

Lafayette Democratic Parish Executive Committee By Laws

ARTICLE I. Group Name, Purpose/Mission

Section 1. Subject to Louisiana law, the Lafayette Democratic Parish Executive Committee (DPEC) is formed and shall have responsibility for the affairs of the Democratic Party on the local level, to include, but not limited to:

- A. Assisting in the election of local and statewide Democratic candidates
- B. Promoting and encouraging Democratic Party activities/events, including, but not limited to the following:
 - (1) Encouraging and promoting voter registration
 - (2) Educating local voters about Democratic Party issues and activities
 - (3) Devising effective methods to motivate voter participation in the parish
 - (4) Establishing and maintaining a strong, viable Democratic organization at the parish level
 - (5) Assisting other local Democratic organizations
 - (6) Raising funds for both the state and parish Democratic committees

ARTICLE II. Membership

Section 1. Qualifying/Representation/Term

- A. Any registered Democrat may seek election to the Democratic Parish Executive Committee of the parish in which he/she is registered to vote.
- B. Members will be elected every four years in compliance with State law.
- C. Candidates for seats on the DPEC are required, by law, to qualify at the local parish Clerk of Court office and pay the required qualifying fee.
- D. If the number of candidates who qualify exceeds the number of DPEC seats available, as stipulated by State law, the candidates receiving the greater number of votes shall be elected.
- E. If two or more candidates receive the same amount of votes, the seats shall be filled by a public drawing of lots amongst such candidates, to be conducted by the DPEC at its next regularly scheduled meeting, or at a specially-called meeting as per the Chairperson (Chair). The public drawing of lots must be held within fifteen (15) days after the election.
- F. If after the close of the qualifying period, as designated by State law, the number of candidates for membership on the DPEC does not exceed the number of seats to be filled, the candidates who have qualified for the seats will be declared elected by the people, and their names will not appear on the ballot. The term for newly elected DPEC members is four (4) years.

Section 2. Officers

- A. The newly elected members of the DPEC shall meet, as per the Chair or outgoing Chair meeting designation, twenty-eight (28) days prior to the Democratic State Central Committee (DSCC) statewide organizational meeting. This DPEC meeting shall serve for the nomination and election of officers to include: Chair, Vice-Chair, (with gender parity for the Chair and Vice-Chair), Treasurer, and Secretary.
- B. Officers and respective responsibilities for the DPEC include:
- Chair - Responsible for scheduling meetings; presides over all meetings; coordinates subject matter of meeting agenda and distributes via email to all members at least forty-eight (48) hours prior to any scheduled meeting; provides copies of all meeting minutes to the DSCC in a timely manner, following approval by committee members; and provides any changes in membership and financials to the DSCC within thirty (30) days of said change.
- Vice-Chair - Presides over meetings in the absence of the Chair; assists the Chair in establishing agenda and keeping decorum in all meetings.
- Treasurer - Controls collection and disbursements of organization funds; keeps an accurate accounting of organization funds in a general ledger; makes bank deposits and writes checks; and provides organization's financial information to the committee at each meeting.
- Secretary - Responsible for accurate meeting minutes; disburses the minutes of each meeting to members via email at least forty-eight (48) hours prior to the next scheduled meeting; and assists the Chair in clerical duties as per Chair's needs and requests.
- C. Newly-elected officers will serve for a term of one year. Election shall be by a majority vote by those members in attendance. The newly elected Chair shall certify the full names, complete mailing addresses, and telephone numbers of the newly elected officers and submit the information to the DSCC within three (3) days after the election.
- D. In the event that all seats are not filled by election, the DPEC Vice-Chair and Treasurer shall institute such procedures as they deem necessary to complete the formation of the committee, such as by appointment.

Section 3. Member Voting

- A. Voting requires a Quorum, a majority of the DPEC members, which is 50% +1. A member of the DPEC may vote by WRITTEN PROXY (email, text, fax, private messaging) for an absent member. A member shall not exercise the proxy votes of more than two other members at a given time.

Section 4. Resignations/Vacancies

- A. A vacancy occurs in the membership of the DPEC when a member dies, resigns, no longer meets the qualifications for membership, or no person qualifies or is elected to succeed a member whose four-year term has expired.
- B. Any member failing to attend, in person, or by proxy, three (3) DPEC meetings in a one year (12 months) time span within that committee members term, may be declared by the LDPEC to have vacated his or her office, unless he/she submits a physician's certificate certifying that he/she was unable to attend.
- C. When such a vacancy is created, the DPEC Chair shall notify the former member, the DSCC Chair, and the Secretary of State of the vacancy.
- D. A vacancy in the membership of the DPEC shall be filled by a member who is appointed by a majority vote of the elected members of the committee, and will serve until an election to fill the unexpired term is conducted and the newly elected member takes office. An election to fill the unexpired term of a member shall be held in conjunction with and at the same time as the next regular or special election, which is conducted and held throughout the entirety of the district wherein the vacancy occurred.
- E. The person(s) appointed or elected to the DPEC must meet the guidelines provided in the Louisiana Democratic Party Constitution for membership on the DPEC and shall be required to pay a filing fee equal to the Party fee assessed by the Parish Clerk of Court as set forth in La. Rev. Stat. Title 18:464. Such filing fee shall be shared equally between the DSCC and the DPEC where the appointed member resides. All persons appointed may serve as temporary members until ratified at the first order of business by a majority vote of the DSCC.

Section 5. Candidate Endorsements

- A. After qualifying is completed, LDPEC may endorse Democratic candidates for federal, state, or local offices at any official meeting called for the purpose of endorsing candidates. The meeting notice shall specify the offices for which endorsements shall be considered and list all Democratic candidates who have qualified for the offices. Each candidate shall be notified of the meeting and the purpose of the meeting, and shall be given the opportunity to address the committee members prior to any vote thereon. DPEC Chair shall send notice of all endorsements to the DSCC Chair.
- B. No DPEC member shall use the name of the committee in opposing a candidate who has been endorsed by the DPEC.
- C. At any meeting where a candidate or candidates will be endorsed, no member shall be permitted to wear any campaign paraphernalia.

Section 6. Disciplinary/Censure

- A. Censure is an expression of condemnation by the committee, and any member may be subject to censure for, but not limited to, the following:
 - a) publicly endorsing or publicly supporting any candidate who is not registered with the Democratic Party in any election contest in which there is a candidate who is registered to vote with the Democratic Party.
 - b) takes any action in contravention of the stated By Laws of the DPEC and By Laws and Constitution of the DSCC.
 - c) any Democratic candidate who has been unsuccessful in a primary election may be subject to censure for publicly endorsing or publicly supporting in the subsequent general election a candidate for that office who is not registered with the Democratic Party when there is a candidate for that office who is registered to vote with the Democratic Party.
- B. Censure may be initiated by filing a petition, which has been signed by at least sixty (60%) percent of the committee members, with the DSCC Chairperson, setting forth the grounds for the censure.
- C. After receipt of a formal censure as presented by the DPEC, the DSCC will follow the DSCC official protocol for censuring a member.
- D. The censure of a DPEC member and subsequent action by the DSCC shall be kept confidential to membership.

ARTICLE III. Meetings

Section 1. Regularly scheduled meetings

- A. Lafayette DPEC will hold regularly scheduled monthly meetings on the third Wednesday of every month, unless members are notified differently by the Chair.

Section 2. Quorum

- A. Prior to voting on any DPEC action, a quorum must be established. A quorum exists when a majority (50%+1) of the DPEC members are present, or are present by proxy.

Section 3. Absences

- A. DPEC members should attend all regularly scheduled and any specially-scheduled meetings. The DPEC may declare a vacancy when a member has failed to attend in person, three (3) meetings within any one year during the term of that committee member, unless that member submits a doctor's certificate certifying that he/she was unable to attend.

Section 4. Proxies

- A. A limit of three proxies will be allowed to each member in a given year (12 month period). A member of the DPEC may vote by WRITTEN PROXY (email, fax, text, private messaging) for an absent member, and this action should be reflected on the meeting attendance sheet. A member shall not exercise the proxy votes of more than two other members at a given time.

ARTICLE IV. Fundraising and Maintenance of Financial Records

Section 1. In compliance with State law, the DPEC shall raise funds through the assessment of fees and other methods for Democratic Party operations, under the following conditions:

- A. DPEC shall establish a separate account for the deposit of all funds received by the assessment of qualifying fees from candidates.
- B. Funds received from qualifying fees shall be used solely for the operations of the committee and SHALL NOT be used for the direct benefit of any particular candidate for public office.

C. Funds from sources other than the qualifying fees may be used in direct support of Democratic candidates. In no event shall a DPEC make an expenditure other than in direct support of Democratic candidates,

in support of Democratic Party activities, or to maintain operations of the Committee.

Section 2. Collections and expenditures of funds received by the assessment of qualifying fees shall be audited annually and submitted to the DSCC Chair no later than February 1 of each year, and shall cover the period from January 1 through December 31 of the previous year.

Section 3. If any DPEC raises or expends funds from sources other than the assessment of fees in excess of one thousand dollars (\$1,000.00) annually, the Committee shall file an additional statement of income and expenditures with the DSCC Chair no later than February 1 of each year, and shall cover the period from January 1 through December 31 of the previous year.

ARTICLE V. Amendments to ByLaws

Section 1. Any DPEC member may request that an amendment to these By Laws be considered during the next scheduled meeting by submitting the amendment in writing along with an explanation of the proposed amendment, the parts of the By Law to be amended, and the reason and purpose for the change. This written request should be submitted to the Chair forty-five (45) days prior to the meeting.

ARTICLE VI. Affiliation with the Democratic State Central Committee (DSCC)

- A. The DPEC is an integral part of the Democratic Party, and is under the jurisdiction of the Democratic State Central Committee (DSCC) in accordance with State law and the rules of the Democratic National Committee (DNC).
- B. Prior to the adoption of these By Laws by the DSCC, DPEC shall submit a copy thereof to the DSCC Executive Committee. The DSCC Executive Committee may require changes to the By Laws as it deems necessary by majority vote.
- C. The Lafayette DPEC By Laws shall be considered adopted with a majority vote of approval by the Lafayette DPEC, and with WRITTEN MAJORITY APPROVAL of the DSCC Executive Committee.
- D. DPEC may not file this document or any other document with the Louisiana Secretary of State, any Clerk of Court, or in any other office of a state or local

official without approval by the DSCC Executive Committee and the Parish Executive Committee (DPEC).

ARTICLE VII. DPEC Affiliation with Local Organizations

Section 1. Local organizations who wish to be affiliated with the DPEC shall file a proposed copy of their constitution, an updated membership list, and a statement of their objectives with the Parish DPEC and the DSCC. No Constitution, Articles of Incorporation, Articles of Association, Articles of Organization, or any other document may be filed with the Louisiana Secretary of State, any Clerk of Court, or with any other office of the State or local official without WRITTEN majority approval of the DPEC and the DSCC.

Section 2. A local organization may receive affiliation only by a majority vote of the DSCC Executive Board AND a majority vote of the members present at a DPEC meeting.

ARTICLE VIII. Effective Date

These Lafayette Democratic Parish Executive Committee (LDPEC) By Laws shall supersede all prior bylaws adopted by LDPEC and shall become effective upon majority vote of the Lafayette Democratic Parish Executive Committee and the Louisiana State Democratic Central Committee (DSCC).

Approved at Duly Called Meeting of the Lafayette Democratic Parish Executive Committee (DPEC) on the _____ day of _____, 2020 by Majority Vote.

Chairperson, Lafayette Democratic Parish Executive Committee (DPEC)

And,

Approved at Duly Called Meeting of the Louisiana Democratic State Central Committee (DSCC) on the _____ day of _____, 2020 by Majority Vote.

Chairperson, Louisiana Democratic State Central Committee (DSCC)

Secretary, Louisiana Democratic State Central Committee