



Constitution and ByLaws

ARTICLE I. NAME

The name of this organization shall be the Ohio Democratic County Chairs Association.

ARTICLE II. PURPOSE

The purpose of this organization is to support, promote, build and perpetuate the Democratic Party on the National, State and County levels.

ARTICLE III. MEMBERSHIP

Section 1.

The Chair of the Democratic Executive Committee of each County in Ohio is eligible to be a member of this organization. When a County's donation is paid for the year, its Executive Committee Chair will be in good standing for that year.

Section 2.

The duly elected Chair of each Democratic Executive Committee may participate in the discussions and may vote on motions presented at any meeting providing their County is in good standing.

Section 3.

Each County should contribute a donation of \$50.00 per year to the Treasurer of the Ohio Democratic Party County Chairs Association. Each year will be consistent with a calendar year and run from January 1st through December 31st.

ARTICLE IV. ORGANIZATION

Section 1.

The elective Officers shall be: Chair; First Vice Chair (who shall be of the opposite gender of the Chair), Four (4) Vice Chairs (representing different regions of the state), Secretary, Treasurer, Sergeant At Arms. All Officers must be in good standing at the time of their election. Good standing is defined as those counties that have kept their yearly obligation to the Ohio Democratic County Chairs Association (Article III, Section 3). *Updated: 1.09.19; 12.05.21*

Section 2.

Officers will be elected to a term of four (4) years. Their terms will end upon the election of new officers at a meeting called for that purpose and set on a date concurrent with the Ohio Association of Election Officials Winter Conference in odd numbered years. The four (4) year term is consistent with practice of the Ohio Democratic Party. *Updated: 1.09.19*

Section 3.

At least thirty (30) days prior to the meeting called for the purpose of electing officers, the retiring Chair shall appoint a Nominating Committee of five (5) members, designating one (1) member as the chair of that committee. This committee shall meet and prepare a list of candidates (one (1) or more) for each office to be presented to the membership for election to the respective offices. *Updated: 12.05.21*

Section 4.

Should the retiring Chair fail to appoint a Nominating Committee, or fail to call a meeting for the purpose of holding an election, or the Nominating Committee fails to report so a meeting can be called, the Executive Committee shall meet and prepare a list of candidates for election. They will then call a meeting for the purpose of electing new officers concurrent with the Ohio Association of Election Officials Winter Conference.

Section 5.

The Nominating Committee shall make its report to the full membership, office by office. Nominations of candidates may be made from the floor at the meeting called for the election of officers. Seconds are not required.

Section 6.

Should the office of Chair become vacant, the First Vice Chair will automatically assume the duties of Chair. *Updated: 1.09.19; 12.05.21*

Section 7.

Any vacancy in the office of First Vice Chair, Secretary, Treasurer or Sergeant At Arms shall be filled by nominations and election from the floor after a meeting called after such vacancy occurs and where notice of the vacancy and the election have properly been given.

Updated: 1.09.19;12.05.21

Section 8.

The election of officers shall be by standing vote, unless there is no contest for that office. Then, a candidate shall be elected by a motion, second, and a voice vote from the floor. Pursuant to national and State of Ohio Democratic Party Rules, secret ballots are not permitted, but paper ballots may be used provided each bears the name of the member casting the ballot. The prohibition on secret voting applies to all votes of the Association and its committees.

Section 9.

Executive Committee. There shall be an Executive Committee composed of the elected officers of the Association. One (1) member selected by the Chair from each of the six (6) regions of the State as such may be determined from time to time by the Chair; one (1) member selected by the Chair from one (1) of the ten (10) largest counties; one (1) member selected by the President from a rural/red county. The Chair may appoint up to three (3) additional members to the Executive Committee. The Executive Committee may establish policy and authorize the expenditure of no more than twenty-five percent (25%) of the funds of the Association between the regular semi-annual or special meetings of the Association. Meetings of the Executive Committee shall be public, any member of the Association may attend and participate in the discussions of the Executive Committee. Meetings of the Executive Committee may take place in person, via conference call or other electronic means such as Skype which allows all participants in the meeting to hear one another's comments.

Updated: 12.05.21

ARTICLE V. DUTIES OF OFFICERS

Section 1.

The Chair shall be the Administrative and Chief Executive Officer, responsible for the work and activities of this organization. She/He shall preside at all meetings, appoint all permanent and temporary committees, appoint the Executive Committee members, and shall have the authority to appoint and employ personnel to assist in carrying out the duties and functions of the office.

Updated: 12.05.21

Section 2.

The First Vice Chair and the Second Vice Chair shall also be Executive officers under the direction of the Chair and the First Vice Chair shall preside at any meeting in the

absence of the Chair, and in case of the absence of the First Vice Chair, the Second Vice Chair shall preside.

Updated: 12.05.21

Section 3.

The Secretary shall keep a record of the proceedings of all the meeting; answer correspondence and perform all the other duties usually appertaining to such an office or as assigned by the Chair.

Updated: 12.05.21

Section 4.

The Treasurer shall have custody of the funds of the ODCCA and shall render to date such financial reports as required and reasonably requested by the Chair or other individuals authorized by law. The Treasurer shall be accountable for all receipts and expenditures of the ODCCA. All records shall be subject to the ODCCA Audit Committee. The Treasurer shall compile, complete and submit campaign finance reports as required by law. If determined to be necessary, the Treasurer and any other ODCCA Officer responsible for the handling of ODCCA funds shall be under sufficient bond, the amount of which shall be determined by ODCCA members.

Updated: 12.05.21

Section 5.

The Sergeant At Arms shall prepare the meeting place by arranging the chairs and tables properly. She/He will take attendance at all meetings. She/He will act as an emissary of the Chair in any matter in carrying on the business of the meeting. She/He shall see that order is maintained at any meeting and shall have the authority to appoint any assistant to help them in the performance of any of these duties.

Updated: 12.05.21

Section 6.

One of the duties of the Executive Committee shall be to call meetings of the membership at any time that the Chair fails to do so in the periods designated by this constitution and by-laws. The Executive Committee may also act as a committee to investigate grievances, and other matters which the Chair or the membership may delegate to it.

Updated: 12.05.21

ARTICLE VI. MEETINGS

Section 1.

This organization shall have two (2) regularly scheduled meetings per year approximately one (1) every six (6) months and whenever possible, to coincide with the bi-annual meeting of the Ohio Association of Election Officials.

Section 2.

The Chair shall designate the time and place for each regularly scheduled meeting and will also call special meetings whenever necessary, also designating the time and place.

- A. Elections, Constitution & Bylaws changes, votes on endorsements and/or donations must be made at a meeting for which a written notice has been sent at least seven (7) days prior to the meeting.
- B. A written notice shall be sent to all Democratic County Executive Committee Chairs at least seven (7) days prior to every regular and special meeting.
- C. A written notice of meetings may be sent to all persons deemed necessary by the Chair.
- D. Written notice may be provided via U.S. Postal Service, electronically via email or other Internet methods to such addresses as intended recipients have provided. *Updated: 12.05.21*

Section 3.

A majority of the membership present and voting shall constitute a quorum to legally conduct business at any regular or special meeting unless otherwise noted.

Section 4.

Regional meetings may be held by the Chair or by a member of the Board of Directors from that region. Proper written notice as outlined in Article VI, Section 2 of seven (7) days shall be given to all Democratic County Executive Committee Chairs before the meeting is held in that region. Information may be given and received at that meeting. Votes taken at regional meetings, or the total thereof, will not be binding on this organization. No quorum is required at these meetings. *Updated: 12.05.21*

Section 5.

Minutes will be taken at all meetings of this organization.

Section 6.

When feasible and practicable, meetings shall be conducted according to Roberts Rules of Order, and where this Constitution and ByLaws is silent on any matter, Roberts Rules of Order shall be the authority.

ARTICLE VII. ACCOUNTING, FINANCE AND REIMBURSEMENT

Section 1.

Allowable expenses which may be reimbursed to officers or chairs assigned to attend to specific tasks when properly documented with receipts:

- A. When necessary, the most economical transportation shall be used while on ODCCA business. Air transportation, rental cars and/or taxis may be used with prior approval from the Chair. If said expenses are for the Chair, the Treasurer shall give prior approval.
Updated: 12.05.21
- B. Personal automobile expenses may be allowed at the current IRS rate per mile. Tolls and other such expenses are allowable.
- C. Allowable meal expenses may be as follows:
 - Breakfast up to \$10.00
 - Lunch up to \$15.00
 - Dinner up to \$21.00

In addition, tipping may be reimbursed and not to exceed twenty percent (20%) of the meal bill. Alcoholic beverages will not be reimbursed.

- D. Reasonable and adequate hotel accommodations may be provided and reimbursed when necessary.
- E. Reasonable telephone, email and/or other communications expenses may be reimbursed.
- F. Registration fees, donations and/or contributions incurred on behalf of the ODCCA to attend Democratic seminars, training, functions and/or events may be reimbursed.
- G. Attendance at meetings of the Association are not generally reimbursable.

Section 2.

Expense reimbursement procedures:

- A. The Chair will approve all expenses prior to costs being incurred. If the expense is for the Chair, the Treasurer will approve such expenses.
Updated: 12.05.21

- B. Reimbursement for expenses is accomplished by submitting a record of all expenses to the Treasurer on the Ohio Democratic County Chairs Association Expense Report form, along with all required receipts, vouchers and/or transportation tickets.
- C. The Ohio Democratic County Chairs Association Expense Report shall include the following information:
- The nature of the business for which the reimbursement is being requested.
 - The name, address and telephone number of the person requesting reimbursement.
 - The form must be signed by the person requesting reimbursement and by the Chair and/or Treasurer.
- Updated: 12.05.21*
- D. All requests for reimbursement shall be made within a reasonable time frame, but no longer than sixty (60) days of when costs were incurred. Exceptions may be made during election cycles by the Chair and/or Treasurer.
- Updated: 12.05.21*
- E. The Treasurer will issue a check within fifteen (15) days of receipt of a properly submitted expense report form.

Section 3.

Members of their Board of Elections shall not be eligible for expense reimbursement for transportation, mileage, accommodations, communications, meals, training, seminars, functions and/or events provided through the Secretary of State's office when they are receiving reimbursement as Board members.

ARTICLE VIII. ENDORSEMENTS AND DONATIONS

Section 1.

Members will be given an opportunity to consider endorsement of National and Statewide candidates before both the Primary and the General Elections. *Added: 12.05.21*

Section 2.

- A. This organization may endorse and may donate to candidates for any office for which the officeholder is elected by a statewide vote in Ohio, including U.S. President/Vice President, U.S. Senator, Governor/Lt. Governor, Attorney General, Auditor, Secretary of State, Treasurer, the offices of Chief Justice and Justice of the Supreme Court of Ohio.

- B. Members of this organization shall support candidates endorsed by the organization to the best of each member's ability.
- C. It is the responsibility of candidates to request endorsements and donations from this organization. A candidate requesting a donation shall request a specific amount of money to be donated by this organization. *Added: 12.05.21*

Section 3.

- A. A Candidates Committee is created as a Standing Committee of this organization.
- B. The Candidates Committee shall consist of five (5) members of this organization appointed by the Chair.
- C. The terms of members of the Candidates Committee shall be the same as term of the Chair. Members may serve successive terms on the Candidates Committee. *Added: 12.05.21*

Section 4.

- A. Candidates' requests for endorsements and/or donations from this organization shall be referred to the Candidates Committee for a recommendation.
- B. Factors considered by the Candidates Committee in making its recommendation shall include whether the candidate's positions and values are consistent with the positions and values of the Democratic Party, whether the candidate is a viable candidate for the office which she/he seeks, and whether the candidate has a feasible plan to win her/his election.
- C. The Candidates Committee shall obtain such information as it deems appropriate to make its recommendation. Candidates requesting a donation from this organization shall provide the Candidates Committee with a campaign budget and shall inform the Candidates Committee of the use the candidate intends to make of the organization's donation.
- D. When a candidate in a contested Democratic primary election requests an endorsement and/or donation from this organization, the Candidates Committee shall make all reasonable efforts to obtain the same information from all Democratic candidates in that primary election so that all Democratic candidates receive equal consideration before an endorsement and/or donation is made. *Added: 12.05.21*

Section 5.

- A. The Candidates Committee shall inform the organization's Executive Committee of its recommendation on each request for an endorsement and/or donation, including the reasons for the recommendation.
- B. When the Candidates Committee recommends that this organization endorse and/or donate to a candidate, the Executive Committee shall send that recommendation to all members of this organization and the members shall vote on whether to make the endorsement and/or donation.
- C. If the Executive Committee disagrees with a negative recommendation by the Candidates Committee, the Executive Committee may send the Candidates Committee recommendation to all members of this organization together with a statement of the Executive Committee's reasons for disagreeing with that recommendation.
- D. Any member of this organization may then request the Chair to schedule a vote of the organization's members on whether to make the endorsement and/or donation.

Added: 12.05.21

Section 6.

- A. An endorsement of and/or donation to a candidate by this organization must be voted on by the members of this organization at a regular meeting or a special meeting.
- B. The members shall be given notice of the meeting as provided in Article VI, Section 2 of this Constitution and Bylaws. The notice shall specifically state that the meeting will include a vote on an endorsement of and/or donation to a candidate, including the name of the candidate and the office to which she/he seeks election.
- C. The endorsement and/or donation shall be made if at least sixty percent (60%) of the members present at the meeting vote in favor of that action. A member is present at the meeting when the member is physically present at the meeting site or when the member participates by electronic means through which the member can see and hear all information presented at the meeting and through which the member can unambiguously communicate her/his vote.

Added: 12.05.21

Section 7.

- A. A vote to endorse a candidate does not obligate this organization to donate money to that candidate.

- B. A separate vote on donating a specific dollar amount of money to the candidate must occur to authorize a donation. A donation shall be made if at least sixty percent (60%) of the members present at the meeting vote in favor of that action. That vote may occur at the same meeting at which the organization votes to endorse the candidate or at a subsequent meeting.

Added: 12.05.21

Section 8.

- A. When circumstances become known that may warrant withdrawal of an endorsement made by this organization, any member may request the Chair to call a meeting of the organization to consider such withdrawal.
- B. The request shall state the reasons why the endorsement should be withdrawn.
- C. The Chair shall communicate that request to the other members of the Executive Committee.
- D. If the majority of the Executive Committee concludes that withdrawal of the endorsement should be considered, a meeting of the members shall be held as provided in subsection 5 above.
- E. The notice of the meeting shall state that a vote on withdrawing an endorsement will occur, including the name of the candidate involved and the office to which she/he seeks election.
- F. This organization may not withdraw its endorsement of a candidate unless at least sixty percent (60%) of the organization's members present at the meeting vote to withdraw the endorsement.

Added: 12.05.21

Section 9.

All donations made by this organization shall comply with all applicable state and federal laws.

Added: 12.05.21

ARTICLE IX. MISCELLANEOUS

Section 1.

The Chair shall appoint an Audit Committee of no less than three (3) people to conduct an audit of all accounts that this organization maintains. The audit should take place at least every two (2) years with the Chair of the Audit Committee making a report at the next regular or special meeting.

Updated: 12.05.21

Section 2.

The organization motto will be: “Democrats believe in a limited form of government that is controlled by the people who it governs and that all people are their political, legal and social equal.”

Updated: 12.05.21

Section 3.

Any requirement for written communications or notice may be satisfied by sending said notice/communication via email. Those County Chairs who have no e-mail address should provide email address for receipt of communications. *Added: 1.09.19; updated: 12.05.21*

ARTICLE X. AMENDMENTS AND BYLAWS

This Constitution may be amended and Bylaws added at any regular or special meeting, when proper notice is given, by a majority of the members present and voting.

ARTICLE XI. PREVIOUS CONSTITUTIONS AND BYLAWS

Section 1.

This Constitution and Bylaws supersedes any and all previous Constitutions and Bylaws of the Ohio Democratic County Chairs Association and shall take place immediately upon its adoption.

Adopted during a Zoom meeting on this 5th day of December 2021, by the Ohio Democratic County Chairs Association assembled for this purpose.

(on file)

Signature of the Chair
of the Ohio Democratic County Chairs Association

This Constitution and ByLaws was produced and duplicated using in-house resources.