

# **The Clark County Democratic Party Constitution and Bylaws**

Adopted December 9, 1971  
(Amended April 19, 1974, July 31, 1986, February 18, 1999, April 20, 2005, May 20, 2015,  
and September 15, 2021)

## **PREAMBLE:**

We, the members of the Clark County Democratic Party, who are assembled in order to organize and perpetuate a representative, effective, and responsible party organization at all levels in Clark County, Ohio, affiliate with and advance the interest of the Democratic Party in the State of Ohio and in the nation, sustain and advance the principles of democracy, and uphold human and civil rights and constituent government, do establish this Constitution and Bylaws.

## **ARTICLE I – NAME, MEMBERSHIP, AND ELIGIBILITY FOR PARTY OFFICE**

### **Section 1 Name**

The name of this organization shall be the Clark County Democratic Party.

### **Section 2 Membership**

Membership in the Clark County Democratic Party shall be open to all residents of Clark County who support the *Constitution of the United States of America*, the *Constitution of the State of Ohio*, *The Charter & The Bylaws of the Democratic Party of the United States*, the *Ohio Democratic Party Constitution and By-Laws*, and the *Clark County Democratic Party Constitution and Bylaws*. The Clark County Democratic Party, on all levels, shall support the broadest possible participation without discrimination on grounds of sex, gender identity, race, age, disability, sexual orientation, religion, or national origin. No person may be a member or may vote on any motion, resolution, nomination, or election at any caucus, convention, meeting, or conference of the Party who does not meet the aforesaid qualifications or who is a member of any other political party.

### **Section 3 Eligibility for Party Office**

Any person who meets the membership requirements of Article I, Section 2, is eligible for election to Party office, except as hereinafter limited. There shall be no minimum age for Party office save where prescribed by law.

**Section 4** In the event that any person's qualifications as a member of the Clark County Democratic Party or any person's eligibility for Party office must be determined, the same criteria and procedures shall be followed as provided by the election laws of the State of Ohio to determine that person's qualifications or eligibility.

## **ARTICLE II – CONSTITUTION AND BYLAWS**

**Section 1** Nothing herein shall conflict with the *Constitution of the United States of America*, the *Constitution of the State of Ohio*, *The Charter & The Bylaws of the Democratic Party of the United States*, and the *Ohio Democratic Party Constitution and By-Laws*. Any matter in this Constitution and Bylaws which conflicts with any of the aforesaid shall be of no force and effect. All constitutional provisions and laws of the United States and of the State of Ohio are hereby incorporated by reference and made a part hereof. Each clause of this Constitution and Bylaws shall be considered separately and the illegality or unenforceability of any one clause shall not affect any other clause.

## **The Clark County Democratic Party Constitution and Bylaws**

### **ARTICLE III – RE-ORGANIZATION OF CENTRAL AND EXECUTIVE COMMITTEES**

**Section 1** The controlling committee of the Clark County Democratic Party shall be the Clark County Democratic Central Committee, herein after called the Central Committee. The Central Committee shall consist of such members as shall be elected according to the laws of the State of Ohio, specifically Ohio Revised Code [Section 3517.03](#).

**Section 2** The members-elect of the Central Committee shall meet not earlier than six (6) nor later than fifteen (15) days following the Clark County Board of Elections certification of the primary election results, at a suitable place and time in Clark County, Ohio, to be designated by the retiring Central Committee Chairperson as per Ohio Revised Code [Section 3517.04](#). Notice of such meeting, giving the place and time, along with (1) a copy of this Constitution and Bylaws and (2) a summary of the duties for all positions to be elected during the reorganization meeting, shall be sent to members-elect by the retiring Central Committee Secretary by postal mail at least five (5) days prior to any such meeting and a copy of the meeting notice shall be posted in the Clark County Board of Elections office at least five (5) days prior to any such meeting. If the retiring Central Committee Secretary does not issue the call within the time provided by law, any five (5) members-elect may do so.

The reorganization meeting shall be called to order by the retiring Central Committee Chairperson or Central Committee Secretary. If both officers are absent, the meeting shall be called to order by a Democratic member of the Clark County Board of Elections, designated by the Board. The members-elect of the Central Committee shall elect a temporary Chairperson and temporary Secretary. The temporary Chairperson shall preside over the reorganization meeting until after the election of the Executive Committee chair. The temporary Secretary shall record the minutes for the entire reorganization meeting. The Central Committee shall proceed to organize by electing a Chairperson, a Vice Chairperson, and a Secretary. The Vice Chairperson shall not have the same gender identity as the Chairperson.

**Section 3** All members of the Central Committee automatically become members of the Clark County Democratic Executive Committee, herein after called the Executive Committee.

**Section 4** The Central Committee shall automatically confer upon the Executive Committee all power and authority of the Central Committee, except those responsibilities which only the Central Committee may perform under the Ohio Revised Code. The Executive Committee shall then act for the Central Committee in any or all things pertaining to the welfare, business, operation, and the organization of the Clark County Democratic Party during the period of the Central Committee's existence, which shall continue until its successor has been duly elected and qualified at the next reorganization meeting.

**Section 5** The Executive Committee shall proceed to elect its Chairperson, who shall preside over the remainder of the reorganization meeting. Nominees for Chairperson need not be limited to Central Committee or Executive Committee members. That Chairperson shall automatically become a member of the Executive Committee.

**Section 6** The maximum number of at-large Executive Committee members shall be one less than the number of elected Central Committee members at the time of the reorganization meeting. The Executive Committee Chairperson may then recommend at-large members, individually or in groups, for election to the Executive Committee. No more than one-third of the maximum

## **The Clark County Democratic Party Constitution and Bylaws**

number of at-large members may be elected at the reorganization meeting. The Executive Committee Chairperson may, at any later meeting, recommend additional at-large members for election to the Executive Committee. The recommendations of the Executive Committee Chairperson shall be broadly representative of all of the various elements of the party, and shall strive for gender parity.

**Section 7** The Executive Committee shall proceed to elect from its members as many Vice Chairpersons, in order of succession, as it deems necessary. The First Vice Chairperson shall not have the same gender identity as the Executive Committee Chairperson. The Executive Committee shall endeavor to elect successive Vice Chairpersons who broadly represent the membership of the Clark County Democratic Party. The Executive Committee shall proceed to elect from its members a Secretary and a Treasurer.

**Section 8** The Central Committee and the Executive Committee shall not permit the election of officers by slate in voting.

**Section 9** As required by Ohio Revised Code [Section 3517.06](#), the Central Committee Secretary shall promptly file the list of Central Committee members' names and addresses with the Clark County Board of Elections, the Ohio Secretary of State, and the Ohio Democratic Party Secretary. The Executive Committee Secretary shall promptly file the list of Executive Committee members' names and addresses with the Clark County Board of Elections, the Ohio Secretary of State, and the Ohio Democratic Party Secretary.

### **ARTICLE IV – OFFICERS OF THE CENTRAL COMMITTEE**

**Section 1** The Central Committee shall retain only those powers and responsibilities it cannot confer to the Executive Committee as required by the Ohio Revised Code.

**Section 2** The Central Committee Chairperson shall be responsible to convene the Central Committee as needed to perform its functions as required by the Ohio Revised Code.

**Section 3** Should the Central Committee Chairperson be unable to perform the duties of the office, the Central Committee Vice Chairperson shall act as the Chairperson until the Central Committee elects a new Chairperson.

**Section 4** The Central Committee Secretary shall be responsible to record the minutes for all Central Committee meetings.

### **ARTICLE V – OFFICERS OF THE EXECUTIVE COMMITTEE**

**Section 1** The Executive Committee Chairperson's duties shall be those of the chief executive officer. The Chairperson shall be subject to the direction of and responsible to the Executive Committee. The Chairperson may appoint an Assistant Secretary, an Assistant Treasurer, and such other personnel as necessary. The Chairperson shall appoint a Finance Committee, a Budget Committee, and an Audit Committee, including a Chairperson and other personnel for each committee as deemed necessary, subject to confirmation by the Executive Committee. The Executive Committee Chairperson may provide for the employment of any other office personnel necessary. All of said appointments and employees shall serve subject to the pleasure of the Executive Committee Chairperson, except the Audit Committee Chairperson, who shall serve at the pleasure of the Executive Committee.

## **The Clark County Democratic Party Constitution and Bylaws**

In the event that the Chairperson is unable to fulfill the Chairperson's duties for three consecutive regularly-scheduled meetings, a new Chairperson may be elected by the Executive Committee. Nominees for Chairperson need not be limited to Central Executive or Executive Committee members. The newly-elected Chairperson shall automatically become a member of the Executive Committee.

**Section 2** Each Executive Committee Vice Chairperson shall serve on at least one standing or ad hoc committee, or serve as Assistant Secretary or Assistant Treasurer. The Vice Chairpersons, in order of succession, shall act as Chairperson in case of the death, resignation, incapacity, removal, or absence of the Chairperson, and shall, in such event, have the same powers, duties, and responsibilities as the Chairperson until the Executive Committee Chairperson resumes active duty or is replaced. If the First Vice Chairperson has the same gender identity as a newly-elected Chairperson, then the Executive Committee shall elect a new First Vice Chairperson, which it may do by electing to rearrange the order of the Vice Chairpersons. As always, the Executive Committee shall strive for gender parity among its Vice Chairpersons.

**Section 3** The Executive Committee Secretary shall be in charge of all the official documents and correspondence of the Executive Committee and of the preparation of the necessary notices, minutes, and other documents. The Secretary shall maintain the list of current Central and Executive Committee members along with each member's preferred method for meeting notification. The Secretary shall preserve such files and records and open them for examination at convenient and appropriate times at the request of any Executive Committee member under any rules and regulations as are prescribed by said Executive Committee.

**Section 4** The Executive Committee Treasurer shall have custody of the Party's funds and shall render up-to-date financial reports at each meeting of the Executive Committee. The Treasurer shall be accountable for all receipts and expenditures of the Party subject to the direction of the Finance Committee. The Party shall assume the cost of bonding the Treasurer and any other officer or employee responsible for the handling of Party funds to the extent necessary to protect the treasury. Said bonding shall be by a reputable bonding company. The amount of the bond shall be determined by the Executive Committee.

### **ARTICLE VI – STANDING COMMITTEES OF THE EXECUTIVE COMMITTEE**

**Section 1** The Audit Committee shall be responsible for auditing the Treasurer's reports, receipts and expenditures of the Party. The Audit Committee shall make an annual audit and such other audits as the Executive Committee Chairperson or any member of the Audit Committee may request. An annual report shall be made on or before the 15th day of May of each year. A written report of such audit shall be presented at the next meeting of the Central Committee. The Audit Committee shall consist of a Chairperson (who shall not be the Chairperson of the Executive Committee or Central Committee) and no more than two (2) additional Executive Committee members selected by the Executive Committee Chairperson, whose selection shall be subject to confirmation by the Executive Committee. The Treasurer shall not be a member of the Audit Committee.

**Section 2** The Finance Committee shall be responsible for developing a fundraising plan for the Party and for overseeing all fundraising activities. The Finance Committee shall consist of a Chairperson of the Finance Committee and two (2) additional Executive Committee members

## **The Clark County Democratic Party Constitution and Bylaws**

selected by the Executive Committee Chairperson, whose selection shall be subject to confirmation by the Executive Committee.

**Section 3** The Budget Committee shall meet to determine the merits of any proposed expenditure in excess of an amount to be determined and voted upon by the Executive Committee at the first meeting following reorganization. The Budget Committee shall be responsible for planning an annual budget for the Party and making a good faith effort to ensure it is followed. The Budget Committee shall consist of the Executive Committee Chairperson and two (2) additional Executive Committee members selected by the Executive Committee chairperson, whose selection shall be subject to confirmation by the Executive Committee.

### **ARTICLE VII – CENTRAL AND EXECUTIVE COMMITTEE MEETINGS**

**Section 1** The Central Committee Secretary shall send written notice of any Central Committee meeting, specifying time and place, at least seven (7) days prior to that meeting. Notice shall be by postal mail, unless the member requests that notices shall be sent to an email address or text number provided to the Secretary.

The Executive Committee Secretary shall distribute the schedule for regular Executive Committee meetings at the first meeting of the calendar year for approval by the Executive Committee. The Executive Committee Secretary shall send written notice of any special Executive Committee meeting, specifying time and place, at least seven (7) days prior to that meeting. Notice shall be by postal mail, unless the member requests that notices shall be sent to an email address or text number provided to the Secretary.

**Section 2** All meetings of the Central and Executive Committees must be open to the public and no secret ballots may be used at any time for voting purposes. For both the Central and Executive Committees, one-third of the members or eighteen (18) members, whichever is less, shall constitute a quorum. Minutes shall be taken at all meetings.

**Section 3** The Central Committee shall have no regularly scheduled meetings. The Central Committee shall meet as needed to perform functions as required by the Ohio Revised Code.

The Executive Committee shall meet at least nine (9) times per year, starting with the one immediately after its election.

**Section 4** Special meetings of the Central Committee may be called at the Central Committee Chairperson's discretion or upon written request to the Chairperson by five (5) Central Committee members. The day and hour of the meeting shall be selected by the Chairperson.

Special meetings of the Executive Committee may be called at the Executive Committee Chairperson's discretion or upon written request to the Chairperson by five (5) Executive Committee members. The day and hour of the meeting shall be selected by the Chairperson.

**Section 5** The Executive Committee shall fill vacancies of the Central and Executive Committees by the nomination and election process. The Executive Committee may leave vacancies open indefinitely. As required by Ohio Revised Code [Section 3517.06](#), the Central Committee Secretary shall promptly file the updated list of Central Committee members' names and addresses with the Clark County Board of Elections, the Ohio Secretary of State, and the Ohio Democratic Party Secretary. The Executive Committee Secretary shall promptly file the

## **The Clark County Democratic Party Constitution and Bylaws**

updated list of Executive Committee members' names and addresses with the Clark County Board of Elections, the Ohio Secretary of State, and the Ohio Democratic Party Secretary.

**Section 6** The Executive Committee may elect as many honorary members to the Executive Committee as it deems appropriate. Honorary membership is intended to be a form of recognition and respect. Said membership shall not include voting privileges but honorary members shall be afforded all other Party privileges and courtesies bestowed upon members of the Executive Committee.

**Section 7** When any Executive Committee member misses three (3) Executive Committee meetings in a row without adequate excuse, the Executive Committee may elect to remove that member from the Executive Committee.

**Section 8** Any officer of the Central or Executive Committee or any at-large or honorary Executive Committee member may be removed from office for misfeasance, malfeasance, or nonfeasance in office by a two-thirds vote of the entire Executive Committee. Any such charge may be brought by any five (5) members of the Executive Committee.

**Section 9** Members of the Central Committee shall make recommendations to the Executive Committee regarding qualified officials within their own precincts. The recommendations of those members whose precincts have been properly polled shall be approved and forwarded to the Clark County Board of Elections for appointment as election officials in accordance with Ohio Revised Code [Section 3501.22](#) and [Section 3501.27](#).

### **ARTICLE VIII – STATE AND NATIONAL CONVENTION**

**Section 1** The Clark County Democratic Party shall follow the state and national guidelines as set for the state and national Democratic Conventions.

### **ARTICLE IX – OATH OF OFFICE**

**Section 1** All members of the Central Committee and the Executive Committee shall be required to take an oath of office to support the *Constitution of the United States of America*, the *Constitution of the State of Ohio*, the *Clark County Democratic Party Constitution and Bylaws*.

### **ARTICLE X – PARTY UNITY**

**Section 1** All members of the Central Committee or Executive Committee and Party officers shall support the principles of the Clark County, Ohio, and National Democratic Parties.

### **ARTICLE XI – VIOLATION OF CONSTITUTION AND/OR BYLAWS**

**Section 1** Willful and intentional conduct by any member or officer of the Central Committee that is found to be in violation of the *Clark County Democratic Party Constitution and Bylaws* shall be cause for censure and/or other such sanctions, if adopted by a two-thirds majority of the Central Committee members present at a meeting.

**Section 2** Willful and intentional conduct by any member or officer of the Executive Committee that is found to be in violation of the *Clark County Democratic Party Constitution and Bylaws* shall

**The Clark County Democratic Party  
Constitution and Bylaws**

be cause for censure and/or other such sanctions, which may include removal, if adopted by a two-thirds majority of the Executive Committee members present at a meeting.

**ARTICLE XII – ROBERTS RULES OF ORDER**

**Section 1** Any matter regarding the conduct of the affairs of the Central Committee and Executive Committee not governed by this Constitution and Bylaws, or by the laws of the State of Ohio, shall be governed by *Robert's Rules of Order*.

**ARTICLE XIII – CONSTITUTIONAL AMENDMENTS**

**Section 1** Proposed amendment(s) to this Constitution and Bylaws shall be read at a meeting of the Executive Committee and voted upon at a subsequent meeting.

**ARTICLE XIV – PREVIOUS CONSTITUTION AND BYLAWS**

**Section 1** This Constitution and Bylaws supersedes any and all other previous Clark County Democratic Party Constitution and Bylaws and shall take effect immediately after the next primary election following its adoption.