

Clark County Democratic Party
Clark County, Ohio

Summary of Officers' Duties

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Clark County Democratic Party Officers' Duties

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0 Introduction

Each of Ohio's 88 counties has a **Board of Elections (BoE)** that oversees local elections. Each BoE divides its county into precincts. Every **voting precinct** within a county has roughly the same number of voters. It also has a single **polling location** where precinct residents can vote on Election Day.

After the 2020 census, the local BoE divided Clark County, Ohio into 76 voting precincts.

Ohio elects its governor every four years—in the same years as the midterm elections. In the primary election of those years, registered Clark County Democrats in each precinct can elect a representative to the **Clark County Democratic Party (CCDP) Central Committee (CC)**.

The elected CC members meet shortly after the primary election. This special meeting is the **reorganization meeting**. The meeting's purpose is to form an **Executive Committee (EC)** and elect officers who'll administer the CCDP for the next four years.

This document enumerates the positions to be elected at the reorganization meeting. It also summarizes each officer's duties. The CCDP has a constitutional mandate to provide every attendee at the reorganization meeting with this document so that:

- nominees for party office will know what they're agreeing to do if elected, and
- committee members will know what to expect from their officers.

Any conflicts between this document and the Constitution & Bylaws shall be resolved in favor of the latter.

1 Temporary Officers

1.1 Chairperson

Once elected, the Temporary Chairperson is responsible to preside over the reorganization meeting until after the election of the Executive Committee chair.

1.2 Secretary

The Temporary Secretary is responsible to record minutes for the entire reorganization meeting. These responsibilities include:

- format the minutes as required by CCDP standards,
- include the meeting attendance,
- distribute the draft minutes for review by the EC officers no later than one week after the reorganization meeting, and
- submit the final draft to the EC Secretary no later than one week before the next EC meeting.

2 Central Committee Officers

The CC confers all its responsibilities to the EC, except those responsibilities it must retain as required by the [Ohio Revised Code \(ORC\)](#). These retained responsibilities include, but might not be limited to:

- fill vacant county offices when necessary as per [ORC Section 305.02](#), and
- fill vacant general election candidacies when necessary as per [ORC Section 3513.31](#).

The CC doesn't meet regularly. It meets only as needed to carry out its retained responsibilities.

2.1 Chairperson

The CC Chairperson is responsible to schedule and preside over meetings as needed to carry out the CC's retained responsibilities.

2.2 Vice Chairperson

Should the CC Chairperson be unable to perform the duties of the office, the CC Vice Chairperson shall act as the Chairperson until either:

- the Chairperson is again able to perform those duties, or
- the CC elects a new Chairperson.

2.3 Secretary

The CC Secretary is responsible to record minutes for each CC meeting. These responsibilities include:

- format the minutes as required by CCDP standards,
- include the meeting attendance,
- distribute the draft minutes for review by the EC officers no later than one week after the meeting, and
- submit the final minutes to the EC Secretary no later than one week before the next EC meeting.

The CC Secretary is responsible to work with the EC Secretary to:

- create and maintain an accurate list of CC members' names and addresses, and
- send a copy of the initial list and each updated list to:
 - the Clark County BoE,
 - the Ohio Secretary of State (SoS), and
 - the Ohio Democratic Party (ODP),within two weeks after the meeting that created or updated the list.

When necessary, the CC Secretary shall schedule, participate in, and/or record meetings to fill vacant general election candidacies as per [ORC Section 3513.31](#).

3 Executive Committee Officers

3.1 Chairperson

The EC Chairperson's duties shall be those of the chief executive officer. These duties include:

- schedule and preside over EC meetings and EC officers meetings,
- appoint an Assistant Secretary, Assistant Treasurer, and other personnel as needed,
- hire paid staff as needed,
- appoint subcommittee chairs and members, and oversee subcommittee activities,
- finalize participation in community events, such as fairs and parades,
- represent the CCDP at meetings with the ODP, the Ohio Democratic County Chairs Association (ODCCA), campaign committees, and other community and political organizations,
- recruit candidates and provide campaign guidance,
- be a designated signer for all bank accounts, checks, and financial commitments, including the CCDP debit card, and
- ensure that the CCDP adheres to all of its legal requirements.

Although the EC Chairperson should make every effort to delegate responsibilities among party officers and members, the Chairperson is ultimately responsible for every aspect of the party's operation. Thus, the Chairperson should expect to:

- work with party officers and members to perform tasks and achieve goals,
- help recruit and manage volunteers,
- help resolve disagreements and build consensus among members, and
- play a major role in representing the party to the media and the community.

3.2 Vice Chairperson(s)

CCDP may elect more than one EC Vice Chairperson.

Should the EC Chairperson be unable to perform the duties of the office, the 1st EC Vice Chairperson shall act as the Chairperson until either:

- the Chairperson is again able to perform those duties, or
- the EC elects a new Chairperson.

If 1st Vice Chairperson is unable to perform the Chairperson's duties, then the 2nd Vice Chairperson shall do so. If 2nd Vice Chairperson is unable to perform the Chairperson's duties, then the 3rd Vice Chairperson shall do so, and so on.

Each EC Vice Chairperson shall serve as at least one of the following:

- the Chairperson or a Member of a standing or ad hoc committee, or
- Assistant Secretary, or
- Assistant Treasurer.

3.3 Secretary

The EC Secretary is responsible to record minutes for each EC meeting. These responsibilities include:

- format the minutes as required by CCDP standards,
- include the meeting attendance,
- distribute the draft minutes for review by the EC officers no later than one week after the meeting,
- distribute final minutes (for both CC and EC meetings) to EC Members no later than one week before the next EC meeting.

The EC Secretary is responsible to work with the CC Secretary to:

- create and maintain an accurate list of EC members' names, addresses, and preferred method for meeting notification, and
- send a copy of the initial list and each updated list (names and addresses only) to:
 - the Clark County BoE,
 - the Ohio Secretary of State (SoS), and
 - the Ohio Democratic Party (ODP),within two weeks after the meeting that created or updated the list.

The EC Secretary is responsible to:

- prepare notices and other documents and information for distribution to EC members, and
- distribute such notices via each EC Member's preferred notification method.

The EC Secretary is also responsible to archive CCDP files and records.

3.4 Treasurer

The EC Treasurer's primary responsibility is to manage the CCDP's finances. This responsibility requires that the Treasurer perform numerous specific tasks, including:

- record expenditures and receipts,
- maintain bank and financial records,
- be a designated signer for all bank accounts, checks, and financial commitments, including the CCDP debit card,
- ensure that all designated signers of the CCDP's bank accounts, checks, and financial commitments are bonded,
- monitor electronic donations (via ActBlue or other services) and request regular fee reports,
- maintain a Post Office box and check it weekly,
- present financial reports at each regularly-scheduled EC meeting,
- file campaign finance reports as per the [Ohio Campaign Finance Handbook](#) by the deadlines listed in [Ohio Campaign Finance Reporting Calendar](#),
- maintain an up-to-date database of donors, sponsors, and supporters,
- work with the Finance and Fundraising Committees to propose budgets for individual events and for the entire year,

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- cooperate with the Audit Committee to schedule and complete the annual CCDP audit report, and deliver it to the EC along with all other necessary documentation,
- ensure that the CCDP is retaining and safeguarding financial records going back at least six years, and
- ensure that the CCDP fulfills all other legal requirements for managing the Party's finances.

The Treasurer should also work with the Deputy Treasurer to ensure that the Deputy can perform all of the above responsibilities should Treasurer be unable to do so.