

# BYLAWS OF THE DEMOCRATIC PARTY OF NATRONA COUNTY

January 2018

## ARTICLE I – MEMBERSHIP OF NATRONA COUNTY DEMOCRATIC PARTY

Sec. 1. **Democratic Party.** Those persons who are registered as Democrats to vote in Natrona County shall be members of the *Democratic Party of Natrona County*.

## ARTICLE II – ORGANIZATION.

Sec. 1. **Bylaws.**

- (a) **Bylaws Govern.** *Bylaws of the Democratic Party of Natrona County* (herein *Bylaws*) adopted by the *Natrona County Democratic Central Committee* shall govern the meetings, activities and organization of the *Natrona County Democratic Central Committee* (herein *Central Committee*).
- (b) **State Democratic Bylaws/Wyoming Law.** The *Bylaws of the Wyoming Democratic Party* as well as the provisions of Wyoming law relating to political party committees and conventions are a part of these *Bylaws* by reference. In the event that there is a contradiction between the *Bylaws of the Wyoming Democratic Party* and the *Bylaws of the Democratic Party of Natrona County*, the County Bylaws will control. In the event that any part of these bylaws is declared invalid under Wyoming law, the remainder of the bylaws shall remain in full force and effect.
- (c) **Amendments to Bylaws.** *Bylaws* may be promulgated, amended or repealed at any regular or called meeting of the *Central Committee* by two-thirds of those present after notice pursuant to Article VII herein was given to the *Central Committee* that an amendment, repeal or promulgation of the *Bylaws* was to be undertaken.
- (d) **Duration.** These *Bylaws* shall be effective from and after adoption by the *Central Committee* and shall remain in effect until amended, repealed or new *Bylaws* are promulgated.

Sec. 2. **Precinct Committee Persons.**

- (a) **Qualification To Be Committee Person.** Precinct Committeemen and Committeewomen shall be electors registered in the Democratic Party and resident in the Precinct which they represent.
- (b) **Number of Precinct Committeeman/Committeewomen In A Precinct.** Each Precinct shall have one Committeeman and one Committeewoman for each 250 votes or major fraction thereof cast for the Democratic candidate for representative in Congress in the last General Election, but provided that no Precinct shall be entitled to less than one Precinct Committeeman and one Precinct Committeewoman. If a Precinct boundary is changed for any reason, the

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Natrona County Commissioners, by law, determine the number of Precinct Committee Persons.

- (c) **Assistant Precinct Committeemen/Assistant Precinct Committeewomen.** An elected or appointed Precinct Committeeman and/or Precinct Committeewoman may appoint assistant(s) to conduct precinct organizing efforts in that Precinct provided that the Assistants are registered Democrats residing within the Precinct of the elected Precinct Committeeman or Precinct Committeewoman. The appointed assistants shall not have voting rights within the *Central Committee* but are encouraged to attend Central Committee Meetings.
- (d) **Vacancies.** A vacancy in the *Central Committee* shall occur in case of death, resignation, loss of qualification, removal of residence from the Precinct, or failure of a qualified candidate to be elected to a Precinct Committeeman or Committeewoman position in the primary election. A vacancy in the *Central Committee* shall be filled by the Chair by appointment of a registered Democratic elector residing in the Precinct with the approval of the *Central Committee*. Notice of the filling of a Precinct Committeeperson vacancy shall be reported to the Natrona County Clerk within ten (10) days of the filling of the vacancy.

## Sec. 3. **The Natrona County Democratic Central Committee.**

- (a) **Governing Power.** The *Central Committee* shall have the governing power of the *Democratic Party of Natrona County* and shall perform all duties and functions required by law and these *Bylaws*.
- (b) **Meetings.** The *Central Committee* shall meet no less than twice in each calendar year under direction of the Chair with the day, time and place determined by the Chair.
- (c) **Composition of Natrona County Central Committee.** The *Natrona County Democratic Central Committee* consists of the Precinct Committeemen and Committeewomen who are:
  - (i) Elected in Natrona County at the regular biennial primary election; or
  - (ii) Appointed by the Chair and approved by a majority vote at *Central Committee* meetings.
- (e) **Ties.** If there is a tie in the number of votes received by two or more qualified electors, then the tie shall be broken by asking the persons who tied if they are interested in being a Precinct Committeeperson. If persons are interested in being a Precinct Committeeperson, then they would be asked to attend a meeting where the tie will be broken by appointment by the Chair.

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- (f) **Voting By Majority.** Voting at any *Central Committee* meeting shall be limited to duly qualified Precinct Committeepersons or their proxies. Any Democrat shall be entitled to the floor during discussion at any *Central Committee* meeting. No *Central Committee* member shall have more than one (1) vote. That does not preclude a *Central Committee* member from voting one proxy vote for an absent member. For voting purposes, a voting member of the *Central Committee* must be appointed or elected at the previous meeting.
- (g) **Voting By Executive Committee.** The County Chair, Vice-Chair, Treasurer, State Committeemen and State Committeewomen shall be voting members of the *Natrona County Central Committee*. All Officers of the *Central Committee* may make motions and nominations.
- (h) **Quorum.** A quorum shall consist of the members attending a *Central Committee* meeting after due notice to all members as required by these *Bylaws*. A majority of the quorum is necessary for adoption of all motions, confirmation of nominations, resolutions, and other questions brought before the *Central Committee* except for *Bylaws* changes, officer removal, and calls for Special Meetings to consider removal of an officer. A two-thirds vote of those present after notice of a *Bylaws* amendment, repeal or promulgation is needed to amend, repeal or promulgate the *Bylaws*. See Article III, Section 6 and 7 herein.
- (i) **Proxies.** Members of the *Central Committee* may deputize, by signed proxy, substitutes to act for them at any meeting, but such substitutes must be registered Democrats residing in the Precinct which their principals represent. Any member may vote his/her own vote and one additional proxy he/she may hold from the same Precinct. A proxy holder who is not a member of the *Central Committee* shall have only one vote and shall not be entitled to vote other proxies. All proxies shall be filed with the Secretary before or at the time of the meeting and shall be valid for that meeting only.
- (j) **Parliamentary Procedure.** *Robert's Rules of Order* (herein *Rules*) shall govern procedure at meetings of the *Central Committee* and the *Executive Committee*. A Parliamentarian shall be appointed by the Chair for every *Central Committee* meeting.
- (k) **Suspension of the Rules.** The *Rules* may be suspended by a two-thirds vote of the *Central Committee* present at any duly called meeting of the *Central Committee*.

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## **ARTICLE III – OFFICERS.**

- Sec. 1. **Officers.** The Officers of the *Central Committee* shall be a Chair, Vice Chair (who shall be of the sex opposite of the Chair), a State Committeeman, a State Committeewoman, a Secretary and a Treasurer. No two Offices may be held by the same person. The Officers shall perform the duties and functions as required by Wyoming law and these *Bylaws*.
- Sec. 2. **Qualification To Be Party Officer.** All Officers of the *Central Committee* shall be registered Democrats residing in Natrona County whose qualifications shall be judged by the *Central Committee* at the time of their election to office, provided, however, it shall not be a prerequisite to the holding of any Office that the Office holder be a Precinct Committeeperson.
- Sec. 3. **Election of Officers.** The *Central Committee* shall meet at the County seat during the last 15 days of March of each odd-numbered year at a time and place determined by the Chair. The Chair shall deposit notice of the meeting advising of the election of officers, times and place in the office of the Natrona County Clerk not less than ten (10) days before this meeting. At this meeting, the *Central Committee* shall elect the officers of the *Central Committee*.
- Sec. 4. **Term of Office.** The *Officers* of the *Central Committee* shall serve a term of two years or until successors are qualified and elected. New *Officers* shall be elected at the March meeting held in odd-numbered years. *Officers* elected to fill a vacancy shall complete the remaining term of office left vacant by the predecessor *Officer*.
- Sec. 5. **Officer Vacancies.** In the event of a vacancy in the office of Chair due to death, resignation, loss of qualification or otherwise, the *Natrona County Vice Chair* shall become the *Natrona County Democratic Chair* for the balance of the unexpired term. The Vice Chair shall act as Chair during the interim. Vacancies among other elective offices shall be filled by election at the meeting of the *Central Committee* next held after the vacancy occurs.
- Sec. 6. **Call for Removal of Officer.** The *Central Committee* may, at any duly constituted meeting, by a two-thirds vote direct the *County Chair* to call a Special Meeting of the *Central Committee* to consider removal of an *Officer* of the *Central Committee*. Notice of this Special Meeting shall be as set out in Article VII herein.
- Sec. 7. **Removal from Office.** Any *Officer* elected by the *Central Committee* may be removed from Office by a two-thirds vote of the *Central Committee* whenever in its judgment the best interest of the Party would be served thereby. Adequate written notice to all *Central Committee* members stating the proposed action to be taken must precede any such meeting at which an elected *Officer* is to be considered for removal from office.

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Sec. 8. **Bonding.** Any *Officer* or member of an Office staff who has a signature on the checking account or as part of his/her customary duties as directed by the *County Chair* regularly handles cash or funds belonging to or designated for use of the *Natrona County Democratic Party* shall be bonded at the discretion of the *Executive Committee*.

Sec. 9. **Checks, Drafts, Orders for Payment.** All checks, drafts or other orders for payment of money, notes or other evidences or indebtedness issued in the name of the *Democratic Party of Natrona County* shall be signed by such *Officer* or *Officers* of the *Central Committee* and in such manner as shall from time to time be determined by the *Executive Committee*.

Sec.10. **Prohibited Authorization.** No authorization may be granted by any elected Official, Committee or Subcommittee which allows for deficiency spending.

## **ARTICLE IV – DUTIES OF OFFICERS.**

Sec. 1. **Chair.** The Chair shall preside at all meetings of the *Natrona County Central Committee* and *Executive Committee* and see that all orders, adopted motions, policies, and resolutions of such Committees are carried into effect. He/she shall perform the duties and functions as required by law, the *Bylaws of the Wyoming Democratic Party* and these *Bylaws*.

- (a) The Chair shall conduct all efforts of the Natrona County Democratic Party subject to the approval of the Natrona County Central Committee.
- (b) He/she shall have all the general powers of supervision, management, and appointment, usually vested in the office of the Chair not inconsistent with these Bylaws.
- (c) The Chair shall, at all times, keep the Vice Chair informed of decisions of the Chair.
- (d) The Chair shall be a monitor of the funds of the Natrona County Democratic Central Committee; shall ensure that a record of all funds received and disbursed is being maintained by the Treasurer; and report the same to the Natrona County Central Committee when requested to do so.
- (e) Funds of the Natrona County Democratic Central Committee shall be spent only on the specific authorization of the Chair. The Chair may sign checks of the Central Committee. No authorization shall be given for deficiency spending.

Sec. 2. **Vice Chair.** The Vice Chair shall perform the duties and exercise the powers of the Chair during his/her absence, disability or refusal to act in accordance with these *Bylaws*, and any other duties delegated by or requested by the Chair.

- (a) He/she shall be knowledgeable of activities by any other Democratic Clubs in the County (for example, Democratic Women, Democratic Men, Young Democrats).
- (b) The Vice Chair shall be responsible for coordinating and planning County Conventions.

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- (c) The Vice Chair shall meet and assist the Chair in preparing for Central Committee meetings.
- (d) If a resignation or vacancy occurs on the Executive Committee, the Vice Chair shall oversee the search for a new member and relay results of the search to the Executive Committee for review.

Sec. 3. **Secretary.** The Secretary shall attend all meetings of the *Central Committee* and the *Executive Committee* and record and keep the minutes thereof and shall attend to such notices as the Chair may require and perform such other duties as delegated to him/her by the Chair or the *Executive Committee*. The Secretary shall keep the minutes of all Subcommittees on which he/she is a member. He/she shall furnish copies of minutes of all such meetings to the members of the respective Committees and Subcommittees within thirty (30) days after each meeting. In addition, he/she shall:

- (a) See that all notices are duly given in accordance with the provisions of these *Bylaws* or as required by law.
- (b) Be the custodian of the Party's records.
- (c) Keep a register of the mailing and street address, telephone number, and email address of each *Central Committee* member and officer, which shall be furnished to the Secretary by each member and officer, and provide that register to any *Central Committee* member or officer on request.

Sec. 4. **Treasurer.** The Treasurer shall attend all meetings of the *Central Committee* and the *Executive Committee* and shall collect and disburse the funds of the *Democratic Party of Natrona County* through a bank approved by the *Executive Committee* and shall keep the accounts of the organization in a businesslike manner, preparing reports upon the same when called. The Treasurer shall:

- (a) Assist the County Democratic Chair in duties relative to fundraising and the custody, reporting, record keeping, and expenditure of the money of the committee as requested by the County Democratic Chair.
- (b) Be required to furnish bond, at the discretion of the *Executive Committee*.
- (c) Sign checks for the *Central Committee*.
- (d) With assistance from the Finance Subcommittee, formulate a budget for the *Central Committee* each fiscal year. The budget will be presented to *Central Committee* within six (6) months of the assumption of office and adopted by the *Natrona County Central Committee*.

Sec. 5. **Officers.** The State Committeeman and State Committeewoman shall be the co-chairs of the Finance Subcommittee of the *Central Committee*; shall preside over the *Central Committee* in the event of the absence of the Chair and Vice Chair; shall fulfill the obligations of State Committeemen and State Committeewomen as required by the *Bylaws of the Wyoming Democratic Party*; attend the Democratic State Central Committee meetings and report to the *Natrona County Central Committee* regarding the activities of the *Wyoming Democratic Party*.

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- (a) The State Committeeman and State Committeewoman in their capacity as co-chairs of the Finance Subcommittee, plan, promote, and carry out the finance plan devised by said committee.
- (b) The State Committeeman and State Committeewoman will assist the Treasurer in the creation of a budget for presentation and adoption by the *Central Committee*.

## **ARTICLE V – EXECUTIVE COMMITTEE.**

Sec. 1. **Composition of Executive Committee.** The *Executive Committee* shall be comprised of the elected Officers of the *Central Committee*. Additional members as designated by the County Chair may be added to this Executive Committee if approved by the *Central Committee*.

Sec. 2. **Responsibilities.** This *Executive Committee* shall coordinate the activities of the *Natrona County Democratic Central Committee* and the Natrona County Democratic Convention and shall implement the policies and resolutions of the *Natrona County Democratic Central Committee*.

Sec. 3. **Meetings/Rules.** This *Executive Committee* shall meet upon call of the Chair, and may, by majority vote, adopt rules for the conduct of its business, propose resolutions for adoption by the *Central Committee*, and shall manage the affairs of the *Central Committee* between meetings of the *Central Committee*, having power to act in all matters wherein the *Central Committee* does not have exclusive authority.

Sec. 4. **Executive Committee.** Meetings of the *Executive Committee* shall be upon three days' notice by appropriate communication to members by the Chair.

Sec. 5. **Investment of Funds.** Any surplus finds of the *Democratic Party of Natrona County* can be invested subject to approval by the *Executive Committee*.

Sec. 6. **Contracts.** The *Executive Committee* may authorize the Chair and Secretary to enter into a contract or execute and deliver an instrument in the name of and on behalf of the *Democratic Party of Natrona County*.

Sec. 7. **Strategic Plan.** Officers of the *Executive Committee* shall draft a strategic plan for their tenure immediately following their election in odd numbered years in conference with the *Central Committee*.

## **ARTICLE VI – STANDING, PERIODIC, AND AD-HOC SUBCOMMITTEES.**

Sec. 1. **Standing Subcommittees.** The Standing Subcommittees of the *Natrona County Democratic Party* shall be:

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- (a) **Finance Subcommittee.** The Finance Subcommittee shall consist of the Chair, Treasurer, State Committeeman, State Committeewoman and at least three other members of the *Natrona County Democratic Party* as appointed by the Chair. The Finance Subcommittee shall advise and assist the Chair on fundraising, budget and other financial matters. The co-chairs of this Finance Committee shall be the State Committeeman and State Committeewoman. The Finance Subcommittee shall meet at the call of either of its co-chairs or the County Chair.
- (b) **Issues Subcommittee.** The Issues Subcommittee shall coordinate policy recommendations for the *Executive Committee* and will submit copy to the Publicity and Public Relations Subcommittee upon completion so that the message can be immediately disseminated to constituents and the public at large.
- (c) **Platform Committee.** The Platform Subcommittee will have the responsibility of preparing the County platform to be submitted to the *Central Committee* prior to the *County Convention*.
- (d) **Publicity and Public Relations Subcommittee.** The Publicity and Public Relations Subcommittee shall prepare and disseminate news releases and newsletters, serve as the county Party's liaison with the media and the public at large, and promote the message of the *Natrona County Democratic Party* by transmitting the policy statements emerging from the Issues Subcommittee through conventional communication mediums. The Public Relations Subcommittee shall pen official communication with the Governor's Office when directed by the Executive Committee with support of the Issues Subcommittee when the need arises to clarify the official position of the *Natrona County Democratic Party*.
- (e) **Social Media Campaign Subcommittee.** The Social Media Campaign Subcommittee shall craft the messages emerging from the Issues, Publicity, and Events Subcommittees into unique and engaging social media posts using mixed media on any and all social media platforms in use currently or may be used in the future. The Social Media Campaign Subcommittee will devise a Social Media Policy promoting healthy, inclusive, and honest discourse of issues. The Social Media Campaign Subcommittee will create posts and emails campaigns using enhanced, mixed-media, and standard text with the goals of encouraging issue discussion, promoting sharing of content, increasing views and impressions of the *Natrona County Democratic Party* brand, and growing its base of interested people. Effectiveness of the campaign shall be quantitatively and qualitatively reviewed by the Central Committee for effectiveness and inclusivity as evidence in content, shares, follows, comments, likes, and any such metric of interaction that may be present now or in the future of social media platforms.
- (f) **Outreach and Special Events Subcommittee.** The Outreach and Special Events Subcommittee is charged with creating and maintain connections with Natrona



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Democrats and interested citizens by way of holding special events, on approval of *Central Committee* and budget approval for proposed events. The *Outreach and Special Events Subcommittee* shall be responsible for coordinating all approved special events, including promotion of the Party position, marketing, and information gathering to expand the base and drive home Democratic relevancy in our county and communities therein.

Sec. 2. **Periodic Subcommittees.** The Periodic Subcommittees of the *Natrona County Democratic Party* shall be called into being by the Chair when necessary:

- (a) **Audit Subcommittee.** The Audit Subcommittee shall audit all Democratic Party records annually as designated by the *Executive Committee* and shall bring the results of the audit to the attention of the *Central Committee*. No member of the *Executive Committee* can be a member of the Audit Subcommittee.
- (b) **Bylaws Subcommittee.** The Bylaws Subcommittee shall establish, review, and recommend revisions of the *County Bylaws*.
- (c) **Candidates Subcommittee.** The Candidates Subcommittee shall be responsible for recruiting and preparing candidates for elections.
- (d) **Nomination Subcommittee.** The Nomination Subcommittee shall present a slate of Officers to the Chair. This Committee shall be appointed by the Chair in even-numbered years in December or by January in odd numbered years.
- (e) **Office Holders Subcommittee.** The Officer Holders Subcommittee shall provide continuing contact with current Democratic office holders.
- (f) **Registration Subcommittee.** The Registration Subcommittee shall coordinate and encourage voter registration.

Sec. 3. **Ad-Hoc Subcommittees.** Ad-hoc Subcommittees may be appointed by the County Chair to assist the Chairs duties as necessary. Such Subcommittees shall meet at the Chair's call. The County Chair, with the concurrence of the *Executive Committee*, shall appoint respective chairs of any Ad-hoc Subcommittee.

- (a) Subcommittee Chairs shall determine the number of members: to be on each Ad-hoc Subcommittee, shall appoint the members of the Ad-hoc Subcommittees, and shall fill vacancies on the Ad-hoc Subcommittees by appointment, when necessary.
- (b) The Central Committee shall reserve the right of final approval of Ad-Hoc Subcommittee membership. The County Chair and/or the Vice-Chair shall serve as an ex-officio member of each Ad-hoc Subcommittee.
- (c) Each Ad-hoc Subcommittee shall meet at the call of either the Subcommittee Chair or the County Chair. The Chair of each Ad-hoc Subcommittee shall preside

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at all meetings of the respective Subcommittee, and shall forward all subcommittee recommendations to the *Executive Committee* for approval.

Sec. 5. **Approval Needed.** All activities and recommendations of all Standing, Periodic, and Ad-hoc Subcommittees must be approved by the *Executive Committee*.

Sec. 6. **Membership on Committees.** Unless specified otherwise herein, members shall be appointed to a Committee by the County Chair.

## ARTICLE VII – NOTICES AND MEETINGS.

Sec. 1. **Notice of Central Committee Meetings.** Except as herein indicated, notice of the time and place of meetings of the *Central Committee* shall be published in a newspaper of general circulation in Natrona County not less than five (5) days before such meeting. In addition to the publicized notice, the Chair, either personally or through a designee, shall cause notice to be given by either mail, e-mail or fax to every member of the *Central Committee*. All notices shall contain the day, time and place of the meeting as well as a brief statement of matters to come before the meeting. When an amendment, repeal or promulgation of these *Bylaws* is sought, then the published and mailed notice shall so state.

Sec. 2. **Notice of Meeting to Elect Officers.** Notice of the March *Central Committee* meeting in odd-numbered years to elect Officers shall be deposited in the office of the Natrona County Clerk not less than ten (10) days before the meeting and shall be published in a newspaper of general county circulation not less than ten (10) days prior to such meeting. Such filed and published notice shall advise of the election of Officers and of the day, time and place of the meeting. Either mailed notice or e-mail, fax notice to *Central Committee* members shall also be given as described in Article VII, Section 1. When there is an election of Officers to fill a vacancy, then the published and mailed, e-mailed notices shall so state that a purpose of the upcoming meeting is to fill the vacancy.

Sec. 3. **Notice of Natrona County Convention.** No later than twenty (20) days before the date of the Natrona County Convention in each even-numbered year, the County Chair shall file with the Democratic State Chair a call for the County Convention stating the time and place of such convention. If preprinted ballots are to be used, the notice filed with the Democratic State Chair as well as the notices published and notices mailed to *Central Committee* members shall advise that pre-printed ballots will be used and that Democrats interested in becoming delegates and alternates to the Democratic State Convention must advise the members of the Credentials and Ballots Committee at least 24 hours before the County Convention convenes of their candidacy to insure the inclusion of their names on pre-printed ballots.

Sec.4. **Notices.** The Chair of the Standing Subcommittees and each Ad-hoc Subcommittee shall notify all Subcommittee members of each Subcommittee meeting prior to such meetings. Notice of these meetings does not have to be published.

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- Sec. 5. **Notice of Meeting to Elect Committeepersons.** Any meeting may declare and fill Precinct vacancies without notice given that there would be a vacancy filled.
- Sec. 6. **Notice of Filling Precinct Vacancies.** Notice of the filling of a Precinct Committeeperson vacancy shall be reported to the Natrona County Clerk within ten (10) days of the filling of the vacancy.
- Sec. 7. **Notice of Special Meetings.** Special meetings of the *Central Committee* may be held on call of the Chair or by written notice of twenty-five percent (25%) of the duly elected/appointed *County Central Committee* members. The Chair shall make every attempt to notify all members of the County *Central Committee* of any special meeting.
- Sec. 8. **Notice of Executive Committee Meetings.** Meetings of the *Executive Committee* shall be upon three days' notice by appropriate communication to members by the Chair.
- Sec. 9. **Certification of Bylaws.** The Chair and Secretary shall certify all rules and *Bylaws* promulgated, revised or amended by the *County Central Committee* and file them with the Natrona County Clerk within thirty (30) days after the adjournment of the *Central Committee* meeting wherein the *Bylaws* were promulgated, revoked or amended.

## ARTICLE VIII – NATRONA COUNTY DEMOCRATIC CONVENTIONS.

- Sec. 1. **Bylaws.** The Democratic Convention of Natrona County shall be governed by the *Bylaws of the Democratic Party of Wyoming* and these *Bylaws*.
- Sec. 2. **Composition.** The Natrona County Democratic County Convention shall be composed of persons:
- (a) Residing in Natrona County at least fifteen (15) days prior to the Convention; and
  - (b) Registered as Democrats within Natrona County at least fifteen (15) days prior to the Convention; and
  - (c) Present at the Natrona County Democratic County Convention.
- Sec. 3. **Voting.** Each person shall have one vote on each issue provided that on votes for delegates to the Democratic State Convention in presidential years, the votes shall be determined in accordance with the Delegate Selection Plan approved by the *State Central Committee* and the Democratic National Committee. On votes for delegates to the Democratic State Convention in non-presidential years, each person may vote for as many nominees as there are delegates to be elected.
- Sec. 4. **Date of Conventions.** All regular Natrona County Democratic Conventions shall be held at the County Seat of Natrona County during the month of March in *even-numbered* years on the date and hour fixed by the *State Democratic Central Committee*. Special County Democratic Conventions may be called by the Natrona County Democratic Chair when it

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appears there is a necessity for a Special Convention. The duties that the Convention is to perform shall be designated in the Call.

Sec. 5. **Convention Process.** It is the aim of the Natrona County Democratic Party that the process is transparent for all Democrats participating in Convention. As such, *Central Committee* shall distribute or make available, in the case that direct contact information is not known, literature to educate the registered Democrats of Natrona County about what to expect at Convention in conjunction with a guide for participation.

Sec. 6. **Order of Business.** The order of business at the County Convention is as follows:

- (a) Call to order by the Democratic Chair.
- (b) Appointment of a Parliamentarian.
- (c) Report of the Credentials and Ballots Committee regarding credentials and qualifications of the delegates.
- (d) Report of the Nomination Committee regarding Convention Officers and their election.
- (e) Presidential preference vote during Presidential election years.
- (f) Election of delegates to the State Convention.
- (g) Report of the Resolutions and Platform Committee and adoption of a County Platform.
- (h) Other Business.
- (i) Adjournment.

Introductions, addresses, and sundry activities may be interspersed in the order of business at the discretion of the Natrona County Democratic Chair and the Convention Chair.

Sec. 7. **Call.** No later than twenty (20) days before the date of the Natrona County Democratic Convention of each even numbered year, the Natrona County Democratic Chair shall file with the Democratic State Chair a call for the Natrona County Convention stating the day, time and place of such Convention. Notice, in the form of a news story, newspaper advertisement, or legal notice shall be published not less than five (5) days and not more than twelve (12) days prior to the Convention.

Sec. 8. **Powers and Duties.** The Natrona County Democratic Convention may adopt a County Party platform, adopt resolutions, select delegates and alternates to the Democratic State Convention, and perform other duties and functions as required by law and these *Bylaws*.

Sec. 9. **Officers.** The Officers of the *Natrona County Democratic* Convention shall be:

- (a) Convention Chair.
- (b) Convention Secretary.
- (c) Convention Parliamentarian.
- (d) Sergeant at Arms.

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(e) County Democratic Chair.

These officers shall perform the duties, have the powers, and be elected or appointed in the same manner set forth in Natrona County.

Sec.10.**Committees.** The following committees shall be appointed to act at each Natrona County Democratic Convention and shall be appointed at least ten (10) days prior to the Convention by the Natrona County Democratic Chair, who shall designate the Committee Chairs:

(a) **Nomination Committee.** The Nomination Committee shall consist of at least three members. It shall make nominations for the office of County Convention Officers. The Nomination Committee shall meet at the call of its chair.

(b) **Credentials and Ballots Committee.** The Credentials and Ballots Committee shall consist of three members and have the following duties:

- i. It shall check the name of each person present at the Convention against an official registration list and reports to the convention the number of persons certified to vote. Any person arriving after said report shall not be entitled to be certified or vote at the Convention.
- ii. It shall hear all credentials challenges that have been submitted to the County Democratic Chair. The hearing procedure shall be as follows: The Credentials and Ballots Committees of the State Convention and the County Democratic Conventions shall hear and report to their respective conventions on all credentials challenges. Any member of the *Wyoming Democratic Party* may challenge any delegate or alternate seeking a seat at the Democratic State Convention by filing the challenge in writing with the Democratic State Chair on the Convention Credentials and Ballots Committee, prior to the call to order of the convention. The challenge shall state the name and address of the person challenged and the grounds for the challenge. The Democratic State Chair shall refer the challenge to the Credentials and Ballots Committee. Before making its report to the Convention, said committee shall hear the challenge, receiving statements thereon from the challenger, the person challenged, and any other person who can furnish information pertinent thereto. The challenger and the person challenged shall be allowed equal time for their statements. In its report to the Convention, said committee shall include the fact of the challenge, a summary of the information presented thereto, and its recommendation. The person challenged shall not vote on that portion of said report which involves his credentials.
- iii. It shall assist the Convention Chair and Convention Secretary in conducting a poll of the delegates when necessary.

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- iv. This Committee may appoint, when necessary, clerks to assist in checking the names of those present against an official registration list and in polling delegates when required.
- (c) **Resolutions and Platform Committee.** The Resolutions and Platform Committee shall be comprised of members, the number of which has been determined by the County Democratic Chair. It shall consider all suggestion for resolutions and for the County Platform, making such recommendations to the Convention. The Convention shall act on said recommendations and receive and act on recommendations made from the floor as well. Said committee shall meet at the call of its Chair.

**Sec.11.Delegates and Alternates to the Democratic State Convention.** Delegate and Alternate Delegates to the Democratic State Convention from Natrona County shall be elected in numbers as allocated to the respective counties as follows:

- (a) Any person registered as Democrat at least fifteen (15) days prior to the Natrona County Convention may be nominated as a delegate to the State Convention by making written request prior to the Natrona County Convention or by nomination from the floor. *The nominee must be present at the convention for a floor nomination.* In making the nomination, the candidate's presidential or uncommitted preference shall be given and recorded by the Convention Secretary. Honorary or special positions in themselves do not qualify a person for nomination or election as such delegates or alternate delegates.
- (b) The Natrona County Convention shall determine whether to send delegates to the State Convention with one vote each or one-half vote each.
- (c) In each presidential or uncommitted preference, the number of nominees of each gender equal to the number determined for the respective categories by the Credentials and Ballots Committee under the Delegate Selection Plan, who receive the highest number of votes, shall be elected. Prior to the election, the Chair shall urge that the ballots be cast so as to obtain a delegation which is a fair and representative cross section of the Democratic Party throughout the county with consideration being given to geographical distribution, occupation, age, sex, race and presidential or uncommitted status.
- (d) Those nominees in each status who receive the next highest number of votes after the elected delegates shall be alternates. The alternate delegates so elected shall stand in order to replace delegates, the first being the one receiving the most votes, the second, the one receiving the second most votes, etc. A delegate shall be replaced by an alternate for the same category. If none is available, all of the delegates in the same category shall select an alternate from another category in Natrona County's delegation or from Natrona County's registered Democrats.

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- (e) The method of voting in the election of delegates and alternate delegates by the Natrona County Democratic Convention shall be as follows:
  - i. Within each presidential or uncommitted preference caucus the vote shall be by written ballot, each person present and certified by the Credentials and Ballots Committee casting his vote for as many nominees as there are delegates (or alternates) to be elected, or for a lesser number in his discretion. Provided, however, that a method of voting other than by secret, written ballot may be used if there is no objection thereto when the substitute method is proposed. A ballot cast for more nominees than there are delegates (or alternates) to be elected shall be void. The delegates (or alternates) elected shall be those of each gender equal to the number to be elected who receive the most votes. If the number of nominees does not exceed the number to be elected, the nominees shall be elected by voice vote.
  - ii. The ballots used shall be distributed to the qualified voters.
- (f) Irrespective of stated presidential or uncommitted preference, every delegate and alternate to the Democratic State Convention chosen by the Natrona County Democratic Convention shall in all respects be a free agent to follow the dictates of his own conscience.
- (g) A registration fee to cover convention expenses may be imposed or assessed on State Convention delegates, however non-payment of such fee shall not deny any delegate voting status. Delegates may be required to advance meal and lodging costs if they wish the same to be reserved for them.
- (h) The County Chair shall serve as Chair of the County Delegation and the Vice Chair shall serve in the Chair's absence. If the Vice Chair is unable to serve, the Chair shall appoint the County Delegation Chair.
- (i) If the *Natrona County Democratic Central Committee* desires to have pre-printed ballots for the election of delegates and alternates, the County Democratic Chair shall include in the publication of notice of the County Convention that such ballot is to be used and that Democrats interested in becoming delegates and alternates to the Democratic State Convention must advise the members of the Credentials and Ballots Committee at least 24 hours before the County Convention convenes, or their candidacy to insure the inclusion of their names on the pre-printed ballot. The names of all qualified Democrats submitted to the Credentials and Ballots Committee shall be placed on the ballot. The use of pre-printed ballots shall not be construed to deny the right of any person to be nominated from the floor of the County Convention. In the event pre-printed ballots are used, names will be placed on the ballot by random drawing.

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- (j) In the event that insufficient Delegates are elected at the County Convention, in order to meet the designated number of Delegates, the County Chair may appoint Democratic residents of Natrona County to fill the vacancies. Such appointments shall be certified in writing to the Democratic State Chair.

**Sec.12. Voting.** Except as provided otherwise in these *Bylaws*, all votes at the Natrona County Democratic Convention shall be polling the delegates by voice vote. In the event of a call for division, a standing vote shall be taken, and upon request of any delegate, a roll call vote shall be taken. Provided, however, that preceding any vote the chair may inquire if there is any objection to a voice vote on the issue before the Convention, and, if there be no objection by any delegate, the issue may be resolved by voice vote. A vote on the convention floor or within a presidential or uncommitted preference caucus shall not be made by proxy.

**Sec.13. Report to the Democratic State Chair.** Within ten days after the County Democratic Convention, the Natrona County Democratic Chair shall certify to the Democratic State Chair, a notarized list on the state-approved forms of convention attendees, the delegates and alternate delegates from their respective counties to the Democratic State Convention, giving the names, addresses, telephone numbers, and if applicable, presidential preference, and the order of priority for the alternate delegates. At the same time, they shall transmit to the State Chair a copy of the county resolutions and of the County Platform for submission to the Resolutions and Platform Committee of the Democratic State Convention.

**ARTICLE IX – CERTIFICATION.**

The undersigned Chair of the *Natrona County Democratic Party* and the undersigned Secretary of the *Natrona County Democratic Party* hereby certify that these are the *Bylaws* of the *Natrona County Democratic Party* as adopted January 25, 2018 at the *Natrona County Democratic Central Committee Meeting*.

Chair, Natrona County Democratic Party

Date

Brett Governanti

January 25, 2018

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Secretary, Natrona County Democratic Party

Date

Don Thomas

March 28, 2018

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