



# Legislative District 28 - - Democratic Party - -

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## The Bylaws of the Legislative District 28 Democratic Party

As adopted by the Legislative District 28  
Democratic Party Committee on *October 27, 2022*

North by Northwest Dems Bylaws Committee  
Dean Campbell, Chair

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# The Bylaws of the Legislative District 28 Democratic Party

Bylaws Committee Chair, Dean Campbell

Board Approved on September 12, 2022

## Preamble

We, the democrats of the Legislative District 28 Democratic Party, Arizona, believe that clarity of responsibility and authority are beneficial to the fulfillment of the Mission of the Democratic Party, and that trust is built on a foundation of clear expectations. These Bylaws are intended to create a framework for transparency, effective operation, and decision-making and we hereby adopt them.

The term Committeeperson(s) used throughout these Bylaws will equate to the term Committeeman in the statutory title. [A.R.S. § 16-822, Article 2, Chapter 5]

## Article I: Name

The name of this organization is Legislative District 28 Democratic Party, hereinafter referred to as the District Committee. It has an Internal Revenue Service trade name of “North by Northwest Dems” for branding purposes on literature and social media.

## Article II: Mission

The mission of the District Committee is to elect Democrats to public office who embrace the values of the Democratic Party.

## Article III: Members

All Precinct Committeepersons (PCs), activists and volunteers in the Democratic Party who reside in legislative district 28 are members of the District Committee [MCDP Bylaws, Article V, Section 1]. Dues shall not be required for membership. Discrimination in membership and in the conduct of Democratic Party affairs based on sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity, ethnic identity or disability is prohibited. The District Committee shall act affirmatively to bring underrepresented groups into the Party Organization.

## **Article IV: Organization and Governance**

### *Section 1: Legal environment*

The District Committee operates within the laws of the United States and the State of Arizona and under the Charter and Bylaws of the Democratic National Committee, the Arizona Democratic Party (ADP) [<https://azdem.org/governingdocs/>], and the Maricopa County Democratic Party (MCDP) [<https://www.maricopadems.org/about#bylaws>]. The District Committee is registered as a political party with the Arizona Secretary of State [[www.seethemoney.az.gov](http://www.seethemoney.az.gov)] and has a Federal Identification Number of 88-1349896.

### *Section 2: Governance and Overview*

The District Committee was established on March 2, 2022, at the reorganizational meeting that implemented structural changes resulting from redistricting required by the U.S. Constitution. We are an independent political party organization sponsored under Arizona law by MCDP [A.R.S. § 16-823, Article 2]. PCs are elected under the umbrella of the MCDP and serve equally as members of the District Committee and the MCDP.

The District Committee is governed by its officers who constitute the District Executive Board. Only elected and appointed PCs may serve as officers. [MCDP Bylaws, Article IV, Section 2]

The MCDP ratified Platform is the adopted Platform of the District Committee and shall constitute the District Committee's official policy positions in all respects.

## **Article V: Precinct Committee**

### *Section 1: Membership*

In each precinct there shall be a precinct committee consisting of elected and appointed PCs and Democratic volunteers. These members may elect a Precinct Captain. [MCDP Bylaws, Article IV, Section 2]

### *Section 2: Overview*

PCs are ballot-elected according to A.R.S. § 16-821 during primary elections and serve a two-year term beginning October 1st of even numbered years [A.R.S. § 16-822, Article 2]. PC vacancies are filled by District Chair appointment following the organizational meeting and serve a term ending on September 30<sup>th</sup> immediately preceding the General Election. The MCDP Chair may appoint PCs if the District Chair is unable or fails to do so [A.R.S. § 16-821, Article 2]. A PC may resign at any time by providing written notice to the District Chair who shall forward the notice to the MCDP Chair. A vacancy shall exist in the office of precinct committeeperson when a PC moves from the precinct from which elected or the PC changes political party [A.R.S. § 16-822(D), Article 2].

The election and appointment of PCs for a two-year election cycle is described in this chart. This process takes longer than two years so the process for the subsequent two-year cycle will overlap the first cycle.

<b>Timeline</b>	<b>Activity</b>	<b>Process</b>
January to April; even numbered year #1	Gather PC Nomination Petition signatures; sign affidavit	Submitted through District Board to MCDP then to Secretary of State
April – May; even numbered year #1	Sign write-in Nomination Petition; sign affidavit	Submitted through District Board to MCDP then to Secretary of State
October 1st; even numbered year #1	Elected PC term of office begins	Secretary of State certified primary election winners
January through December; odd numbered year that follows	Vacant PC positions filled by District Chair appointment  Term begins on date PC position filled by Board of Supervisors.	Candidate completes application. District Chair approves and forwards to MCDP Chair. MCDP approval sent to Board of Supervisors who fills vacant position.
September 30th; even numbered year #2	Term of office ends for elected PCs whose term started two years ago and for PCs appointed to fill vacancies	Elected and appointed PCs who were elected to the State Committee and/or District Board continue to serve until term(s) expire

Whether or not the quota for PCs in a precinct has been met, Democratic precinct volunteers are welcomed and encouraged to participate in the district and MCDP meetings and volunteers are to assist the party in voter registration and assist Democratic voters on Election Day. In addition, PCs are expected to attend meetings, support Democratic candidates, and assist with fundraising activities. [MCDP Bylaws, Article IV, Section 3]

### *Section 3: Election Boards*

Recommendations for all positions on election boards to which representatives of the Democratic Party are entitled shall be made by the Precinct Committee through the PCs to the District Chair, who shall submit names for all positions on election boards at least thirty-five (35) days before the date of the election. [MCDP Bylaws, Article XIII]

### *Section 4: Removal from Office*

The District Committee shall follow the procedures in Article X of the MCDP Bylaws for removing any PC from office. [See also A.R.S. § 16-822(D), Article 2]

## **Article VI: Legislative District Committee**

### *Section 1: Membership*

Democrat PCs, activists, and volunteers who reside in the legislative district are members of the District Committee. Democratic activists and volunteers have voting rights at regular meetings only.

### *Section 2: Elected Officers*

Elected District Committee officers are the Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer and Sergeant at Arms. One person may serve as Secretary and Treasurer. Together these officers constitute the Executive Board hereafter referred to as the District Board. District Officers are elected at the Organizational Meeting [See Article VIII, Section 1]. [MCDP Bylaws, Article V, Section 2]

### *Section 3: District Officer Vacancies [MCDP Bylaws, Article V, Section 6]*

If a District Officer resigns, is removed from office, or dies, their office shall be filled by a majority vote of the members of the District Committee at the next regular meeting unless that meeting is less than 30 days from the date the seat was vacated. In such a case the vacancy will be announced at the next meeting and the election to fill the vacancy will be the following regular meeting. [See Article VIII, Section 2, Regular Meetings]

If the Chair's position is the vacancy, the First Vice Chair shall assume the duties of the Chair until an election can be held. If the First Vice Chair is elected Chair, then on that day the First Vice Chair seat will be considered vacant and filled through the regular process.

If a District Officer is absent for three consecutive monthly meetings without cause, such absence shall be deemed a resignation.

### *Section 4: Duties of Officers [MCDP Bylaws, Article V, Sections 4 and 5]*

#### A. District Chair

- a. Lead the district on behalf of the Democratic Party and its candidates.
- b. Hold regular and special meetings. Preside over the District Board.
- c. Carry out directions of the MCDP Chair and the MCDP Executive Committee.
- d. Attend all MCDP Executive Committee meetings or send a statutory officer who will have voting rights as a designee.
- e. Assist in the organization, maintenance, and support of Democratic Clubs.
- f. Organize and promote voter registration drives within the district.
- g. Encourage financial support of the District and MCDP Committee.
- h. Hold District Board meetings at least three times per year to set district goals and priorities.
- i. Identify and nominate Democrats to be Election Board workers (poll workers) from each precinct if not done by the PCs in a timely manner.

- j. Encourage participation in district and MCDP committees and activities.
  - k. Appoint Chairs of the Standing Committees and ad hoc committees. Standing Committee Chairs serve at the pleasure of the District Chair.
- B. Vice Chairs
- a. The vice chairs shall assist the Chair in the performance of their duties.
  - b. Serve as Chair in their absence.
  - c. Perform other duties as assigned by the Chair.
- C. Secretary
- a. The Secretary shall record and archive minutes of all meetings of the District and District Board Committees.
  - b. Keep records of the District Committee, including the names of all precinct captains, PCs, and other party volunteers.
  - c. Perform other duties as assigned by the Chair.
- D. Treasurer
- a. Supervise receipt of all monies and make deposits in such banks as approved by the District Committee.
  - b. Disburse funds in the amounts and manner approved by the District Committee and shall keep a record of all receipts and disbursements for the purposes of filing a monthly written report of these transactions to the District Committee.
  - c. Register the district as a continuing political organization and prepare and submit the required financial reports to the Secretary of State.
  - d. Treasurer shall be removed from office for dishonesty, malfeasance, or the failure to timely perform statutorily required duties.
  - e. The Treasurer shall not permit unlawful political contributions and shall have final veto power over the authorization or disbursement of any expenditure, including overriding a directive from the Chair or a vote of the District Board or District Committee.
  - f. May serve on the Fundraising Committee.
- E. Sergeant at Arms
- a. At all meetings shall ensure all bylaws, rules and traditions are respected by everyone and that parliamentary procedures are followed. This person may also call meetings to order as well as adjourn meetings.
  - b. The Sergeant at Arms is responsible for security at meetings and ensures that attendees do not disrupt meetings.
  - c. Ensures that meeting space is properly set up with desired furniture, audio/visual equipment, and materials.
  - d. Maintains an active inventory of all the property of the District Committee.
  - e. Performs other duties as assigned by the Chair.

### *Section 5: Duties of the District Board*

- A. Prepare and recommend for District Committee approval the District Budget.



- B. Make spending decisions within the limits of the District Committee approved budget.
- C. Planning and scheduling regular and other meetings of the District Committee.
- D. Coordinating joint activities with clubs, groups, or other organizations.
- E. Make recommendations to the District Committee regarding resolutions to be adopted by the District Committee or submitted to the MCDP or ADP Resolutions Committee.
- F. Set District Committee goals and priorities.

*Section 6: Duties of the District Committee*

- A. Adopt and modify the District Budget.
- B. Vote to fill vacancies on the District Board.
- C. Adopt resolutions in support of or opposition to an issue or person.
- D. Adopt and amend the Bylaws of the District Committee.

*Section 7: Removal from Office*

The District Committee shall follow the procedures in Article X of the MCDP Bylaws for removing any District Board officer from office.

**Article VII: Committees**

*Section 1: Standing Committees*

- A. Strategic and Long-Term Planning Committee
- B. Social Media and Communications Committee
- C. Fundraising Committee
- D. Voter Registration Committee
- E. VAN Committee
- F. Bylaws Committee

*Section 2: Membership*

Membership on each standing committee shall be open to registered Democrats who are willing to serve as members.

*Section 3: Duties of the Committees*

- A. Strategic and Long-Term Planning Committee: Assist the District Board by analyzing voting patterns and identifying opportunities for improving election outcomes. Recommend how to use human and financial resources in the most effective manner. Maintain records of each significant initiative that includes an executive summary, description of the voter universe targeted, materials used, financial and human resources consumed, methods employed, and results of identified measurement tools. Prepare a report following each general election summarizing the major initiatives conducted by the District Committee over the past two years including a judgment of

what worked well and what did not. Maintain a history of these bi-annual reports and make recommendations to the newly elected Board not later than March 31<sup>st</sup> of odd numbered years.

- B. Social Media and Communications Committee: Assist the District Board by coordinating social media activity using digital platforms such as Facebook, Twitter, the District Committee website, and email. Coordinate any activity with the Treasurer to ensure adherence to election laws.
- C. Fundraising Committee: Propose and execute fundraising activities. All activities are to be approved by the Treasurer.
- D. Voter Registration Committee: Plan and execute events, activities, and programs to register voters.
- E. VAN (Voter Activation Network) Committee: All members of the committee shall be PCs unless otherwise approved by the ADP. Assist the District Secretary in the maintenance of records that identify precinct captains, PCs, and volunteers. Prepare lists of voters and/or volunteers for use in canvassing, phone banking, and other activities.
- F. Bylaws Committee: Maintain the Bylaws of the District Committee consistent with the aims and policies of the Party and propose changes. Monitor changes to the MCDP Bylaws and recommend approval, rejection, or amendment of MCDP Bylaw resolutions. Proposed changes to the District Bylaws must be submitted to the District Board 30 days in advance of the District Committee meeting so they can be reviewed, recommended actions executed, and distributed to the PCs.

#### Section 4: Ad Hoc Committees

Ad hoc Committees may be established by the District Chair.

## **Article VIII: Meetings of the District Committee**

### *Section 1: Organizational Meeting [MCDP Bylaws, Article V, Section 3]*

The ballot elected PCs shall meet no earlier than the second Saturday after the General Election in November and no later than the first Saturday in the following December for the purpose of electing from their number the District Officers. No additional agenda items are permitted except as provided under Article XIII of these Bylaws. District Officers will serve a two-year term beginning January 1<sup>st</sup> following election.

No later than fifteen (15) days before the district organizational meeting, the Chair shall designate a date, time, and a place for the meeting and shall notify the MCDP Chair. The MCDP Chair shall appoint the presiding official.

The MCDP Chair shall mail written notice of the date, time, and place of the organizational meeting 10 days in advance, to all PCs who were elected at the primary election.

## *Section 2: Regular Meetings*

Regular meetings shall be held at least every other month in off election years and each month during election years unless canceled in advance at a regular meeting [MCDP Bylaws, Article V, Section 4(B)].

## *Section 3: Special Meetings*

The District Board may call special meetings of the PCs from time to time and fix the date, time, and place of such meetings. The District Board shall call a special meeting of the PCs upon receipt of a petition signed by not fewer than 15 ballot elected or appointed PCs except as provided under Article VI, Section 6 of these Bylaws. The petition must include an agenda for the special meeting. The District Board shall call said meeting for a time not more than thirty (30) days from the date of receipt of the petition.

## *Section 4: Notice of All Meetings Authorized by this Article*

Except when a 30-day notice is required under Article VI, Section 3, no later than fifteen (15) days before the meeting, the Chair shall designate a date, time, and place for the meeting and notify members. District Committee members shall receive notice of a meeting either by mail, by posting on the District Committee website, by including notice in the District's newsletter, or by announcement at the prior month's regular meeting. Such notice shall include a tentative agenda and whether the meeting will be in-person or held remotely.

## *Section 5: One Person, One Vote*

Notwithstanding that an individual may occupy more than one office of the District Committee or District Board, only one vote shall be exercised by each person on any action or decision.

## *Section 6: Programs for Meetings*

The District Board shall approve the program and agenda for regular and special meetings. The agenda shall be presented online, in the district's newsletter, or at the beginning of such meetings, except that the agenda for special meetings requested by petition shall be supplied with the petition.

## *Section 7: Debate*

Reports of committees, communications to the members of a meeting, resolutions presented, and all motions may be debated unless by a two-thirds vote the meeting body decides to dispose of them without debate. No member shall speak longer than three minutes at one time except as provided in the order of the day or by a majority vote of the members present.

### *Section 8: Rules of Order*

At all meetings prescribed by or held under the auspices of these Bylaws, unless otherwise specifically provided in these Bylaws, Roberts Rules of Order Newly Revised shall govern the conduct of business and other procedures. Majority rules except as provided in Article XIII and Article VIII, Section 7.

### *Section 9: Open Meetings*

All meetings of the District Committee shall be open to the public.

## **Article IX: Election of District Committee Officers**

### *Section 1: Nomination*

All nominations shall be made from the floor of the District Committee meeting. Any ballot-elected or subsequently appointed PC may be eligible for any elective office, but no person shall be submitted as a candidate without the consent of such person.

### *Section 2: Manner of Election*

If there is one candidate for an office, that candidate may be elected by acclamation. If there are two candidates for an office, the winner must have a majority vote. If there are three or more candidates, they shall be elected using Ranked Choice Voting System.

### *Section 3: Proxies*

No proxy voting shall be permitted.

## **Article X: Affiliated Organizations**

### *Section 1: Organizations*

Clubs, groups, or organizations are encouraged to become an affiliated member of the District Committee so that they may participate in the services and resources of the District Committee. Affiliation requirements:

- A. District Board approval.
- B. Bylaws of the organization do not conflict with these Bylaws or Bylaws of the MCDP and ADP or conflict with State or National laws. [MCDP Bylaws, Article XI, Section 1]
- C. Financial reports and Statement of Organization are filed with the Secretary of State as required by Arizona Revised Statutes. [MCDP Bylaws, Article XI, Section 1]

## *Section 2: Termination of Affiliation*

The District Board may terminate an organization's affiliation by a majority vote.

## **Article XI: State Committee**

### *Section 1: Membership*

The District Committee's delegation to the State Committee of the Democratic Party shall consist of the number of PCs from the legislative district as prescribed under State law (one State Committee member for each three duly elected PCs) [ A.R.S. § 16-825, Article 2]. These members shall be elected in an open nomination and election process at the District Committee's organizational meeting and ratified at the MCDP reorganization meeting.

### *Section 2: Vacancies*

A vacancy in the State Committee shall be filled by appointment made by the State Chair. The MCDP Chair shall provide nominees to the State Chair after requesting names from the District Chair.

## **Article XII: Campaign Work and Candidacies**

### *Section 1: Paid Campaign Work*

District Board officers cannot be paid for campaign work for any candidate while currently serving on the District Board.

### *Section 2: Running for Office*

If a District Board officer files to run for a salaried Democratic Party office, they have fifteen days from the date of filing to resign their position. If they fail to do so, they shall be automatically considered resigned after fifteen days and their seat will be vacated.

## **Article XIII: Amendment of Bylaws**

### *Section 1: Amendment Action*

These Bylaws may be amended by a vote of not less than two-thirds (2/3) of the District Committee members present at a regular meeting of the District Committee.

### *Section 2: Amendment Process*

The proposed Bylaw change(s) shall be referred to the District Bylaws Committee who must ensure that the proposed changes comply with Arizona Revised Statutes and ADP,

MCDP, and DNC Bylaws. The proposed change(s) are then added to the agenda of a regular of the District Committee. All PCs shall be mailed a copy of the proposed Bylaw amendment with the notice of the District Committee meeting.

### *Section 3: Termination*

A motion to terminate these Bylaws may be made at the organizational meeting during 'New Business'. Such motion shall require an approval of 75 percent of members present.

### *Section 4: Duration*

These Bylaws shall become effective upon approval and shall continue in force subject to amendment or termination as defined in Sections 2 and 3 of this Article.

### *Section 5: Severability*

Any provision in the Bylaws deemed unconstitutional or unlawful shall be considered null and void but all remaining provisions remain in effect. These Bylaws are subordinate to Arizona Revised Statutes, DNC Charter and Bylaws, ADP Bylaws, and MCDP Bylaws.

### *Section 6: Conflict with MCDP Bylaws*

In cases where these Bylaws conflict with MCDP Bylaws, the MCDP Bylaws shall pre-empt the District Committee Bylaws. [MCDP Bylaws, Article XVI, Section 6]