

By-Laws of the Boone County Democratic Central Committee

I. NAME AND PURPOSE

The name of this organization is the Boone County Democratic Central Committee, State of Illinois, (hereinafter referred to as the Boone County Democratic Committee). The Boone County Democratic Committee is an organization composed of all duly qualified elected and appointed Democratic Precinct Committeemen in the duly organized precincts of Boone County, Illinois. The purpose of the Boone County Democratic Committee is to carry out the functions of the Democratic Party in Boone County in accordance with the Illinois Revised Statutes, Chapter 46, Section 7-8 c. In addition, the Boone County Democratic Committee shall:

- A. Support the principles of the Democratic Party.
- B. Work for the election of the Democratic Party candidates.
- C. Initiate and carry out programs and projects on behalf of the Democratic Party and Democratic Party candidates.

II. MEMBERSHIP

Members of the Boone County Democratic Committee shall be all of the Democratic Precinct Committeemen, hereafter referred to as committee-persons in Boone County lawfully elected or appointed in accordance with Illinois Compiled Statutes, 10 ILCS 5/7-8 (d). Voting membership in the organization is limited to all Democrats of Boone County. All persons interested in the purposes of the Democratic Party are encouraged to attend and participate. The elected precinct committee-persons present at any meeting, may for any purpose, vote to exclude non-elected members to conduct certain business.

III. ORGANIZATION

The Boone County Democratic Committee shall hold a County Convention as provided by the Illinois Election Code.

- A. The officers of the organization shall be elected at the County Convention to be held in Boone County twenty-nine (29) days after the General Primary Election in the even numbered years, according to statute.
- B. An officer shall be elected upon receiving a majority of the Boone County Democratic Committee votes cast, where each committee-person votes with the number of votes cast in his/or her precinct in the last Democratic Primary.

- C. The officers shall be a Chairman, hereafter referred to as Chair, one or more Vice Chairs, a Secretary and a Treasurer. The Chair must be an elected committee-person, as provided by statute. The other officers must be committee-persons or be appointed to the Boone County Democratic Committee before assuming their offices.

IV. OFFICERS AND DUTIES

County Chairman

- The Chairman shall serve as a member of the Executive Committee.
- The Chairman shall be the official representative of the Boone County Democratic Party.
- The Chairman shall be the executive head of the Democratic Party in Boone County and shall preside at all meetings of the Boone County Democratic Committee and Executive Committee.
- The Chairman shall appoint all standing committees and any other committees as may be deemed necessary.
- The Chairman shall have such other powers and perform such other duties as shall be incident to the Office of County Chair or delegated to him by statute.
- The Chairman may call special or Executive Committee meetings when necessary.
- The Chairman may appoint, after consulting with the Executive Committee, Chairman of Standing and Special Committees.
- The Chairman shall serve as Ex-officio member of all Committees.
- The Chairman shall have the authority to sign checks for approved bills in the absence or unavailability of the Treasurer.

First Vice-Chair

- The First Vice-Chairman shall serve as a member of the Executive Committee.
- The First Vice-Chairman shall preside at all meetings in the absence of the County Chairman.
- The First Vice-Chairman shall perform such other duties as delegated to him or her by the Chairman.
- In the event of a vacancy in the office of Chairman, the First Vice-Chairman shall succeed to the Office of Temporary Chairman until a successor is duly elected.

Second Vice-Chair

- The Second Vice-Chairman shall serve as a member of the Executive Committee.
- The Second Vice-Chairman shall perform such other duties as delegated by the Chair.

Secretary

- The Secretary shall serve as a member of the Executive Committee.
- The Secretary shall be the official custodian of all records of the Boone County Democratic Committee and shall maintain minutes of any meeting of the Central Committee and Executive Committee.
- The Secretary shall maintain lists of committeemen, election judges, and registrars and make the same available to the Executive Committee.

- The Secretary shall be supplied with the By-Laws of this organization and a copy of Robert's Rules of Order for each meeting. The prevailing document shall be the By-Laws.

Treasure

- The Treasurer shall serve as a member of the Executive Committee.
- The Treasurer shall be the official custodian of all monies belonging to the Boone County Democratic Committee or any agency thereof.
- The Treasurer shall deposit monies in a bank designated by the Executive Committee and shall maintain precise records thereof, which shall be open for inspection by any member of the Executive Committee.
- The Treasurer shall file Illinois State Board of Election reports and perform other duties of office as required by State Law.
- The Treasurer shall submit an annual report to the Central Committee.
- The Treasurer shall pay all approved bills with two signatures required for authorization from the Chair and the Treasurer.

V. COUNTY EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer. The Executive Committee shall have full charge of property and business of the organization with full power and authority to manage the property and conduct the business, subject to the instruction of the general membership. The Executive Committee shall plan and direct the work necessary to carry out the programs as set by the National Committee, the State Committee, and the Boone County Committee of the Democratic Party.

VI. MEETINGS

Meetings and Notices:

The Boone County Democratic Committee shall meet the second (2nd) Thursday of each calendar month. Notice of each meeting shall be made available to each member at least three (3) days in advance. The Chairman may call a meeting of the Executive Board with a three (3) day notice.

Procedure:

After determination that a quorum is present, the first order of business shall be the adoption of the agenda as furnished with notice, or as may be amended. The Executive Committee shall then proceed to the business before them, which shall be conducted in the following order:

1. Call to order
2. Pledge of Allegiance
3. Introduction of Guest(s)
4. Minutes of previous meetings
5. Treasury Report

6. Additions to Agenda
7. Standing and Special Committee Reports
8. Unfinished Business
9. New Business
10. Announcements
11. Adjournment

New business submitted for consideration or adoption may be referred by the Chair to the proper committee for its report without further consideration, unless a majority votes to waive the rule. All substantive motions must be submitted in duplicate form to the Secretary.

Quorum:

Five (5) elected or appointed Committee-persons shall constitute a quorum.

VII. VACANCIES

In the event that the office of Chairman is vacated, a written notice shall be sent to all members of the Boone County Democratic Committee. The notice of vacancy shall call a meeting of the Central Committee to elect a successor in office no less than thirty (30) days after the notice and within sixty (60) days after the date of vacancy, unless such a vacancy occurs within one-hundred twenty (120) days before the second (2nd) Monday succeeding the Primary Election. In the latter case, the First Vice-Chairman shall continue, if necessary, as acting County Chairman and any other acting officer, who is appointed by the Chairman with the approval of the Executive Committee shall continue to serve until the regular County Convention, so that the notice to members of the Boone County Democratic Committee shall describe these interim arrangements.

VIII. AMENDMENTS

These By-Laws shall be amended by a two-thirds vote of the members present and voting at a regular or special meeting of the Boone County Democratic Committee, provided that written notice of the proposed amendment has been given to the members at least one (1) month in advance of the meeting.

IX. CONDUCT OF THE MEETINGS

All meetings shall be conducted according to Roberts' Rules of Order, except when in conflict with the Illinois State Statutes or these By-Laws.

AMENDMENTS AS APPROVED BY THE BOONE COUNTY DEMOCRATIC CENTRAL COMMITTEE:

VI. MEETINGS

Quorum:

Ten (10) elected or appointed Committee-persons shall constitute a quorum.

***11-13-14 AMENDMENT**

Five (5) elected or appointed Committee-persons shall constitute a quorum.