats running in Citrus County may conduct successful campaigns for elected offices.
- 8.2.4.2. Recruit candidates for each elected office in the County for each election cycle.
- 8.2.4.3. Coordinate with all the campaign's organization and staff during the election season to ensure their election materials are available to CCDEC volunteers for distribution.
- 8.2.4.4. Coordinate with the other Standing Committees of the CCDEC to further the goals of the strategic plan and election effort.
- 8.2.4.5. Oversee the organization of county precincts.
- 8.2.4.6. Establish best practices to guide the efforts of county wide Voter Registration, GOTV, and literature distribution effort.
- 8.2.4.7. Coordinate with other volunteer groups and candidate campaigns to maximize efficiency of efforts in reaching the voters.
- 8.2.4.8. May appoint a Precinct Coordinator to assist with the management of precinct committee operations. .
- 8.2.4.9. The State Committee Members are automatic members of this committee and may serve as chair or co-chairs.

8.2.5. Finance & Fundraising

- 8.2.5.1. Act as an advisory committee on finances.

- 8.2.5.2. Recommend to the CCDEC ways and means of raising funds for the purpose of maintaining the organization and promoting campaigns to elect Democratic nominees.
- 8.2.5.3. Actively engage in fundraising activities as approved by the Chair to fund the ongoing expenses of the organization.
- 8.2.5.4. Work with the Treasurer in preparing the annual budget.
- 8.2.5.5. Select an auditor pursuant Section 11 below.

8.2.6. Communication and Media

- 8.2.6.1. Provide regular content for the CCDEC website, social media and email campaigns.
- 8.2.6.2. Create, produce and distribute press releases.
- 8.2.6.3. All work produced by this committee must adhere to the platform guidance as issued by the Platform, Policy and Bylaws Committee and approved by the CCDEC.

8.2.7. Platform, Policy and Bylaws

- 8.2.7.1. Identify and study key political issues at the local, state, and federal levels.
- 8.2.7.2. Assist in the dissemination of information on issues contained in the National and Florida Democratic Party Platforms.
- 8.2.7.3. Report on local issues at the direction of the Chair. This may include the development of a platform on local issues.
- 8.2.7.4. Propose policy and bylaws changes subject to ratification by the CCDEC
- 8.2.7.5. The Chair of this committee serves an ex-officio member of the Communication and Media Committee.

8.2.8. Nominating & Credentials Committee

- 8.2.8.1. Receive and verify qualifications of prospective candidates for CCDEC Officers and report those qualifications at organizational meetings or for special elections of CCDEC Officers.
- 8.2.8.2. Receive and verify qualifications of prospective candidates for vacancies in Precinct Committee positions and report those qualifications at organizational meetings or for special elections of CCDEC Officers.
- 8.2.8.3. The committee may only consider those qualifications for positions as provided by Florida Statutes, FDP Bylaws and these bylaws as a factor in determining eligibility.

8.3. Ad Hoc Committees

- 8.3.1. The Chair may create additional ad hoc committees as necessary provided their mandate does not include a task reserved for a standing committee as described in section 8.2 above.
- 8.4. Terms of Office of Standing Committee Chairs and Members
 - 8.4.1. The term of office of standing committee chairs and members shall begin with the date of appointment and continue until the next organizational meeting of the CCDEC, except where:
 - 8.4.1.1. The standing committee chair resigns or is removed from their position as chair of the standing committee. In such situations, the term of the standing committee members is deemed to also expire, and the new

standing committee chair has the option of reappointing some or all of the previous committee member(s), or appointing new committee member(s) in their place, or

8.4.1.2. A standing committee member resigns or is removed from the committee, or

8.4.1.3. The CCDEC Chair resigns, or is removed from office, in which case the terms of all committee chairs and members are deemed to expire, subject to possible reappointment. The new CCDEC Chair may appoint new committee chairs, who may, in turn, appoint new committee members.

9. Proxies

- 9.1. Any member of the CCDEC who for any reason is unable to attend any meeting of the CCDEC may designate, as a Proxy, any qualified Democratic voter who resides in the same precinct, except a member of the CCDEC, and on the presentation of written Proxy, the holder of such Proxy shall be given all the rights in the proceedings of the specific meeting as if a member of the CCDEC.
- 9.2. Proxies may not account for more than ten percent (10%) in computing quorum.
- 9.3. Proxies shall not be considered in the fulfillment of attendance requirements.
- 9.4. Said Proxy may be in substantially the form of Attachment 1 of these Bylaws and shall be verified by the Secretary.

10. Clubs

- 10.1. The charter of a Democratic club shall be entirely within the jurisdiction of the CCDEC.
- 10.2. Disputes and grievances involving Democratic Clubs shall be resolved as provided in Section 2.6 of the most recently amended FDP Bylaws.
- 10.3. The CCDEC shall not be authorized to establish a maximum number of Democratic clubs in the county.
- 10.4. Requirement for Chartering: It shall be the duty of the CCDEC to provide Democratic clubs with copies of the standard bylaws, applications for chartering and recertification and procedural guidelines for same, and any other forms and information necessary for establishing and operating said club.
- 10.5. Democratic club bylaws shall be in compliance with CCDEC bylaws, the Charter and Bylaws of the Florida Democratic Party, and Florida Statutes and shall include the following, unless otherwise provided herein:
 - 10.5.1. The anti-discrimination policies of the Florida Democratic Party,
 - 10.5.2. A provision prohibiting endorsement in primary elections and prohibiting the endorsement of anyone other than the Democratic nominee in general elections,
 - 10.5.3. A provision requiring votes by secret ballot for officers and directors only;
 - 10.5.4. A provision for adding amendments to the standard bylaws,
 - 10.5.5. A provision prohibiting proxy voting
 - 10.5.6. Quorum Requirements
 - 10.5.6.1. Ten percent (10%) where membership of the club is 1,000 or more
 - 10.5.6.2. Twenty percent (20%) where membership of the club is 999 or less.

- 10.6. With the exception of the organizational meeting, the standard club bylaws shall include a forty-five (45) day membership requirement prior to a member being permitted to vote or participate in any club election for officers or board members.
- 10.7. Prior to being chartered, prospective clubs must submit a packet that includes a copy of the completed standard bylaws, an application for a charter, and a list of officers and members to the Certification Subcommittee of the FDP Clubs and Caucuses Committee.
- 10.8. With at least two (2) CDEC officers signing the application, a recommendation to approve or to reject the club shall be submitted to the CCDEC for ratification. Upon approval, the signed application for charter and the club packet of information shall be sent by the CDEC Chair to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. The Committee on Clubs, Organizations, and Caucuses shall review the packet and shall recommend approval or disapproval to the State Chair. Once the State Chair approves, the Central Committee shall make the final decision. Certificates of charter for approved clubs shall be sent to the appropriate DEC Chair for presentation to the club.
- 10.9. Charter Recertification: In July of every odd-numbered year, Democratic Clubs shall submit an application for a Certificate of Compliance to determine their compliance with the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, and bylaws of the DEC. Clubs shall submit applications for re-certification with a copy of their current bylaws, officers, and membership to the Certification Subcommittee of the Clubs and Caucuses Committee.
- 10.10. The Certification Subcommittee shall review the application and bylaws and shall issue a Certificate of Compliance unless it is determined the club is in violation of the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, or the bylaws of the DEC.
- 10.11. If it is determined a club is in violation, it shall be so notified and shall have sixty (60) days from receipt of notification to correct the violations(s). If the violation(s) is not corrected by the end of the said period, the Certification Committee may recommend the revocation of the club's charter to the CDEC. In the event such recommendation is made, said club shall be so notified. Notice of revocation shall also be given to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. Charter revocation shall result in the forfeiture of all rights and privileges of the use of the word Democrat, Democratic, or derivative thereof.
- 10.12. Minimum Membership: The CDEC requires a Democratic club to have at least ten (10) members prior to chartering.
- 10.13. Annual Party Contribution: Clubs shall be assessed an amount annually to be paid to the DEC, consistent with that mandated by the Charter and Bylaws of the FDP.
- 10.14. In January of each year, each Democratic club chartered under the rules of the FDP shall pay an annual contribution based on membership as of December 31 of the preceding year to the DEC as described in the FDP Bylaws.
- 10.15. Eighty percent (80%) of the contribution shall remain with the DEC and twenty percent (20%) shall be remitted to the FDP no later than April 1 of that year.
- 10.16. Democratic Women's Clubs chartered under the DWCF are not considered Clubs under this section.

11. FINANCES

11.1. Funds: The CCDEC shall raise and expend funds in support of CCDEC programs and activities.

11.2. Budget:

11.2.1. Adoption of Budget: The CCDEC shall adopt an annual budget authorizing expenditure of funds.

11.2.2. By December 15 of each year, each officer and committee of the CCDEC shall submit to the Finance and Fundraising Committee a proposed budget for activities under that officer or committee's jurisdiction.

11.2.3. Before the first regular meeting of the year for the CCDEC, the Finance and Fundraising Committee shall develop a proposed budget for the upcoming year which prioritizes committee requests and reconciles expenditures with the income.

11.2.4. The Finance and Fundraising Committee shall then submit their proposed budget at the first regular CDEC meeting each year where it shall be approved and adopted by majority vote.

11.3. Accounts: All funds received by the DEC shall be deposited in a qualified banking institution in the name of "The Democratic Executive Committee of Citrus County." A separate interest-bearing account may also be established for funds not required for immediate use. (Florida Statutes, 106.021 (b)).

11.4. Petty Cash: Petty cash may be withdrawn by the Treasurer or Chair to cover budgeted expenditures up to \$100 per week. (Florida Statutes, 106.12 (2)(b)).

11.5. Disbursements:

11.5.1. Funds of the DEC may be expended only upon authorization by the CCDEC through adoption in the budget, an approved budget amendment, or by authorization of the Chair in accordance with FS 103.121.

11.6. The DEC will make every effort to use locally-owned vendors whose values are in alignment with the values of the Democratic Party.

11.7. Distributions of Funds: The distribution of CCDEC funds among members is forbidden. The DEC may reimburse members for actual travel expenses incurred at regular or special meetings in those cases where the meeting is more than thirty (30) miles in each direction from the member's home.

11.8. Annual Audit: The Treasurer shall ensure the completion of an annual audit each calendar year ending December 31. (Florida Statutes, 103.121(3)) The audit shall be conducted by qualified examiners who are not members of the DEC. Audits shall be conducted in substantial compliance with standard accounting procedures. Prior to April 1, the Treasurer shall file a copy of the audit with the Citrus County Supervisor of Elections, with the Florida Democratic Party, and shall provide the CCDEC Chair and Secretary with a copy.

11.9. Receipts and Records: Accurate records or receipts and expenditures shall be maintained by the Treasurer. All financial records of the CCDEC, including a full copy of the annual audited financial report, shall be available for examination by any member upon written request to the Chair.

11.10. Party Assessment Fees: See Article V, Section 7 of the FDP Bylaws.

12. Amendment of Bylaws

- 12.1. The Bylaws of the CCDEC may be amended by two-thirds ($2/3$) of those present and voting; providing no amendment may be voted upon without ten (10) days written notice of the proposed amendment and meeting. Electronic mail shall be considered written notice for the purposes of this section, provided the member has not explicitly requested notice via US Mail.
- 12.2. A copy of the amended CCDEC Bylaws shall be filed with the Florida Democratic Party within thirty(30) days.