

Boone County Democratic Central Committee By-Laws

**Approved on February 8, 2024
Lyra Noce, Chair**

The Boone County Democratic Central Committee hereby establishes the following By-Laws for the conduct of its business and activities to supplement those procedures and duties designated and required by Chapter 115 of the Revised Statutes of Missouri (R.S., MO.). The following By-Laws are further established to ensure orderly procedures for the conduct of the affairs of the Boone County Democratic Central Committee.

Article I. Name

The name of this organization shall be Boone County Democratic Central Committee.
(Committee)

Article II. Objective

The objective of this Committee shall be to encourage among all voters and citizens of Boone County, Missouri an active interest in governmental affairs; to increase the efficiency of popular government; to foster and perpetuate the ideals and principles of the Democratic Party; to encourage and develop leadership in the Democratic Party; to encourage party responsibility; and to maintain and promote harmony in the Democratic Party rank and file.

Article III. Membership

Section 1. Membership of the Committee shall consist of two committee people (two (2) persons of different genders) from each Ward, Township and Precinct in Boone County, where applicable, who may be elected by receiving the highest number of votes for such office at the August primary election, as provided for under Sections 115.607 and 115.613, R.S., MO.

Section 2. When a member of this Committee dies, becomes unable to perform the duties required, resigns, or ceases to be a registered voter of or a resident of Boone County or the district from which elected, a vacancy shall exist on the Committee. A majority of the Committee shall elect another person to fill the vacancy who,

- (a) is a member of the Democratic Party and for one year before the person's election, shall have been a registered voter and a resident of the Ward, Township, or Precinct represented. The person selected to fill the vacancy shall serve for the remainder of the vacated term as provided under Sec. 115.617, R.S., MO.;

Section 3. Members in good standing shall be up-to-date in the payment of their Boone County Democratic Party dues, and at no time have missed more than three consecutive meetings of the Committee without having communicated with the Chair regarding their absence. In case of financial hardship, the Chair of the Committee may waive the requirement that a member be current in the payment of dues. A member elected through the primary process not in good standing shall be requested to resign from the Committee. A member elected by the Committee, not in good standing, shall be removed from the Committee by majority vote of the Committee. Waiver of enforcement of the provisions of this section does not preclude the ability to enforce.

Article IV. Officers

Section 1. The officers of the Committee, as provided for under Section 115.615, R.S., MO., shall be:

- (a) The Chair and Vice Chair, shall be members of the Boone County Democratic Party, registered voters, have lived one year in the Ward or Township they represent and are persons of different genders. Both must be members in good standing of the Committee; and,
- (b) The Secretary and Treasurer, shall be members of the Boone County Democratic party, registered voters in Boone County, and be persons of different genders. Both may or may not be members of the Committee.

Section 2. The officers shall be elected at the organizational meeting in the order listed in Article IV, Section 1 and shall hold office for two years or until a successor is elected.

Section 3. Nominations shall be made from the floor for each office and election shall be by ballot unless there is only one nominee for an office in which event the election may be *viva voce* (by voice). A majority, hereinafter defined, shall be necessary to elect. A majority is defined as “more than one half of the total number of votes cast and counted, ignoring blanks”. In the event no person receives such a majority, the person with the lowest total votes shall be removed from the nominees eligible to receive votes and a new vote taken on the remainder. This process shall continue until one of the nominees shall receive a majority, as above defined. The new officers so elected shall assume the duties immediately following the election of all officers.

Section 4. Vacancies

When a Chair vacancy occurs, the Vice Chair will serve as Interim Chair and an election shall be held within 90 days to elect a new Chair and Vice Chair.

- (b) When Chair, Vice Chair, and Secretary vacancies occur at the same time an election shall be held within 90 days to elect a new Chair, Vice Chair, and Secretary. The Treasurer will assume the additional duties as Interim

Chair, while retaining their duties as Treasurer, until a new Chair is elected.

- (c) When a vacancy solely of the Vice Chair, Secretary, or Treasurer office occurs, the office shall be filled by an election held within 90 days with the Chair presiding.
- (d) All elections shall follow the procedures in Article IV, Section 3.

Article V. Duties of Officers

- Section 1. The officers shall perform the duties prescribed by these By-Laws, the parliamentary authority adopted, and such other additional duties as may be required by the Committee unless inconsistent with the rules of this organization or the laws of this state.
- Section 2. The Chair shall direct the affairs of the Committee, preside at meetings of the Committee, appoint all committees, both standing and special, unless otherwise ordered by the Committee, serve as ex officio member of all committees, supervise the work of the Executive Director (ED) and the ED's staff, appoint a Parliamentarian and such other officers as the ED may deem necessary to carry out the ED's duties, shall administer and execute any rules or motions adopted by the Committee, and shall serve as a member of party Congressional, Senatorial, and Judicial committees as required by Sec. 115.615, R.S., MO., provided, however, the Chair shall at no time forfeit the right to cast a vote as a member of the Committee.
- Section 3. The Vice Chair shall assist the Chair in the duties of office and preside at meetings in the Chair's absence. In the event the office of Chair becomes vacant, the Vice Chair shall become Interim Chair, until a new election for both Chair and Vice Chair occurs per Article IV, Section 4(a).
- Section 4. The Secretary shall keep the minutes of the committee in a bound book or in an acceptable and easily accessible digital format, as well as the other records of the meetings of the Committee; notify the members of the times and locations of the meetings when so requested by the Chair; handle all membership records; and perform such other secretarial duties as may be assigned by the Chair or the Committee.
- Section 5. The Treasurer shall have charge, custody, and be responsible for all funds and securities of the Committee; establish bank account or accounts for the Committee; make deposits and withdrawals as may be directed by the Chair or the Committee. The Treasurer shall also furnish the Committee at the August meeting each year a written statement of receipts and disbursements listing from whom and where received and to whom and for what purpose disbursed, and whenever requested by the Chair or the Committee.

Article VI. Meetings

- Section 1. The regular meetings of the Committee shall be held on the second Thursday of each month unless otherwise ordered by the Committee. The Committee may vote not to meet in any given month, but may not miss two meetings in succession.
- Section 2. The organizational meeting of the Boone County Democratic Central Committee shall meet on the third Tuesday of August after each primary election. The Chair shall set the time of day and place of the meeting, and shall see that written notice is sent to each person who filed for the Committee in the primary election. The organizational meeting shall be held in the County Seat in Columbia, MO and be conducted as provided for under Sec. 115.615, R.S., MO. Notices of said meeting shall be e-mailed no later than ten (10) days before the date set for said meeting.
- Section 3. Procedures for the Organizational Meeting:
- (a) First, the sitting Chair shall appoint two (2) Organizational Meeting Officers for the organizational meeting prior to the meeting. These two Organizational Meeting Officers will be persons of different genders. Their duty will be to aid in the running of this meeting and assist the Interim Chair with the Committee membership election proceedings;
 - (b) Second, all certified publicly elected Committee persons shall be installed forming the new Committee before addressing any vacancies or officer elections to the Committee;
 - (c) Third; the newly formed Committee (Certified Publicly elected) shall elect by majority vote a Committee Person from the newly formed Committee as an Interim Chair to run the organizational meeting with the assistance of the two (2) appointed Organizational Meeting Officers;
 - 1. Once an Interim Chair has been elected, the outgoing Chair will resign from their position and the Interim Chair will lead the remainder of the Organizational Meeting until all new officers are elected;
 - (d) Fourth, all Ward and Township positions on the Committee that remain vacant after the certified publicly elected Committee has voted on an Interim Chair will be declared open;
 - 1. Any qualified applicant in attendance at the Organizational Meeting may request to be recognized by the Interim Chair for election to an open Ward or Township seat. For any contested Ward or Township seat, an election by the committee just formed (Certified Publicly elected) shall be held;
 - 2. To be qualified for any Ward or Township seat, an individual must meet the qualifications as outlined in Article III, Section 2; and persons elected to fill vacant positions must be of a different gender

from those currently filling corresponding Ward or Township positions. If both positions for a Ward or Township are vacant, the elected persons must be of different genders;

- (e) Fifth, all Precinct seats on the Committee shall be declared open. Any qualified applicant in attendance at the Organizational Meeting may request to be recognized by the Interim Chair for election to an open Precinct seat;
 - 1. To be qualified for any Precinct seat, an individual must meet the qualifications as outlined in Article III, Section 2; and when both seats for a Precinct are vacant, the elected persons must be of different genders;
- (f) Sixth, for any contested Precinct seat, an election by the committee just formed (Certified Publicly elected and Committee-elected Ward and Township members) shall be held;
- (g) Seventh, all uncontested Precinct seats shall be elected by the Committee, consisting of the Certified Publicly elected and Committee-elected Ward, Township and Precinct members);
- (h) Eighth, after the elections of the Ward, Township, and Precinct members are completed, the Interim Chair shall declare the Committee Membership Elections closed. The Committee officers shall then be elected by the newly formed body of the Committee in accordance with Article IV;
 - 1. The election of Committee officers shall occur as follows: Chair, Vice Chair, Secretary, and Treasurer;
- (i) After the last officer is elected, the Interim Chair and Organizational Meeting Officers will vacate their positions allowing the newly elected Chair to run the remainder of the organizational meeting;
- (j) Once the new Chair has assumed their duties, they will open the floor for nominations and election of the (2) At-Large Member positions on the Executive Committee. The (2) At-Large positions shall then be elected by the newly formed body of the Committee in accordance with Article IV, Section 3 and Article VII, Section 1.

Section 4. A quorum will consist of (50%) fifty-percent plus (1) one of all members of the Committee being present. A quorum is not required for conducting normal meeting functions nor to approve the normal operations of the Committee or of the Boone County Democratic Party. A quorum will be needed for two specific events:

- (a) In order to approve amendments to the By-laws, per Article XIV; and,
- (b) When the Committee is acting as a nominating committee per Chapter 115, R.S., MO.

Article VII Committees

- Section 1. The Executive Committee shall be composed of the Chair, Vice Chair, Secretary, Treasurer, and two (2) At-Large Members of different genders that are elected by the Boone County Democratic Central Committee. At-Large members shall serve two-year terms matching the procedures in Article IV, Section 2; thus, reflecting officers' terms. It shall be the duty of these two (2) At-Large Members to aid the Officers in the oversight and running of the Boone County Democratic Central Committee and the Boone County Democratic Party.
- (a) At-Large Members must be dues paying members of the Boone County Democratic Party and may or may not be duly elected members of the Boone County Democratic Central Committee;
 - (b) Nominations and elections of At-Large Members will follow the procedures in Article IV, Section 3.
 - (c) If an At-Large Member resigns, creating a vacancy of the position, an election for a new replacement shall follow the procedures in Article IV, Section 4(c).
- Section 2. A Finance Committee composed of the Treasurer and four (4) other people shall be appointed by the Chair promptly after the organizational meeting. It shall be the duty of this committee to prepare a budget for the fiscal year, and to submit it to the Committee.
- Section 3. An Auditing Committee of three (3) people shall be appointed by the Chair promptly after the organizational meeting. It shall be the duty of this committee to audit the Treasurer's accounts as requested by the Committee and/or state law, but, in any event, shall report annually to the committee.
- Section 4. Such other committees, standing or special, shall be appointed by the Chair and members of all committees may or may not be duly elected members of the Committee.
- Section 5. The chairs and members of all committees may or may not be duly elected members of the Committee.

Article VIII. Proxies

- Section 1. Proxies may be cast at any meeting EXCEPT AND PROVIDED, HOWEVER, no proxies will be permitted in casting votes for Committee Officers at the Organizational Meeting nor in casting votes to fill a vacancy either by nominating a candidate for election or to fill an unexpired term of elective office at any meeting. No person may vote more than two (2) proxies at meetings where proxies are allowed.
- Section 2. Proxies must meet the following requirements:

- (a) The proxy must be in writing or typed, may be submitted via email, and be dated within 30 days prior to the date of the meeting at which it is being cast;
- (b) The proxy must name the person who shall be entitled to cast the proxy vote on the face of the proxy and be filed with the Chair at the meeting where used;
- (c) If the proxy is limited to a particular issue, it shall so state. If there is no limitation, it shall be presumed to entitle the person named in the proxy to cast the proxy vote on any issue coming before the Committee at that meeting;
- (d) The proxy must designate the date of the meeting where it will be voted. No proxy will be honored granting the right to vote at any time other than the date listed on the proxy;
- (e) No proxy may be exercised when the person granting it is present at the meeting;
- (f) The proxy shall be presented to and filed with the Chair, at the time the proxy is first sought to be cast on an issue at the meeting. The ruling of the Chair on the validity of the proxy shall be final unless overruled by two-thirds of the Committee present in person for the meeting;

Article IX. Committee Endorsement

On those occasions when the Committee shall act as a nominating committee per Chapter 115 R.S., MO. to fill a vacancy either by nominating a candidate for election or to fill an unexpired term of elective office, the vote shall be by roll call conducted by the Secretary of the Committee. The Secretary shall report the votes to the Chair who shall then announce the results. The roll calls shall proceed until one of those nominated receives a majority vote of the Committee members present and voting in person and at which meeting the quorum necessary for this nomination is present, as set forth in Article VI, Section 4. The Committee may, however, suspend the roll call requirement by a majority vote, and vote by secret ballot. If more than two candidates are being voted upon, then the voting shall proceed as set forth in Article IV, Section 3.

The name of the person so chosen shall then be transmitted to the Governor for consideration in making an appointment for an unexpired term; or the name shall be delivered to the appropriate officials in those instances when a nomination for election is being determined.

Article X Headquarters

Section 1. The Committee shall at all times designate some place in Boone County Missouri as the headquarters for the Boone County Democratic Central Committee and shall maintain a permanent file of Committee records.

Section 2. An Executive Director and such other staff as may be deemed necessary may be appointed or hired by the Chair, subject to the approval of the Committee.

Article XI. Township or Ward Clubs

Section 1. The elected Precinct, Township or Ward Committee person shall have the authority under these By-Laws to establish an official Democratic Club representing their respective precinct, township or ward. Democrats who are registered to vote and are residents of the precinct, ward or township are eligible to become members of the respective Clubs. The function of the Clubs is to promote the election of Democrats to public office and to assist the elected Committee persons in the organization of the respective precinct, ward, or township.

Section 2. Each such Club shall have the power to endorse candidates for any elective office in any primary or special election. Upon request of a candidate, the Club by majority vote of members attending the endorsement meeting may choose to (1) endorse the candidate or (2) refuse to endorse the candidate. Notices to all dues paying members of the Boone County Democratic Party living in the precinct, township or ward shall be sent at least ten (10) days prior to an endorsement meeting.

Section 3. These Clubs shall have the power to enact rules to govern their procedure, subject to the approval of the Boone County Central Democratic Committee.

Article XII. Legislative District Offices

The members of the Committee belong to each legislative district, when such district is located entirely within the boundaries of the county, shall also caucus at the organizational meeting of the Committee and elect by majority vote of those voting a Chair, Vice-Chair, Secretary, and Treasurer. The Chair and Vice-Chair of the legislative district shall, by their election, become members of the Congressional, Senatorial, and Judicial district committees as provided for under Section 115.619.R.S., MO.

Article XII. Parliamentary Authority

The Rules of Procedure contained in “Roberts Rules of Order” as most recently revised shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Committee may adopt.

Article XIV. Amendment of By-Laws

These By-Laws can be amended at any regular meeting of the Committee at which a quorum is present by a two-thirds majority vote of the elected members present and voting, PROVIDED that the amendment has been submitted in writing at the previous regular meeting.