

BY-LAWS
PISCATAQUIS COUNTY DEMOCRATIC COMMITTEE

Adopted August 5, 2006
Amended April 7, 2018
Amended September 7, 2019
Amended April 3, 2021
Amended December 3, 2022
Amended June 8, 2024

ARTICLE I
NAME

The name of this organization shall be the Piscataquis County Democratic Committee (hereinafter, County Committee).

ARTICLE II
PURPOSE

The purpose of the County Committee shall be to promote the principles and programs of the Democratic Party in Piscataquis County, in the State of Maine, and in the United States of America by the election of Democratic candidates and, by so doing, to enable the government to function effectively as a democracy.

ARTICLE III
MEMBERSHIP

1) Elections – At each biennial caucus, Municipal Committees shall elect members to the County Committee in accordance with Section 2(a). Elected members shall immediately assume their positions on the County Committee and serve for a two-year term.

a) Any County Committee member elected at a biennial ~~Municipal~~ Caucus from a municipality that is not part of an organized Municipal or Regional Committee will be recognized as a representative of that municipality.

b) In the absence of an organized Municipal or Regional Committee, any County Democrat may apply for membership to the County Committee under the terms of Section 2(d).

2) Members

a) Each Municipal or Regional Committee in Piscataquis County shall be entitled to three members on the County Committee, one of whom shall be the Municipal or Regional Committee Chair. Also, each Municipal or Regional Committee shall be entitled to additional voting members on the County Committee equal to the number of Democratic State Convention delegates allotted to the municipalities at the current biennial Caucuses. When possible, the County Committee members shall be gender balanced.

b) The County Committee's own Executive Committee members (except ex-officio members) as defined in Article VII are voting members of the County Committee.

c) The delegates to the Democratic State Committee are voting members of the County Committee.

d) Additional members may ask to become members of the County Committee provided they have attended two consecutive County Committee Meetings and are elected by a majority vote of the County Committee at a regular meeting. These members may be restricted to the membership limits for municipalities as defined in Section 2(a) at the discretion of the County Committee.

e) All members of the County Committee must be registered to vote in Piscataquis County as Democrats.

f) All Democrats elected to partisan political office, whose district resides in Piscataquis County, shall be ex-officio members of the County Committee.

g) All ex-officio members of the County Committee and/or its subcommittees do not have automatic voting rights within their respective committees.

3) Absences

a) If a member misses four consecutive scheduled County Committee meetings, the County Committee may, by majority vote, request that the Municipal or Regional Committee, if one is established, replace said member. In the absence of a Municipal or Regional Committee, the County Committee may replace said member by majority vote.

b) The County Committee Chair shall make attendance records available to the Chair of any Municipal or Regional Committee upon request.

4) Resignations

a) Any member of the County Committee may resign.

b) Such resignation shall be tendered in writing or electronic format to the County Committee Chair and take effect immediately. The County Committee Chair shall notify the appropriate Municipal or Regional Committee Chair.

5) Removal

a) Any County Committee member representing a municipality may be removed by their respective Municipal or Regional Committee, and any other County Committee member or officer may be removed by the County Committee. Removal shall require a vote of two-thirds (2/3) of the Committee members present at a meeting called for that purpose with at least seven (7) days advance notice.

ARTICLE IV

DUTIES OF THE COMMITTEE

1) The governance and direction of the Democratic Party of Piscataquis County shall be vested in the County Committee.

a) The County Committee shall seek out and support Democratic candidates for public office throughout the County.

b) The County Committee shall aid and cooperate with the campaigns of Democratic candidates.

c) The County Committee shall raise funds to satisfy the needs of the Committee and to help finance the campaigns of Democratic candidates.

d) County Committee members shall work closely with the Chair of their Municipal or Regional Committees and shall promote the Democratic organization of their municipalities. They shall act as liaison between the County Committee and the Municipal or Regional Committee.

e) The County Committee shall encourage cooperation with, and support for, the State Committee.

ARTICLE V MEETINGS

1) Regular meetings – Regular meetings of the County Committee shall be held at least six times a year on a scheduled basis at a time and place designated by the Chair with approval of the Executive Committee, and may move among the municipalities in the County at dates and times set by the Chair with the approval of the Executive Committee.

2) Written or electronic media notice of all meetings shall be sent to all County Committee members at least seven (7) days prior to the meeting and shall include information concerning date, time, place, agenda and a copy of the minutes from the previous meeting.

3) Unless otherwise agreed to by the County Committee, all meetings shall be conducted according to the most recent edition of Robert's Rules of Order, a copy of which shall be available at all County Committee meetings.

4) The order of business at a regular County Committee meeting, unless decided upon differently by the County Committee, shall be:

- A. Lectures, guest speakers, etc. (unless scheduled elsewhere);
- B. Secretary's Report (presentation of the minutes of the previous meeting);
- C. Treasurer's Report;
- D. Reports of the Officers;
- E. Reports of any Committees, including an update from State Committee members;
- F. Old business;
- G. New business;
- H. Announcements;
- I. Adjournment.

5) Notice of cancelation of County Committee meetings shall be reported by phone or electronic media to the membership as soon as possible.

6) Special meetings – Special meetings shall be called by the Chair or upon written request to the Secretary signed by any five members representing at least two municipalities of the County Committee. Such a request shall state the purpose for which the meeting is requested. The Chair shall call a special meeting within one month following the receipt of the appropriate request.

7) Quorum – Those present and eligible to vote shall constitute a quorum.

8) Voting

- a) Action – Action at a business meeting of the County Committee shall require a majority vote of those present and voting.
- b) Secret Ballot – Upon request of a majority of the County Committee members present and voting, a vote shall be taken by a written, secret ballot.
- c) Members Vote – Only members of the County Committee may vote.
- d) Proxy – No votes may be cast by proxy.

ARTICLE VI

OFFICERS

1) The elected officers of the County Committee shall be a Chair, two Vice Chairs (one representing the Northern Piscataquis and the other the Southern Piscataquis), a Secretary, a Treasurer and Assistant Treasurer. Nominees for these offices need not be elected members of the County Committee.

a) The Northern Piscataquis region shall be composed of the towns of Abbot, Beaver Cove, Greenville, Guilford, Kingsbury Plt., Monson, Parkman, Sangerville, Shirley, Wellington, and Willimantic

b) The Southern Piscataquis region will include the towns of Bowerbank, Brownville, Dover-Foxcroft, Lakeview Plt., Medford, Milo, Sebec, and the Southeast Piscataquis Unorganized Territories (Atkinson, Orneville).

2) Elections will be held at the first regular meeting in January in a general election (even-numbered) year. Election will be by a majority of those members present and voting.

3) Chair

a) The Chair shall be the general executive officer of the Committee.

b) The Chair, in collaboration with the Secretary, shall make available to the County Committee and the office of the State Democratic Headquarters a current list of all members and officers of the County, Regional and/or Municipal Committees of the Democratic Party of Piscataquis County.

c) The Chair shall preside at all meetings of the County Committee.

d) The Chair shall see that caucuses are held prior to the biennial State Convention in accordance with the legal requirements of the State.

e) The Chair shall see that the Chair of each Municipal or Regional Committee is reasonably notified of the number of delegates that must be elected to attend the State Convention and the number of County Committee members that are to be elected from the municipalities.

f) The Chair shall be an ex-officio member of each standing sub-committee and shall appoint a chair of each.

g) The Chair, with the advice and consent of the County Committee, shall establish ad hoc sub-committees as needed to address the interests and concerns of County Committee members.

4) Vice-Chair

a) The Vice-Chairs shall be vested with all the powers and shall perform all the duties of Chair in the event of the absence or disability of the Chair.

b) The Vice-Chairs shall preside over the election of a new Chair in the event of the resignation, removal or death of the Chair.

c) The Vice-Chairs shall be an ex-officio member of each and every standing sub-committee.

d) The Vice-Chairs shall perform any other duties that the County Committee may from time to time assign.

e) The Vice-Chairs may serve as a designee for the Chair on the Caucus of County Chairs.

5) Secretary

a) The Secretary shall be the recording officer of the County Committee and, as such, will keep a complete and accurate record of the Committee meetings, submitting a draft of such record to the Chair two weeks prior to the next meeting.

b) The Secretary or the Chair shall send a copy of the minutes with County Committee meeting notices. The Secretary will maintain a record of meetings.

c) The Secretary shall keep a record of the attendance of the Committee members at each meeting.

d) The Secretary or Chair shall cause notice and agenda of all regular County Committee meetings to be sent to all members at least seven days prior to said meetings.

e) The Secretary shall maintain a current list of all members and officers of the County and Municipal or Regional Committees of the Democratic Party of Piscataquis County.

f) The Secretary shall perform any duties that the County Committee may from time to time assign.

6) Treasurer

a) The Treasurer shall keep a full and accurate record of all receipts and disbursements.

b) The Treasurer shall deposit all Committee monies in the name of the Piscataquis County Democratic Committee in a recognized bank, trust company, or credit union.

c) The Treasurer or Assistant Treasurer shall disburse the funds of the County Committee as may be ordered or required by the County Committee.

d) The Treasurer shall render to the Chair and to the County Committee written reports of the Treasurer's transactions and of the financial condition of the County Committee at each County Committee meeting.

e) The Treasurer shall comply on a timely basis with all legal requirements related to the receipt and disbursement of funds.

f) The Treasurer shall submit Campaign Finance Reports at least 24 hours before scheduled timelines.

g) The Treasurer shall be a member of the Finance and Budget Committee but shall not Chair that committee.

7) Assistant Treasurer

a) The Assistant Treasurer shall be vested with all the powers of the Treasurer and shall assist the Treasurer as needed with all duties of the Treasurer.

b) The Assistant Treasurer shall be a member of the Finance and Budget Committee but shall not Chair that committee.

8) Vacancies – Any vacancy in an office of the County Committee shall be filled by vote of a majority of those present and voting at the regular meeting of the County Committee next following that at which the vacancy is announced. The Chair or any member of the County Committee may announce such vacancy.

ARTICLE VII

EXECUTIVE COMMITTEE

- 1) The Executive Committee shall consist of all County Committee elected officers, the Chairs (or Co-Chairs) of each Sub-Committee, the Chairs (or Co-Chairs) of the Municipal or Regional Committees, and our delegates to the Democratic State Committee.
- 2) The Executive Committee shall serve only in an advisory capacity to the County Committee. However, in situations of an urgent nature requiring immediate attention, the Executive Committee may take necessary action by the following measures:
 - a) A simple majority of the whole Executive Committee shall constitute a quorum;
 - b) All actions shall be made upon favorable vote of two-thirds (2/3) of those present and eligible to vote;
 - c) Voting by telephone or electronic media is acceptable;
 - d) All votes shall be recorded by name; and
 - e) A report on said action shall be made to the next meeting of the County Committee.
- 3) Meetings of the Executive Committee shall be held as necessary with prior notice made to all members of the Executive Committee but must be held more than seven (7) days prior to the next regular County Committee meeting to allow for timely agenda revisions, if needed.
- 4) The Executive Committee shall keep minutes of all meetings, and votes shall be recorded as stated and these records shall be available upon request.
- 5) A vote of the County Committee for endorsement or disapproval will occur at the next County Committee following the Executive Committee meeting.

ARTICLE VIII

STANDING COMMITTEES

- 1) Finance and Budget Committee: The charge of the Finance and Budget Committee shall be to raise funds to support Committee activities; to provide financial support to Committee activities; to provide financial assistance to Democratic candidates seeking election (within Ethics Commission guidelines); and to prepare a biennial budget for approval by the County Committee.
- 2) Campaign Committee: The Campaign Committee is charged with identifying and supporting Democratic candidates for local and state office in Piscataquis County. In addition, this committee is responsible for developing and implementing the field plan for Piscataquis County during each general election cycle. This would include bi-annual caucus preparation.
- 3) Communications: The Communications Committee is charged with maintaining internal communication to committee members of County Committee work and plans. This will be

accomplished by maintaining a current member list, website, as well as a regular newsletter of news relevant to Democratic candidates and policies. External communication will consist of communicating our Democratic values, candidates and policies to all voters in Piscataquis County. The Chair of this committee will serve as our Public Relations person, who will submit articles to newspapers and other press outlets. The Public Relations person will proof all and any articles submitted for publication by all Committee officers or County Committee members.

4) Education and Outreach: The overall goal of this committee is to build a Democratic community of informed and engaged voters. The committee is charged with providing educational opportunities for voters to learn about Democratic policies, positions and candidates and current issues of state and national concern to local Democrats. In addition, this committee will be responsible for building and maintaining a volunteer base (including knowing people's preferences for volunteer work and holding appropriate Thank You events) and developing a program to welcome new or returning members to the Piscataquis Democratic Party.

5) Bylaws: The charge of the Bylaws Committee is to review, maintain, and consider the existing bylaws of the County Committee; to maintain an up-to-date copy of the County Committee bylaws for the Secretary and the members of the County Committee; to make recommendations and prepare revisions and amendments as directed by the County Committee; and any other tasks as may be from time to time assigned by the County Committee.

6) Service Committee: The purpose/charge of this committee is to develop and provide opportunities to members of the Piscataquis Democrats to engage in community service projects throughout our County in order to take direct action to "meet the needs of people". Service projects will be developed at least quarterly for Piscataquis Democrats as a group and will reflect and enhance our party's priority areas of action. These include: Education, Environment and Energy, Civil and Human Rights, Labor, Economic opportunity and security, and Healthcare.

7) Events Committee: The Events Committee is responsible for planning, organizing, implementing, and evaluating events of the County Committee. This includes events such as an annual brunch, annual dinner, and election kick-off and post-election events. The Committee will work closely with the Finance and Budget Committee, Communications and other sub-committees to achieve fundraising, publicity, and other goals.

ARTICLE IX

DUTIES OF COUNTY COMMITTEE MEMBERS

- 1) The duties of county committee members shall be as follows:
 - a) To attend all meetings of the County Committee;
 - b) To maintain civility at all meetings and respect the authority of the Chair;
 - c) To participate in the government and direction of the affairs and activities of the Democratic Party in Piscataquis County;
 - d) To work closely with municipal chairs in order to promote grassroots Democratic organizations;

- e) To serve as liaison between the municipal or regional committee and the County Committee for the exchange of information concerning activities and requirements of each;
- f) To aid and cooperate with the campaigns of Democratic candidates; and
- g) To assist in fundraising efforts for County Committee activities and Democratic campaigns.

ARTICLE X

FINANCIAL POLICY

- 1) The following policies regarding financial matters shall be followed:
 - a) At least seven (7) days prior notice shall be made to all County Committee members regarding matters involving the expenditure of two hundred and fifty dollars (\$250.00) or more.
 - b) Monies for expenditures over \$100 will need majority approval of the Executive Officers. Approval by telephone or electronic media is acceptable.
 - c) All expenditures of \$100 or less must be approved by at least two, non-related, Executive Officers, excluding the Treasurer. Prior approval for these expenditures is not mandated but may be advisable if the expenditures may be challenged. An expenditure made in advance that does not ultimately receive Executive Officer approval may be denied reimbursement and becomes the responsibility of the payer or original authorizing agent.

ARTICLE XI

AMENDMENT

- 1) These bylaws may be amended by a two-thirds vote of members of the County Committee, present and voting, at a meeting called for that purpose. The Chair shall call such a meeting by written or electronic media notice stating the time and place of the meeting. The notice shall include the text of the proposed amendment and the original text of the bylaws to which the amendment is proposed. Notice shall be given at least two weeks prior to the meeting. The meeting shall be called within one month following the request for amendment.

These bylaws of the Piscataquis County Democratic Committee have been reviewed and amended at a special meeting of the County Committee on March 17, 2018, with final approvals made at our regular meeting on April 7, 2018.

Revised and approved by vote of the Committee at a regular meeting, September 7, 2019.

Amended and approved by vote of the Committee at a regular meeting, April 3, 2021.

Amended and approved by vote of the Committee at a regular meeting, December 3, 2022.

Amended and approved by vote of the Committee at a regular meeting, June 8, 2024.

Attest:

X Cynthia Cyr X Kim P Merritt

Cynthia Cyr, Kim Merritt, PCDC Vice-Chairs

X Jane Conroy

Jane Conroy, PCDC Secretary