

**STANDING RULES**

**VOLUSIA COUNTY**  
**DEMOCRATIC EXECUTIVE**  
**COMMITTEE**

November 2003

## **PREAMBLE**

These rules are hereby established to govern the Volusia County Democratic Executive Committee as it is constituted by the Florida Statutes and the Constitution and By-Laws of the Florida Democratic Party

### **1. MEMBERSHIP AND MEETINGS**

1.1 The membership of the Volusia County Democratic Executive Committee shall consist of elected members, automatic members, appointed members, Presidents of Chartered Volusia Democratic Clubs and Special At Large Status members selected according to Florida Statute and Charter of the Florida Democratic Party applicable to the County Democratic Executive Committees.

1.1.1 Qualified electors who wish to become members of the Executive Committee by appointment may apply in writing to the Membership and Credentials Committee, which shall acknowledge all applications in writing within 30 days.

1.1.2 Committee members must maintain attendance to all Executive Committee meetings in accordance with the Bylaws of the Florida Democratic Party (currently three unexcused absences allowed per year.)

1.1.2.1 Excused absences can only be issued by elected Officers of the Executive Committee.

1.1.2.2 When a Committee member is identified by the Membership and Credentials Committee as unexcused absence from a Committee meeting, the Chair of the Membership and Credentials Committee shall send a letter to the Committee person noting that they were identified as an unexcused absence at the previous Committee meeting. The letter shall offer the Committee person the opportunity to appeal the nature of the absence to the Steering Committee for consideration as an excused absence prior to the next Executive Committee meeting.

### **1.2 QUORUM**

1.2.1 A number equal to 40% of the qualified members of the Volusia County Democratic Executive Committee shall constitute a quorum for the transaction of business.

1.3 The Volusia County Democratic Executive Committee shall hold a regular organizational meeting upon the election of new members to the Committee, as required by law, at a place and date that shall be designated by the Chair or if he/she shall be ill or absent from the County

the Vice-Chair, in writing by mail to each of the elected members of the Committee not less than ten (10) days prior to the date of such meeting. If there shall have been no meeting called by the foregoing procedure, the organizational meeting will be held on the thirtieth day following the beginning of the term of office of the elected committee members, in the Volusia County Court House in DeLand, Florida, at 8:00 o'clock P.M.

- 1.4 There shall be eleven (11) regular meetings of the Committee each year, one in each month, except for the month of December, unless otherwise provided by vote of the Committee. Special meetings shall be held upon the call of the Chair, or if he/she shall be ill or absent from the county the Vice-Chair, at a time and place to be designated by him/her upon ten (10) days written notice to each of the members of the Committee.
  - 1.4.1 The Committee shall hold such other meetings as shall be called by the Chair in his/her discretion.
  - 1.4.2 Upon written demand by thirty percent (30%) of all the members of the Committee, the Chair shall call a special meeting of the Committee not later than thirty (30) days following the receipt of such written demand, at a time and place to be designated by the Chair, upon ten (10) days written notice to each member.

## **2. OFFICERS**

- 2.1 The officers of the Committee shall be a Chair, a Vice-Chair, a Secretary, a Treasurer, State Committeewoman, and State Committeeman each of who shall be qualified in accordance with the State Statute and the Bylaws of the Florida Democratic Party and elected by majority vote at the organizational meeting of the Committee and shall serve for a term of four (4) years.
- 2.2 In the event of a vacancy occurring in the office of Chair, the Vice-Chair shall serve as Acting Chair until the next regular or special meeting of the Committee, at which time the Committee shall elect a Chair. If the Committee shall elect the Acting Chair as Chair it shall then elect a Vice-Chair. If the Committee shall elect a member of the Committee other than the Acting Chair as Chair, the Acting Chair shall resume the post of Vice-Chair. During such time as the Vice-Chair shall serve as Acting Chair, in accordance with this rule, he/she shall appoint from among the Committee a person of the opposite sex to serve as Acting Vice-Chair until the next regular or special meeting of the Committee. In the event of a vacancy in the office of Secretary or Treasurer, the vacancy shall be filled by appointment of the Chair or Acting Chair. In the event that the office of Chair and Vice Chair shall be vacant, the Secretary shall serve as Acting Chair until the next regular or special meeting of the Committee, at which time a Chair and Vice-Chair shall be elected.

## 2.3 DUTIES OF THE CHAIR

2.3.1 The Chair shall serve as the Chief Executive Officer of the Committee and shall be responsible for the administration of the business of the Committee; shall make all reports to the Supervisor of Elections and the Florida Democratic Party as required by law; shall preside at all meetings of the Committee, and of the Steering Committee; may, at his/her discretion, refer any question pending before a meeting of the Committee to a standing sub-committee with directions to such committee to meet, consider the question, and report to the Committee; shall coordinate programs for meetings of the Committee; shall appoint all sub-committees, and chairs thereof, except as herein otherwise provided; shall sign all checks for disbursement of funds of the Committee, together with the Treasurer; may require reports from any sub-committee on the business of the Committee, and from any officer concerning the duties of the officer; shall require that an accounting of all receipts and disbursements be kept; shall approve all disbursements of the Committee; shall serve as a voting member of all sub-committees, and shall be entitled to the payment of his/her actual expenses incurred while in the actual performance of his/her duties as Chair, including travel expense while on official business of the Committee, for which he/she shall be paid his/her actual travel expenses, and if transportation shall be performed by private automobile, the rate of reimbursement shall not exceed the rate approved for reimbursement for State Employees by the State of Florida.

## 2.4 DUTIES OF THE VICE-CHAIR

2.4.1 The Vice-Chair shall perform the duties of the Chair in the event of the Chair's absence or inability to perform such duties; shall perform such other duties as shall be assigned by the Chair; and shall be entitled to reimbursement for expenses occurred while in the performance of official duties for the Committee assigned and approved by the Chair, including travel authorized by the Chair, in the manner and at the rate allowed the Chair.

## 2.5 DUTIES OF THE SECRETARY

2.5.1 The Secretary shall keep minutes of all meetings of the Committee and of the Executive Committee, and of any subcommittee of which he/she is a member, or which at the direction of the Chair he/she shall attend for the purpose of keeping such minutes; shall keep such minutes in a permanent and legible manner, and furnish copies thereof upon request to members of the Committee in a

manner and at a time as shall be provided by the Executive Committee or by law.

2.5.2 The Secretary shall be entitled to reimbursement of his/her actual expense incurred while in the performance of official duties on behalf of the Committee, provided such duties and activities shall be approved by the Chair.

2.5.3 Annually the Secretary shall prepare and furnish to the members of the Committee a list of the names and addresses of all committee members.

## 2.6 DUTIES OF THE TREASURER

2.6.1 The Treasurer shall be responsible for the keeping of an accurate record of all the receipts and disbursement of funds of the Committee, shall sign all checks for the disbursement of funds of the Committee, together with the Chair shall at all times make available to the Chair, the Vice-Chair and the Auditing Committee, all financial records of the Committee. The Treasurer shall be at all times under bond in an amount to be set and approved by the Auditing Committee, but in no case less than that required by law. The Treasurer shall deliver all financial records in his/her custody to his/her successor when the same shall be elected or appointed.

2.6.2 If the Treasurer shall decline or fail to sign a check approved and signed by the Chair for an expenditure which in the opinion of the Chair is lawful and in the best interest of the Committee, the Chair may refer the matter to the Auditing Committee which shall promptly determine whether the expenditure is lawful, and in the opinion of a majority of the Auditing Committee the expenditure is lawful, the Treasurer shall sign such check, or failure to do so shall be grounds for removal from office; provided however, that the purpose of this provision is to establish respective relationships of Chair and Treasurer for the harmonious operation of the Committee and shall not detract from the ultimate authority of the Steering Committee, or of the Committee to supervise and control the purpose and amount of all expenditures of the Committee.

2.6.3 The Treasurer shall be entitled to reimbursement of actual expenses incurred while in the performance of official duties on behalf of the Committee, provided that such duties and activities shall have been approved by the Chair.

2.7 STATE COMMITTEEMAN AND COMMITTEEWOMAN

2.7.1 The State Committeeman and Committeewoman shall serve as stipulated in the Florida Statutes and Constitution and By-Laws of the Florida Democratic Party.

2.8 OTHER OFFICES

2.8.1 The Committee shall have the right to create such other offices, as the Committee shall deem necessary at any regular or special meeting.

**3. SUBCOMMITTEES**

3.1 The following shall be standing subcommittees of the Committee and membership shall be appointed by the Chair and the Chair of such subcommittee designated by the Chair, as soon as practicable following the close of the organizational meeting:

- 3.1.1 Steering Committee
- 3.1.2 Rules Committee
- 3.1.3 Membership and Credentials Committee
- 3.1.4 Finance / Way and Means Committee
- 3.1.5 Affirmative Action Committee
- 3.1.6 Young Democrats Committee
- 3.1.7 Audit Committee
- 3.1.8 Campaign Committee
- 3.1.9 Public Relations
- 3.1.10 Educational Committee
- 3.1.11 Information Technology Committee
- 3.1.12 Outreach Committee

3.2 The subcommittees shall meet on the call of the Chair of the subcommittees, or of the Chair.

3.3 Upon the approval of the Executive Committee the Chair may appoint as non-voting members of any subcommittee a registered Democratic elector of Florida who is not a member of the Committee who shall assist and advise the subcommittee.

3.4 The Chair may appoint any other subcommittees other than the standing subcommittees expressly provided for, at his/her discretion.

3.5 All subcommittees and all chairs of subcommittees shall serve at the pleasure of the Chair.

- 3.6 All members of the Volusia County Executive Committee shall serve on a minimum of one (1) Standing Subcommittee, and to the extent practicable shall be appointed to a committee of the member's choosing.
- 3.7 Each subcommittee shall meet at least quarterly, with the exception of the Auditing Committee. Each subcommittee Chair shall publicize to the Executive Committee the date, time and location of its meetings at least seven (7) days in advance of such meetings but preferably at the prior meeting of the Executive Committee. Each subcommittee shall report in written minutes presented to the Secretary.
- 3.8 The identity and contact information of the membership of each subcommittee shall be available to all members of the Executive Committee by contacting the Secretary.
- 3.9 STEERING COMMITTEE
- 3.9.1 The Steering Committee shall be composed of the officers of the Volusia County Democratic Executive Committee, the chairs or their designee of all standing sub-committees, and Presidents or their designee of all chartered Democratic Clubs in Volusia County. The Steering Committee oversees and constructs the policies and activities of the Committee and shall have the authority to make decisions between of the Executive Committee, which are consistent with these bylaws and policies set forth by the Executive Committee. The Steering Committee is responsible for the administration and internal affairs of the Executive Committee. The Steering Committee shall meet at the call of the Chair.
- 3.10 RULES COMMITTEE
- 3.10.1 The Rules Committee shall have the responsibility of studying the rules (State Statutes, State Democratic Party Charter and Bylaws, Volusia County Democratic Executive Committee Bylaws, Policies, etc.) of the Executive Committee and report to the Committee any changes in rules deemed necessary or advisable. The chair of the Rules Committee shall serve as Parliamentarian to the Executive Committee.
- 3.11 MEMBERSHIP AND CREDENTIALS COMMITTEE
- 3.11.1 The Membership and Credentials Committee shall be responsible for ascertaining and approving the credentials of the members of the Executive Committee and of every person attending as a proxy for a member, and shall report to the Executive Committee its findings including a declaration of offices deemed vacant pursuant to Florida Law. The Chair of the Membership and Credentials Committee or a formal designee shall be responsible for certifying

and announcing a quorum present at every meeting or special meeting of the Executive Committee.

3.11.2 The Membership and Credentials Committee shall initially be the judge of the qualifications of members of the Executive Committee and may drop a member after thirty (30) days written notice sent certified mail receipt requested. If the member wishes to contest the recommendation or the expulsion with cause, the member must apply in writing for a hearing before the Executive Committee at least ten, (10) days prior to the meeting at which his/her expulsion would otherwise take effect.

### 3.12 FINANCE / WAYS AND MEANS COMMITTEE

3.12.1 The Finance / Ways and Means Committee shall study, report, recommend and implement ways and means of raising funds for the purpose of maintaining this organization and furthering the purposes thereof; shall recommend an annual operating budget for consideration of the Executive Committee on or before June 30 of each year; and shall recommend a campaign budget after consultation with the Campaign Committee.

### 3.13 AFFIRMATIVE ACTION COMMITTEE

3.13.1 The Affirmative Action Committee shall work in concert with the Florida Democratic Party Affirmative Action Committee on common goals and initiatives.

### 3.14 YOUNG DEMOCRATS COMMITTEE

3.14.1 The Young Democrats Committee shall work with the Florida Young Democrats.

3.14.2 The Young Democrats Committee shall encourage youth involvement in Democratic activities and shall provide assistance and act as liaison to Young Democratic and College Democrat Chapters within Volusia County.

### 3.15 AUDIT COMMITTEE

3.15.1 The Audit Committee shall designate a qualified examiner, who is not a member of the Executive Committee, to perform the annual audit of the financial records of the Executive Committee in accordance with Florida Law and the Bylaws of the Florida Democratic Party, and shall report to the Executive Committee the results of the audit. Notwithstanding any other provisions to the contrary, no officer or member of the Finance / Ways and Means Committee shall be a member of the Auditing Committee.



### 3.16 CAMPAIGN COMMITTEE

3.16.1 The Campaign Committee shall be responsible for directing the general election campaign in support of all Democratic nominees.

3.16.2 The Campaign Committee shall prepare and submit to the Executive Committee a campaign plan no later than six (6) months prior to each primary election.

3.16.3 The Campaign Committee may, upon approval of the Executive Committee, assist in campaigns of registered Democrats running in nonpartisan elections, provided said assistance is available equally to each Democratic candidate in such election.

### 3.17 PUBLIC RELATIONS COMMITTEE

3.17.1 The Public Relations Committee shall publicize the activities, policies and aims of the Executive Committee and shall supervise publications and literature necessary or helpful in advancing the Party's causes.

### 3.18 EDUCATION COMMITTEE

3.18.1 The Education Committee shall promulgate and disseminate materials necessary for precinct committee persons to perform their duties within their precincts and shall develop and implements programs for teaching precinct committee persons in the use of the materials provided.

### 3.19 INFORMATION TECHNOLOGY COMMITTEE

3.19.1 The Information Technology Committee shall be responsible for developing technological strategies that enhance the goals of the Executive Committee.

### 3.20 OUTREACH COMMITTEE

3.20.1 The Outreach Committee shall identify constituency groups outside the preview of the Affirmative Action Committee who historically and philosophically are aligned with Democratic tenets and shall develop a strategy for working with these groups with the goals of increasing party membership and establishing cooperative activities and programs.

#### **4. ORDER OF BUSINESS**

- 4.1 At regular and special meetings of the fill Committee, other than the Organizational Meeting, shall be as follows unless a different order is approved by the Executive Committee:
  - 4.1.1 Call to Order
  - 4.1.2 Moment of Silence
  - 4.1.3 Pledge of Allegiance
  - 4.1.4 Programs
  - 4.1.5 Report of Credentials Committee
  - 4.1.6 Reading of the Minutes
  - 4.1.7 Treasurer's Report
  - 4.1.8 Communications
  - 4.1.9 Reports of Standing Committees
  - 4.1.10 Reports of Special Committees
  - 4.1.11 Old Business
  - 4.1.12 New Business
  - 4.1.13 Good of the Order
  - 4.1.14 Adjournment
  
- 4.2 At all Organizational Meeting of the Executive Committee, the order of business shall be as mandated in the Charter of the Florida Democratic Party.
  - 4.2.1 Election of officers at the Organizational Meeting shall be governed by the following procedures:
    - 4.2.1.1 Persons not members or duly designated proxies of the Committee shall be excluded from the area in which Committee members are seated.
    - 4.2.1.2 Each candidate for office shall be required to notify the Secretary of his/her intention to seek election to the office, which he/she seeks not less than five (5) days before the convening of the organizational meeting.
    - 4.2.1.3 At the time the election shall begin, the Secretary shall announce the name of the candidates who have duly notified him/her of their intentions to stand for election, in alphabetical order according to the first letter of their last name, and each candidate shall be allowed 5 minutes to be used either by the candidate himself or by someone else on his/her behalf to make nominating or seconding speeches.
    - 4.2.1.4 There shall be no more than two seconding speeches for any one candidate and all nominating and seconding speeches shall be made prior to the speaking of any

candidate on his/her behalf and following the closing of nominations the candidates shall be called by alphabetical order to speak on their behalf; if they so desire and if there remains allotment of his/her time.

4.2.1.5 The Committee will then vote by written signed ballot of the Executive Committee and the balloting shall proceed without recess until one candidate shall have received the majority of the votes cast.

4.2.1.6 Each candidate shall name one teller who shall assist the Secretary in the counting of the ballots. The Secretary shall prepare and distribute one ballot to each member of the Committee.

4.2.1.7 Votes shall be counted in the presence of the designated Teller and the total announced.

4.2.1.8 A recount may be required at the request of five members of the Committee made immediately following the announcement of the vote.

4.2.1.9 A majority vote shall be required for election and in the event that no candidate shall receive a majority on the first ballot, then all candidates shall be eliminated except for the two candidates receiving the largest number of votes and the balloting shall then proceed between the remaining two candidates to determine which of those candidates shall receive the majority of the votes cast.

4.2.1.10 In the event of a tie vote, lots shall be cast to determine the successful candidate. The toss of a coin in the presence of the committee shall be an acceptable method of drawing lots.

## **5. VOTING**

5.1 Except as herein otherwise expressly provided, all votes shall be by voice vote, provided that any member may call for a division of the house, which shall then be made by standing vote. The Chair, at his/her discretion, may at any time require a division of the house by standing vote or may require a roll call vote.

## **6. PROXIES**

6.1 Any member who for any reason is unable to attend any meeting of the Democratic Executive Committee of Volusia County may designate any qualified Democratic voter, resident of the same precinct, and on the presentation of written proxy sworn to before a person lawfully qualified to

take oaths and acknowledgments the holder of such proxy shall be given all the rights in the proceedings of the specific meeting as if a Committee member.

## **7. RULES OF ORDER**

- 7.1 Except as provided by law or by these rules, the latest edition of Roberts' Rules of Order shall govern parliamentary procedure.
- 7.2 A two-thirds majority shall be required to sustain an appeal from a ruling of the Chair.
- 7.3 The Chair shall appoint a Sergeant-at-Arms to enforce order at the meetings.

## **8. DEFINITIONS**

- 8.1 Whenever used in these Rules without modification, the word "Committee" or "Executive Committee" shall mean the Volusia County Democratic Executive Committee. Wherever herein referred to as "Chair" without modification or delineation, the word shall mean the Chair of the Volusia County Democratic Executive Committee.

## **9. CONTINUITY**

- 9.1 All officers of the Committee shall continue in office until their successor is duly qualified and elected, and if any officer shall fail to be re-elected to the Committee, he/she shall nevertheless continue in office until his/her successor shall be elected at the Organizational Meeting.

## **10. EFFECTIVE DATE AND APPLICABILITY OF RULES**

- 10.1 These Rules shall become effective upon their adoption and shall continue **to** govern the organization and administration of the Committee as permanent and standing rules of the Committee until they shall be amended or rescinded, and shall continue as the Rules of the Committee upon its reorganization after election of new members of the Committee, until amended or rescinded by such new members of the Committee at the organizational meeting, or thereafter.

## **11. AMENDMENTS**

- 11.1 With at least ten (10) days written notice these Rules may be rescinded, waived, or amended, by two-thirds vote of members present at any meeting, provided however, that the Rules may be waived, rescinded or amended by a majority vote, if such action shall theretofore have been affirmatively recommended to the Committee by the Rules Committee.

## **12. POINT OF PERSONAL PRIVILEGE**

- 12.1 A member of this Committee may be recognized on a point of personal privilege at a meeting of the Committee but his/her right to speak on the point of personal privilege may not interfere with the regular order of business at the meeting. As such the right to speak on point of personal privilege shall be exercised at a time during the meeting designated for the "Good of the Order" and shall be limited to two minutes at each meeting for each member of the Committee.