

**BYLAWS OF THE LEGISLATIVE DISTRICT 19 DEMOCRATIC COMMITTEE
AS AMENDED**

ARTICLE I - GENERAL

- A. **MEMBERSHIP:** Full participating membership of the LD19 Committee shall consist of all elected and appointed Democratic Precinct Committee Persons (“PC’s”), residing and registered to vote within LD19 as defined by the most recent state redistricting. All members shall be guided by the Arizona Democratic Party Code of Conduct as referenced herein. (Article X).
- B. **Parliamentary Procedure:** The organization, procedure, powers and conduct of the affairs of the LD19 Committee shall be regulated and governed in order of authority and precedence by: 1) these Bylaws, in so far as said Bylaws are not in conflict with the Bylaws of the Arizona State Democratic Party or the laws of the State of Arizona and 2) the latest edition of the Robert’s Rules of Order.
- C. **Executive Committee:** There shall be an Executive Committee with membership, duties and responsibilities as provided by these Bylaws.

ARTICLE II- PURPOSE

The purpose and objectives of the LD 19 Democratic Committee shall be to foster, encourage, and promote the aims and objectives of the Democratic Party and to aid in the election of Democratic candidates for public office.

ARTICLE III- MEETINGS, NOTICE

A. **Meetings:**

Biennial Organization Meeting: Biennial Organization Meetings shall be held according to Arizona State Law.

Regular Meetings: Regular meetings shall be held monthly. The Executive Committee shall have the authority to postpone or cancel any regularly scheduled meeting except that there shall be at least 10 meetings annually and no more than two concurrent months shall lapse without a regular meeting.

Notice of Meetings: Notice of any meeting shall be sent at least one week (7 days) in advance of the scheduled meeting date. The notice shall include an agenda of items to be discussed. The Committee may permit other business not on the agenda to be dealt with.

Special Meetings: Special meetings may be called by the Chair, by a majority of the Executive committee, or by at least 25% of the full voting membership of the LD 19 Committee.

Quorum: No official business shall be conducted at any meeting until the presence of a Quorum has been determined. A quorum for meetings of the full committee shall be 15% of the voting membership. A Quorum for the Executive Committee shall be a majority of the members of the Executive committee.

B. Bylaws

Section 1. EFFECTIVE DATE.

These bylaws shall go into effect immediately upon their adoption and shall continue in force for present and future membership subject to amendment or termination in accordance with the provisions of this Article.

Section 2. AMENDMENTS.

A. These bylaws may be amended by a vote of not less than two-thirds (2/3) of the members of the LD19 Committee present, in person, at a regular or specially called meeting of the LD19 Committee. The Bylaws Committee shall oversee revisions to these bylaws, as described in Article XI, Section B.

B. Only LD19 Committee members in good standing may propose a change to the bylaws. Any proposed change to the bylaws must be presented in writing accompanied by a statement explaining the purpose to be achieved and reasons supporting the change. All proposed changes shall be prepared and submitted according to current procedures established by the LD19 Committee.

C. Proposed amendments in writing must be received by the Recording Secretary at least thirty (30) days prior to potential consideration at a meeting. The content of proposed amendments to be considered shall be transmitted to all members at least seven (7) days prior to the meeting.

D. Proposed bylaw amendments may be modified or refined by LD19 Committee members during discussion prior to holding a vote on the proposed change. Modifications may be accepted or declined by the person or body proposing the amendment to the LD19 Committee. Members present will be provided the opportunity to review final proposed amendments prior to voting.

E. No proposal to amend or terminate these bylaws shall be considered by the Bylaws Committee or the LD19 Committee unless it has been submitted in compliance with the provisions of this Section.

ARTICLE IV- OFFICERS

A. Officers Enumerated

Officers of the Committee shall consist of the following: Chair, First Vice-Chair, Second Vice-Chair, Corresponding Secretary, Recording Secretary, Treasurer, and as many representatives to the Pima County Democratic Party Executive Committee as are specified in the Party Bylaws. (the "Representatives"). The foregoing officers other than the Representatives may be referred to herein as the "Executive Officers". All officers must be Precinct Committee persons at the time of their nomination and during their terms of office.

B. **Duties of Officers**

1. **CHAIR**

The Chair shall preside at all meetings of the Executive Committee (see Article III) and of the Committee. The Chair shall make appointments to all committees and shall serve as an ex-officio member of all committees. The Chair shall set the agenda for all meetings, with the advice and consent of the Executive Committee.

2. **First Vice-Chair**

The First Vice-Chair shall act as Chair in the absence or disability of the Chair. If a vacancy occurs in the office of Chair, the First Vice-Chair shall serve as Chair until a successor is selected. The First Vice-Chair shall have duties as assigned by the Chair and approved by the Executive Committee.

3. **Second Vice-Chair**

The Second Vice-Chair shall act as Chair in the absence of both the Chair and First Vice-Chair. The Second Vice-Chair shall have duties as assigned by the Chair and approved by the Executive Committee.

4. **Recording Secretary**

The Recording Secretary shall keep a written record ("minutes") of all meetings of the Committee and of all meetings of the Executive Committee. The Secretary shall also keep a record of attendance at all meetings of the Committee and of the Executive Committee. The Secretary shall be responsible for the determination of a quorum at all meetings.

5. **Corresponding Secretary:**

The Corresponding Secretary shall issue notices of all meetings; shall be responsible for communications between the Legislative District Committee and Executive Committee and their correspondents; shall supervise the compilation and reproduction of special mailings to the membership and other designated parties; shall maintain a complete and current record of the membership of the Legislative District Committee and the Executive Committee; and shall have other such duties as shall from time to time be assigned.

6. **Treasurer**

a. The Treasurer shall have responsibility for the care and custody of the funds of the Committee and shall deposit or cause funds to be deposited in the name of the Committee in a timely manner into an account in a financial institution as designated by the Executive Committee.

b. The Treasurer shall keep full and accurate records of all receipts and disbursements. These accounts shall be open to inspection by any member of the Committee upon reasonable notice.

c. The Treasurer shall report on financial matters at all regular meetings of the Committee and of the Executive Committee, and at the Biennial Meeting.

d. The Treasurer is responsible for ensuring that accurate and timely financial reporting as mandated by state and county regulations, are made at the requisite intervals. The

e. Treasurer shall ensure that all campaign finance reporting laws and regulations that apply to the Legislative District Committee are obeyed when receiving contributions and making disbursements.

f. Disbursements may be made by cheque signed by The LD 19 Chair or Treasurer or by use of a debit card issued by the financial institution at which the Committee's funds are deposited. Disbursements not exceeding \$200 shall be approved in advance by the

Treasurer and one of the Chair or First Vice-Chair. Disbursements over \$200 shall be approved in advance by a majority vote of the Committee, but inclusion of a specific expenditure in a budget previously approved by the Committee shall constitute such approval. The Treasurer may be empowered by the Committee to make regular expenditures for continuing expenses without specific Committee approval of each disbursement.

ARTICLE V- EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of the Officers enumerated in Article IV(B) plus members from the five counties encompassing LD19 that are not represented by officers in Article IV(B). The County Representatives shall be appointed by the respective County Chairs.

B. The Executive Committee shall make recommendations to the full Committee about matters to be voted upon at meetings of the Committee. The Executive Committee shall advise the Chair on the setting of the agenda for future meetings. In emergency situations, the Executive Committee may take actions between regular meetings of the full Committee which would normally require action by the full Committee. The full Committee may ratify or contravene any action of the Executive Committee at the next regular meeting of the full Committee following such action.

ARTICLE VI- STATE COMMITTEE

A. Election

The selection of members of the Arizona State Committee from LD 19 shall be ratified at the biennial organizational meeting of the County Democratic Committees (ARS 16-825). At the biennial organizational meeting of LD 19 Democrats, the LD 19 PCs elected at the previous primary election may choose the new LD 19 State Committee members. Election shall be by secret ballot unless the number of nominees to the State Committee does not exceed the number of seats on the State Committee allocated to LD 19 (the "Allotment"). The Chair shall ask for nominees to the State Committee, and if the number nominated is greater than the Allotment, the secret ballot shall proceed. All voters may vote for a number of nominees no greater than the Allotment. The highest vote-getters comprising a number no greater than the Allotment shall be deemed elected. A tie vote resulting in a greater number than the Allotment shall require a run-off election.

B. Number

The number of State Committee slots available to LD 19 shall be determined by the Arizona State Democratic Party, and shall be based on 1/3 of the number of LD 19 Counties elected PCs (subject to the accounting for the overall Counties' allotment)

C. Duties

The duties of the State Committee members from LD 19 shall be to attend all State Committee meetings in person or virtually or by proxy (preferably in person when possible), and to vote in the interest of LD 19 and the Counties. Additional duties are specified in the Arizona State Democratic Party Bylaws.

D. *Vacancy*

A vacancy in the position of State Committee member shall occur upon resignation, death, or loss of valid County PC status within LD 19. A vacancy shall be filled by the State Chairman with the advice and consent of the County Chair and the LD 19 Chair. The Committee may require an election by the full Committee to select the prospective appointee(s) for purposes of recommending such person for appointment by the officers listed above.

E. *Removal from Office*

A member of the State Committee may be removed from office under the provisions of the Arizona State Party Bylaws.

ARTICLE VII - ENDORSEMENTS

A. *Contested Primary Election*

Neither the full Committee nor the Executive Committee shall endorse any candidate in a contested primary election. (This provision should not restrict individual PCs in any way from working for any of their favored Democratic candidates as this is one of their functions.) This provision may mean waiting until the filing deadline for an election before any endorsement by the Committee. Individual District officers shall remain publicly neutral in contests between Democrats in any contested election.

B. *Opposition Party Endorsement*

Neither the Committee nor the Executive Committee shall endorse, in any fashion, a candidate of an opposition party in any primary, general, special, partisan, or nonpartisan election. An opposition party candidate is defined as any candidate not registered in the Democratic Party. No individual member of the Committee shall publicly endorse any opposition party candidate in any election.

ARTICLE VIII - COMMITTEES

A. *Establishment*

The District Chair may establish standing or special committees with the advice and consent of the Executive Committee, as deemed necessary.

B. *Membership*

The District Chair shall select the chair and members of all committees and shall be an ex-officio member of all committees.

C. *Powers*

Committees shall make recommendations to the full Committee which shall approve such recommendations before any expenditure of funds, or public expression on behalf of the full Committee may occur.

ARTICLE IX - PROXY VOTING

No proxy voting shall be permitted at any meeting of the full Committee, the Executive Committee, or any committee of the organization.

ARTICLE X - CODE OF CONDUCT

A. The Legislative District 19 Democratic Committee shall have a Code of Conduct which shall outline the expected behavior of members at Committee functions or when acting individually as a representative of the LD19 Committee. In the event of a violation of the Code of Conduct disciplinary action shall be taken as set forth below.

B. A member, against whom a complaint has been made to the Chair regarding a violation of the LD19 Code of Conduct may be subject to disciplinary action up to and including termination of membership or mandatory resignation. The member shall be notified by the Chair in a timely manner.

C. The Chair shall appoint a special committee to investigate, interview the member and other involved persons, and report to the Executive Committee. The Executive Committee will make a recommendation regarding any disciplinary action to the LD19 Committee which shall make a final decision.

D. Proceedings shall be conducted consistent with Roberts Rules of Order to the extent practicable.

E. Per ADP Code of Conduct (see attached).

Code of Conduct

Arizona Democratic Party

Adopted April 1, 2020 by the ADP Executive Board

The Arizona Democratic Party (ADP) includes a diversity of professionals, volunteers and community members from throughout Arizona to promote a truly representative Democratic Party open to all who support its principles. The ADP pledges to make every effort to create a welcoming and safe environment that encourages maximum participation in the political process. State Committeepersons (referred to here as Members) fulfill many roles, including mentoring, teaching and connecting with other persons in the Democratic Party community. The ADP is committed to maintaining an inclusive environment by encouraging open communications and fostering good working relationships among its Members. ADP convenes in many physical and virtual spaces. This code of conduct outlines the expectations for behavior in any

physical or virtual location where Members have gathered or are otherwise communicating to conduct ADP business. These guidelines apply to all Members, and ADP staff or committee members who may not be State Committeepersons. Each member is responsible for making participation in our Democratic organization a safe, positive and productive experience for everyone. ADP leadership is committed to monitoring and ensuring compliance with this code. When appropriate, the Arizona Democratic Party Committee will exercise its rights as deliberative assemblies to hold Members accountable for serious or repeated violation of this code. For example, a Member who violates the code at a state party event and/ or meeting may be asked to leave the event. A Member with multiple code violations or whose violation is especially severe in nature may be removed from the organization. In all cases, ADP policies and applicable law will be followed.

The following list is not comprehensive, but is intended to clarify expectations so that Members can collaborate effectively. Specifically, Members have a:

Responsibility for Open Communications and Positive Collaboration

- Listening is a vital skill and worthwhile practice;
- The work of the ADP is collaborative; one person's work will affect that of others;
- Careful deliberations include considering the effects of decisions on other members;
- Disagreements serve to clarify different perspectives on an issue. Working to solve them effectively will strengthen the organization and provide for open dialogue;
- Strive for open, inclusive, positive language that promotes participation; people may not understand jokes, sarcasm and oblique references in the same way that you do.
- If a Member perceives that a conversation is making another member uncomfortable, they should try to make amends and move forward.
- Whether written or spoken, our words should be intended for communication, not provocation.
- Refrain from behavior that disrupts or derails communication and productivity.

Responsibility for Creating a Culture of Respect, Inclusion and Equity

- Choose welcoming, respectful and friendly language;
- Assume good intent on the part of other speakers and participants and invite clarification of their positions, as necessary;
- Respect the dignity and recognize the merit of every individual;

ADP Code of Conduct Adopted 4/1/20

- Make a personal commitment to be tolerant and nonjudgmental;
- Honor the group by engaging in processes that will move forward the discussion and decisions in question;
- Communicate honestly and openly; and do not use profane, racist, other prejudicial, exclusionary, abusive or sexualized language;
- Do not publish photos, videos, or audio of others if they object or ask to be excluded.

Responsibility to Ensure One's own Safety and Create a Safe Environment for Others

- Respect others' personal space and make physical contact with others only after receiving their consent;
- Clearly indicate your discomfort to unwanted physical contact and/or improper language;

- Recognize the signs that might make a person unable to provide reasonable consent or objection to physical contact;
- Understand that physical contact (sexual or otherwise) is not appropriate without clearly articulated consent. Consent can be instantly revoked. Prior consent, intoxicated comments and/or actions are not consent;
- Protect those who may be unable to provide for their own safety;
- Respect others' property and property of the ADP, including confidential information;
- Understand that the ADP has zero tolerance for any behavior that could be perceived as abusive, violent or as harassment of any sort. We respect others' opinions of what behavior qualifies as such;
- As political leaders in their communities, Members are expected to make themselves aware of and reasonably anticipate the sensitivities of others;
- Consume alcohol responsibly at any Democratic Party event and only at events where alcohol is served. Responsibility includes, but is not limited to, not providing alcohol to any person underage and/or consuming alcohol while underage.
- Administrators and contributors to online spaces, such as webpages and social media:
 1. should be open and transparent about whom they represent and that their views being expressed are personal;
 2. should be polite and respectful of individuals' opinions, especially when discussions become heated;
 3. should not post malicious, misleading or inaccurate content about the Democratic Party, its leadership, its Members, or any candidate or elected official;
 4. should not post any content that is obscene, defamatory, threatening or discriminatory.

Responsibility to Encourage Compliance with this Code

- Take a leadership stance and speak up when witnessing any of these: inappropriate, sexist or racist language; any form of harassment; discrimination; or behavior that victimizes another such as bullying, unwelcome physical interaction, and stalking.
- Report violations of this code to the ADP by filing a written report with the ADP Chair. If a Member does not feel comfortable reporting their concern to the ADP Chair, the Member may instead report it to the ADP First Vice Chair and/or the ADP Senior Vice Chair. Such reporting to the ADP should in no way preclude or delay reporting to law enforcement when a situation warrants such action.

ADP Code of Conduct Adopted 4/1/20

ARTICLE XI - ADOPTION & AMENDMENT

A. Adoption

A vote of not less than two-thirds ($\frac{2}{3}$) of voting members of the committee, present and voting at a meeting of the full Committee shall be required for adoption of these Bylaws. The Bylaws shall go into effect immediately upon adoption and shall continue in force for present and future membership of the Committee subject to amendment.

B. Amendment

These Bylaws may be amended by a vote of not less than two-thirds (2/3) of the voting members of the Committee present and voting at any regular or special meetings of the Committee. The full text of any proposed amendment shall be mailed to all members of the Committee with the notice of the meeting at which the proposed amendment is to be discussed. Voting on the amendment shall take place at the next meeting following the meeting at which the discussion occurs.

ADOPTED _____ by the Committee.
(Date)

_____ Date _____
Chair, LD 19 Democrats

ATTEST:
_____ Date _____
Recording Secretary, LD 19 Democrats