

**BY-LAWS OF THE  
LAKE COUNTY DEMOCRATIC PARTY**  
(Amended and Adopted, March 5, 2015)

Article I      NAME

This organization of elected or duly appointed Democratic Central Committee-persons of Lake County, Ohio shall be known as the **LAKE COUNTY DEMOCRATIC CENTRAL COMMITTEE**.

Article II      PURPOSE

The purpose of the Central Committee shall be to further the cause of the Democratic Party in Lake County, and to establish the policy, conduct the business, and to manage the affairs and election campaign of the Party in Lake County, Ohio. All clauses contained herein must not conflict with the Constitution and Laws of the United States, the Constitution and Laws of the State of Ohio and the Constitution and By-Laws of the Ohio Democratic Party. Any part of this document which conflicts shall be deemed null and unenforceable

Article III      OFFICERS

The officers of the Lake County Democratic Central Committee shall be the County Chairperson, Executive Vice Chairperson, three general Vice Chairpersons, Vice Chairperson – Labor Liaison, Vice Chairperson – Lake Democratic Club, Vice Chairperson – Lake County Democratic Women’s Club, Vice Chairperson – Young Democrats, Treasurer and Secretary. All of these, except for the Vice Chairperson – Democratic Club, Vice Chairperson – Lake County Democratic Women’s Club, and Vice Chairperson – Young Democrats who will be represented by the Presidents of their respective organizations, shall be elected by public ballot, unless unopposed at the regular biennial meeting of the Central Committee as prescribed by law.

Article IV      DUTIES OF OFFICERS

Section 1. The County Chairperson shall preside at all meetings of the Central Committee, shall be a member of the Executive Committee, and shall be an ex-officio member of all standing and special committees of the Central Committee and of the Executive Committee.

Section 2. The Executive Vice Chairperson shall be a member of the Executive Committee, and in the absence, disability or removal of the County Chair, exercise the powers and perform the duties of the County Chair during the absence or disability of the Chair or until such time as the vacancy shall be filled. The Executive Vice Chairperson shall be the opposite gender of the Party Chairperson.

Section 3. The three general Vice Chairpersons - 1st Vice Chairperson, 2nd Vice Chairperson, and 3rd Vice Chairperson - shall be members of the Executive Committee and shall have duties delineated to them by the Chairperson. One half of all Vice Chairpersons, inclusive of the Executive Vice Chairperson, shall be women and one half shall be men.

Section 4. The Vice Chairperson – Labor Liaison shall be a member of the Executive Committee, and shall effectively communicate with the various labor groups throughout Lake County and represent their goals and objectives to the Lake County Democratic Party. The Vice Chairperson – Labor Liaison shall work with and assist the Chairperson on any issues that evolve concerning labor matters and shall represent the Chairperson on any Standing Committee working with labor-related issues.

Section 5. The Vice Chairperson – Lake Democratic Club shall be the President of the Lake Democratic Club and shall be a member of the Executive Committee. The Vice Chairperson – Lake Democratic Club shall bring the viewpoints and opinions of the Lake Democratic Club to the Central Committee and the Executive Committee. The Vice Chairperson – Lake Democratic Club shall provide regular updates on Club activities and happenings to the party.

Section 6. The Vice Chairperson – Lake County Democratic Women’s Club shall be the President of the Lake County Democratic Women’s Club, shall be a member of the Executive Committee and shall be known as the County Chairwoman. The Vice Chairperson – Lake County Democratic Women’s Club shall bring the viewpoints and opinions of the Lake County Democratic Women’s Club to the Central Committee and the Executive Committee. The Vice Chairperson – Lake County Democratic Women’s Club shall provide regular updates on Club activities and happenings to the party.

Section 7. The Vice Chairperson – Young Democrats shall be the President of the Lake-Geauga Young Democrats, unless the President is from Geauga County and in that case shall be the Vice President, and shall be a member of the Executive Committee. The Vice Chairperson – Young Democrats shall bring the viewpoints and opinions of the Young Democrats to the Central Committee and the Executive Committee. The Vice Chairperson – Young Democrats shall provide regular updates on Young Democrats activities and happenings to the party.”

Section 8. The Secretary shall be a member of the Executive Committee, and shall keep a true and accurate record of the minutes of all meetings of the Central Committee, issue calls for meetings, keep the roll of members and attendance at meetings. The Secretary shall maintain records of all correspondence to and from the party, and maintain copies of all these records in the Party offices. The Secretary shall maintain phone, e-mail, and physical address lists of all Central and Executive Committee members, maintain a current list of all precincts not represented on the Central Committee, and work with other Central Committee members to fill vacancies. The Secretary shall maintain a calendar of all events, meetings, and fundraisers of interest to the Party and candidates and generally perform all of the functions usually incumbent upon Secretaries together with

such other duties as may be delegated to him/her by the Central Committee and/or are prescribed by law.

Section 9. The Treasurer shall be a member of the Executive Committee and shall be the custodian of any funds of the Central Committee and maintain these funds as prescribed under the law. The Treasurer shall keep a true and accurate record of all the Party's financial activities. The Treasurer is responsible for the timely and accurate filings with any government agencies as required by law and will perform all of the functions usually incumbent upon Treasurers together with such other duties as may be delegated to him/her by the Central Committee and/or are prescribed by law.

Section 10. The officers of the Lake County Central Committee shall also be the same (corresponding) officers of the Executive Committee.

Section 11. In the event of a vacancy in any of the above-mentioned offices, a successor shall be elected at a special meeting of the Lake County Democratic Central Committee to be held not less than seven (7) nor more than twenty-one (21) days after the vacancy occurs.

#### Article V      ADMINISTRATION

The general administration of the Democratic Party in Lake County, Ohio shall be conducted by the Central Committee.

#### Article VI      CENTRAL COMMITTEE – MEMBERSHIP

Section 1. Members of the Central Committee shall be elected at the Primary election of even-numbered years in accordance with the laws of the State of Ohio.

Section 2. When filing as a candidate for Central Committee, the form to be filed with the Lake County Board of Elections shall be Secretary of State Form No. 2-M titled Declaration of Candidacy (No Petition) Party Primary Election for Member of County Central Committee (underline). Form 2-M shall be the only acceptable form to seek the office of County Central Committee.

Section 3. When a vacancy occurs on the Central Committee, a new Central Committee member for the precinct vacancy may be nominated by an existing Central Committee member with a second. The nominated member must appear at the meeting of the Central Committee where their nomination will be considered to express their interest in the position. A simple majority of those Central Committee members present and voting may approve the Central Committee member. This rule may only be suspended with a 3/4 vote of those present and voting.

#### Article VII      CENTRAL COMMITTEE – MEETINGS

Section 1. In addition to the regular organizational meeting of the Central Committee as prescribed by law, other meetings may be called by the County Chairperson for a specific

purpose. A written notice of all meetings of the Central Committee shall be mailed no less than seven (7) days prior to the meeting of all members. A quorum shall consist of at least one third (1/3) of the Precinct Committeepersons, (Central Committee members) elected or appointed in the manner prescribed by law. Central Committee members may also opt-in to receive meeting notifications by e-mail. All meetings and votes of the Lake County Democratic Party shall be public.

Section 2. A meeting of the Central Committee may be called through written petition of at least one-fourth (1/4) of the Precinct Committeepersons, such petition to be directed to the County Chairperson and/or the Secretary and to specifically state the purpose of the meeting.

Section 3. A special meeting of the Central Committee may be called through written petition of a majority of the Executive Committee, such petition to be directed to the County Chairperson and/or Secretary. The business of such special meetings shall be limited to the subject of the call and/or petition.

#### Article VIII EXECUTIVE COMMITTEE – MEMBERSHIP

Section 1. At the regular biennial organizational meeting of the members of the Central Committee (Precinct Committeepersons) shall meet in their respective Executive Committee Districts. Immediately after the election of officers, each Executive Committee District shall hold a caucus of its members and elect its member(s) to represent the district on the Executive Committee for a two year term. Should a tie vote result, the County Chairperson shall cast the deciding vote, except in the Chairperson's own district where the Executive Vice Chairperson shall cast the deciding vote.

Section 2. A list of the Executive Committee Districts is attached to this document as an appendix. The apportionment of these districts may be revised at the pleasure of the Central Committee commensurate with population shifts and changes so as to ensure that proportionate representation is maintained.

Section 3. After the election of the Executive Committee Members, the Chair shall call the roll of the Districts to determine their respective Executive Committee members. Should the election of any Executive Committee member be challenged, the Chair may instruct the Secretary to poll the district members, a vote equal to a simple majority of the total number of district's members present, or a plurality in the case of a multi representative district, shall be sufficient to elect. A member of a district may only challenge a vote within their own district.

Section 4. Unexpired terms of Executive Committee Members caused by whatever reason shall be filled by a majority vote of the members from that district in accordance with sections 1 and 3 above.

Section 5. Each elected Executive committee member shall be encouraged to meet with Precinct persons in their district and report the results of the Executive Committee meetings.

Section 6. The Chairpersons or Presidents of all officially recognized Democratic affiliates, auxiliaries, and organizations are automatically granted membership on the Executive Committee. The Chair may appoint to the Executive Committee not more than twenty (20) citizens of the Lake County upon the advice and consent of the Central Committee.

Section 7. The Ohio State Democratic Central Committeeman and Committeewoman of the State Senate District which represents Lake County may be members of the Executive Committee if approved by a majority of the Central Committee and are residents of Lake County, Ohio.

Section 8. Upon written notice of charges brought against them, and following a hearing by the Executive Committee, a member of the Executive Committee may be removed therefrom because of unexcused absence from three consecutive meetings thereof, or for other just cause, by two-thirds vote of the Executive Committee. Upon such removal, the Chairperson shall call a meeting of the Precinct Committee members of that district for the purpose of electing a new member to the Executive Committee. Notice of such meeting shall be given in the manner provided in sections 1 and 3 above.

Section 9. Any Democratic Countywide office holders (including Commissioners, Treasurer, Prosecutor, Auditor, Recorder, Clerk of Courts, Coroner, or Sheriff) and any Democratic office holders of the office of State Representative or State Senator representing Lake County may be members of the Executive Committee if approved by a majority of the Central Committee and are residents of Lake County, Ohio.

## Article IX EXECUTIVE COMMITTEE MEETINGS

Section 1. The Lake County Central and Executive Committees shall meet at least twice in odd numbered years and at least quarterly in even numbered years. The time and place for such meetings to be determined by the Party Chair.

Section 2. Special meetings may be called by the Chair or on the petition of one-third (1/3) of the Executive Committee members in writing to the Chair and/or Secretary. The business of such special meeting shall be generally limited to the subject matter specified in the call.

Section 3. A quorum of the Executive Committee shall be a majority of its members and action upon matters before a regular or special meeting shall be decided by a majority vote of those present.

Section 4. Minutes of action by the Executive Committee at its meetings, both regular and special, shall be made by the secretary or such person as may be designated by the Secretary and shall be made available to all members of the Central Committee.

Section 5. All meetings and votes of the Lake County Democratic Party shall be public.

## Article X EXECUTIVE COMMITTEE – COMMITTEES

Section 1. The Chair shall be permitted with the advice and consent of a majority of the Executive Committee to appoint such committees as are deemed necessary. Members of these committees may be members of the Central committee and/or the Executive Committee and/or may be residents of Lake County, Ohio. The Executive Committee shall authorize and define the powers of its committees except those whose functions are set forth by the by-laws. Typically there should be four standing committees. Finance, Candidate Recruitment, Research and By-Laws Review.

Section 2. No committee shall take or make public any formal action, or make any resolution, or in any way commit the Democratic Party of Lake County on a question of policy or of public interest without having first received the approval of the Executive Committee.

## Article XI ENDORSEMENT OF CANDIDATES

Section 1. Prior to a partisan Primary Election or, if it is deemed necessary, prior to a General or Special Election, the Central Committee shall offer all certified Democratic candidates an opportunity to be screened for the purpose of being recommended to the Central Committee for endorsement. The time and place for the screening shall be determined by the Party Officers and the Chair shall preside.

Section 2. Members of the Executive Committee who are not members of the Central Committee may attend the screening of candidates, the ensuing discussion on endorsements and vote on any endorsements.

Section 3. The Central Committee and Executive Committee by a majority vote of those present by public vote may endorse a candidate(s) for each office. If there are multiple candidates for an office, the Central Committee will vote on each endorsement separately. If multiple candidates each receive a majority of the vote on the vote of their candidacy, the Party will therefore endorse multiple candidates. If no candidate receives a majority, the Party will endorse no candidates in said race. These rules for endorsement of candidates may only be suspended with 3/4 affirmative vote.

Section 4. Those candidates endorsed by the Central Committee shall be the endorsed Democratic candidates.

## Article XII PARLIMENTARY PROCEDURE

Roberts Rules of Order shall govern all parliamentary procedures of both the Central and Executive Committees.

## Article XIII ORDER OF BUSINESS

The following order of business shall normally be followed in the conduct of both Central and Executive Committee meetings.

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Reading and Approval of the Minutes
5. Financial Report
6. Report of Officers
7. Report of Committees
8. Unfinished Business
9. New Business
10. Good of the Party
11. Adjournment

#### Article XIV ADOPTION AND AMENDMENT OF BYLAWS

These laws shall become effective by-laws of the Central and the executive Committees immediately upon their adoption. They may be amended by a majority vote at any stated meeting of the Central Committee provided that a copy of the proposed amendment(s) has been mailed to each Precinct Committeeperson at least five (5) days prior to the date of such stated meeting, and provided that a quorum is present. The by-laws shall be re-adopted at each biennial meeting of the Central Committee.

### Appendix A Executive Committee Districts

Section 1. The thirty elected members of the Executive Committee shall be selected from the following districts:

Eastlake, Timberlake, Lakeline	3 representatives
Kirtland, Kirtland Hills, Waite Hill	1 representative
Mentor	7 representatives
Mentor on the Lake	1 representative
Painesville City	2 representatives
Wickliffe	2 representatives
Willowick	2 representatives
Willoughby	3 representatives
Willoughby Hills	1 representative
Concord Twp.	2 representatives
Fairport Harbor, Grand River, Leroy Twp.	1 representative
Madison Village, Madison Twp.	2 representatives
Painesville Twp.	2 representatives
Perry Village, North Perry Village, Perry Twp.	1 representative

Section 2. Election of representatives from each district shall be at large from among all Central Committee members within that district. Districts with more than one representative, by a majority vote of those electors present at the organizational meeting, may choose to subdivide the total number of representatives into sub-districts and elect one representative from each sub-district. The sub-districts shall exist only for the purpose of electing representatives to the Executive Committee at that election and shall have no permanent status.

Appendix B:  
Suggested Duties of Party Officers (to be delineated to specific officers by the  
Chairperson)

Work in coordination with, oversee, and assist, when necessary, the Party Secretary with her duties.

Maintenance of the physical office

Timely responses to voice messages, postal, or any other general communications received.

Maintain a current list of all party candidates for an approaching election and keep them informed of activities or meetings that may be of interest or concern to their campaigns.

Work with and assist the Chairperson on any issues that evolve requiring administrative attention

Represent the Chairperson on any Standing Committee working with administrative issues.

Coordinate the activities of the many sub-groups and organizations under the Lake County Democratic Party.

Work with volunteers and activists to ensure that the party message is disseminated on a regular basis and that endorsed Democratic candidates are well-supported in their electoral efforts.

Any other duties as devised and assigned by the Party Chairperson