

**PALM BEACH COUNTY**  
**DEMOCRATIC EXECUTIVE COMMITTEE BYLAWS**  
*(Amended October 9, 2025)*

**ARTICLE I – NAME, POWERS, AND PURPOSE**

**Section 1. Name:**

The name of this organization shall be the Palm Beach County Democratic Executive Committee, hereinafter referred to as the DEC.

**Section 2. Powers:**

The DEC shall be the governing body for the Palm Beach County Democratic Party (“PBCDP”) and shall perform such duties as are allowed for not-for-profit organizations and as are specified for county executive committees by Florida Law and for County Democratic Executive Committees by the Charter and Bylaws of the Florida Democratic Party, and these Bylaws.

**Section 3. Purpose:**

The Purpose and mission of the DEC shall be:

- To afford all members of the Democratic Party full, timely, and equal opportunities to participate in decisions concerning the selection of Democratic candidates, the development of Democratic programs and policies, and the conduct of other Democratic affairs in Palm Beach County.
- To coordinate Florida Democratic Party affairs in Palm Beach County.
- To seek out Democratic candidates to run for public office and provide them with assistance and financial support, when available.
- To elect Democrats.
- To encourage the organization of Democratic Clubs composed of Democrats registered to vote.
- To foster and increase participation in the Democratic Party by young, registered Democrats.
- To promote the election of DEC members regardless of race, creed, color, sex, sexual orientation, age, national origin, physical disability, or economic status, appointing additional members to achieve equitable representation of all persons, groups and areas.
- To develop and promote Democratic positions regarding local, state and national

issues that affect the quality of life in Palm Beach County.

## **ARTICLE II – DEC MEMBERSHIP**

### **Section 1. Elected Members:**

(a) Members of the DEC shall qualify and be elected to office at such times and in such manner as prescribed by Florida Statutes and the Charter and Bylaws of the Florida Democratic Party.

(b) Elections shall be conducted using the “Precinct System” established by the Bylaws of the Florida Democratic Party.

The Charter and Bylaws of the Florida Democratic Party provides:

“1.1.2 Precinct System: The elected membership of the county Democratic Executive Committee shall consist of a man and a woman from each precinct who are registered Democrats, and who reside in, are registered to vote in, and are elected from the precinct they are to represent. Should the Democratic registration of any precinct exceed one thousand (1,000) as of January 1<sup>st</sup> of a year in which qualifying for election to county Democratic Executive Committee occurs, an additional one (1) man and one (1) woman are entitled to be elected to represent any such precinct. They shall be elected by a plurality vote on the First Primary Ballot of each presidential election year. At any time, a precinct totals one thousand (1,000) registered Democrats or when new precincts are created, additional County Democratic Executive Committee positions shall be created for each new precinct and for each additional 1,000 Democrats, or portion thereof, in existing precincts. Such positions shall be filled by the county Democratic Executive Committee according to its procedure for filling vacancies.”

(c) Elected members of the DEC shall take office on the first day of the month following each presidential general election and shall serve for a term of four (4) years. Such members may be reelected or, upon resignation or expiration of their terms, be appointed as members of the DEC in accordance with these Bylaws.

(d) Any elected member who moves from the precinct in which elected to another precinct in which a vacancy does not exist shall be appointed as a “special at-large member” for the duration of the term to which elected, retaining the full privileges accorded to elected members, but not to be counted against the total number of appointed members.

### **Section 2. Appointed Members:**

(a) Membership of the DEC may include an additional ten percent (10%) of the total elected membership, who shall qualify and be appointed to office at such times and in such manner as prescribed by the Charter and Bylaws of the Florida Democratic Party.

(b) Appointed members shall serve at-large and enjoy all voting and other privileges and responsibilities of membership except holding elected office of the DEC. Appointed members shall be registered Democrats residing in the County. Appointed members shall

be appointed by the Chair and approved by a majority of the DEC present and voting.

(c) Appointed members shall serve for (1) one year, commencing with the date of appointment, but expiring not later than the commencement of the organizational meeting prescribed by these Bylaws. Such members may be reappointed or, upon resignation or expiration of their term, seek election as a member of the DEC in accordance with these Bylaws.

(d) Selection of such appointees shall serve to achieve balance in the minority, demographic, economic, geographic, and political representation within the DEC.

(e) Special At-large Status: Special At-large Status members shall be selected pursuant to the terms and as prescribed by the Charter and Bylaws of the Florida Democratic Party (Article V, Subsection 1.1.1).

### **Section 3 Vacancies:**

(a) Any vacancy on the DEC shall be filled in accordance with Florida Statutes and the Charter and Bylaws of the Florida Democratic Party.

(b) A seat shall be deemed vacant for the following reasons:

1. by the death of the incumbent,
2. by resignation,
3. by removal,
4. by ceasing to inhabit Palm Beach County or the precinct for which they were elected to,
5. by refusal to accept the office,
6. by the conviction of a felony,
7. by the decision of a competent tribunal declaring void the election or appointment,
8. by failure to attend without good reason three consecutive meetings, regular or called. Members who expect to be absent for good and sufficient reason shall submit or make notification prior to or within 10 days following the meeting in order to be excused. An absence is excused for reasons of illness, business, out-of-town or other reasonable excuse.

(c) A member who vacates their seat may reapply at any time.

### **Section 4. Removal:**

(a) Any member of the DEC may be removed and such member's seat declared vacant upon two thirds majority vote of the entire membership at any meeting where a quorum is present. Any member who is the subject of a removal vote shall be given at least ten (10) days written notice that he or she will be the subject of a removal vote at the forthcoming meeting.

(b) The removal shall be for cause including, but not limited to, malfeasance, misfeasance, neglect of duty, incompetency, permanent inability to perform official duties, violation of the terms of the loyalty oath, or conviction of a felony involving moral turpitude.

**Section 5. Automatic Members:**

(a) All members of the state Legislature who are residents of Palm Beach County and registered Democrats shall, and all other elected public officials who hold partisan office and are registered Democrats in Palm Beach County may automatically be members of the DEC during their terms of public office. Such membership shall be separate and apart from the elected memberships or the appointed memberships. All members who are public officials shall be entitled to the same membership privileges accorded all other members except holding elected office of the DEC.

(b) The president of the County Democratic Black Caucus, the president of the Palm Beach County Young Democrats, the presidents of all Palm Beach County clubs chartered by the Democratic Women's Clubs of Florida, Inc., the president of the Palm Beach County Puerto Rican Democratic

Club, and the presidents of duly chartered Democratic Clubs in good standing shall automatically be members of the DEC during their terms of office. Such membership shall be separate and apart from elected memberships or the appointed memberships. All such presidents shall be entitled to the same membership privileges accorded all other members except holding elected office of the DEC.

(c) Automatic members shall not be required to meet attendance requirements and shall not be computed when determining a quorum of the DEC.

**Section 6. Responsibilities:**

(a) All members, elected, appointed, and automatic, shall before taking office execute by written oath or affirmation the loyalty oath in the form included in the Bylaws of the Florida Democratic Party.

(b) All members are encouraged to serve on at least one Committee of the DEC, to communicate and meet with registered Democrats in the precinct represented, to participate actively in voter education and registration, and to become involved in other activities of the DEC.

**Section 7. Inclusion:**

In every election and appointment of officers, committee members, and DEC members, the DEC shall strive to have broad representation of our communities' members' age, ethnic, gender, LGBTQ, and racial composition.

## **ARTICLE III – MEETINGS**

### **Section 1. Organizational Meetings:**

(a) Within thirty (30) days after the elected members of the DEC take office, a meeting shall be called by the Chair of the DEC for the purpose of organization of the DEC in accordance with the Charter and Bylaws of the Florida Democratic Party.

(b) The incumbent Chair shall preside at such organizational meeting until the election of the successor to such office, who shall then assume office as the new Chair and preside over the remainder of such organizational meeting.

(c) Agenda: The organizational meeting shall be called to order by the county DEC Chair who shall chair the meeting until the election of the new Chair. The order of business shall be as follows:

- (1) Invocation;
- (2) Pledge of Allegiance;
- (3) Roll Call;
- (4) Credentials Report;
- (5) Election of Chair;
- (6) Election of Vice Chair;
- (7) Election of Secretary;
- (8) Election of Treasurer;
- (9) Election of Any Other Officers; and
- (10) Election of State Committee Members

(d) The Election of State Committee Members shall be conducted by Instant Runoff Voting (a/k/a Ranked Choice Voting) in accordance with rules adopted by the DEC.

(e) The organizational meeting may be adjourned to a day not more than seven days later if necessary to complete all elections.

### **Section 2. Regular Meetings:**

(a) Regular meetings of the DEC shall be held within the first week of each month at a place designated by the Chair. The meeting shall begin at 7:30 PM and adjourn by 9:30 PM unless extended by a majority vote of the membership present. Notice of the meeting shall be sent to the members at least ten (10) days prior to the meeting and shall state where the meeting will be held.

(b) Upon majority vote by the membership present, future meetings may be canceled provided that the DEC shall meet at least once every calendar quarter. The Chair may cancel a regularly scheduled meeting in the event of an emergency or a conflict with a holiday. No more than two consecutive meetings may be canceled by the Chair.

(c) All DEC meetings shall be held in a hybrid format allowing both personal attendance and other remote options whereby all members participating may simultaneously hear each other during the meeting and vote, if qualified to do so. The means of conducting the hybrid meetings must enable each attendee to fully participate, either orally or in writing. Participation in a meeting by any of the preceding methods constitutes attendance at the meeting. No member may be penalized for not being constantly on camera or for the picture or background they wish to display.

(d) Every DEC member shall be allowed to choose whether to attend, participate, and perform party duties and functions at all meetings by personal attendance or remotely, and no member may be penalized for the method of attendance they choose.

(e) As soon as the technology is procured, all elections and other votes shall be taken by an electronic system separate from the communications system which provides a verifiable, accessible, and permanent record of who voted and how they cast their votes on that question. The technology shall be acquired forthwith.

### **Section 3. Special Meetings:**

(a) Special meetings of the DEC may be called by the Chair, or by petition signed by not less than thirty (30) percent of the members of the DEC to the Chair or to one of the Officers selected in accordance with Article VIII, Section 3 (c), at a place designated either by the Chair or the members petitioning for the meeting.

(b) Notice of any meeting must be sent to all DEC members no later than ten (10) days prior to the intended meeting date and shall state the time and date of the meeting, the place the meeting will be held, and the purpose of such meeting. This stated purpose shall be the only business of the special meeting.

### **Section 4. Proxies:**

Any member of the DEC who is unable to attend any meeting may execute a written proxy in accordance with the provisions of the Charter and Bylaws of the Florida Democratic Party. Such proxy shall be sworn to before a notary, or, in the alternative, may be validated by two (2) registered Democrats signing as witnesses. Incomplete proxies shall be returned to the member issuing the proxy and that member shall be notified immediately by phone, email, or facsimile that the proxy is incomplete. The holder of the proxy shall be a qualified Democrat who is not a member of the DEC before which said proxy is presented. No person shall be permitted to hold more than one proxy.

### **Section 5. Quorum:**

(a) A quorum for the conduct of business at any meeting of the DEC shall be twenty-five percent (25%) of the current membership. Proxies may not account for more than fifteen percent (15%) when computing a quorum.

(b) At the option of the Chair, the roll may be established by voice response or by signature of the member on a designated membership list which the Membership Committee shall maintain in order to report the number of members present and proxies

present at each meeting if called upon to do so.

**Section 6. Agenda:**

(a) At all regular meetings there shall be the following agenda:

1. Call to order
2. Pledge of allegiance to the Flag
3. Roll call
4. Minutes of the previous meeting
5. Treasurer's report
6. Introductions and presentations
7. Reports: Chair, Officers, Committees
8. Unfinished business
9. New business
10. Program
11. Motion to adjourn

(b) The agenda may be changed or waived upon a two-thirds majority vote of the DEC members present and voting; or at the discretion of the Chair, subject to objection by a majority vote of the members present and voting.

**Section 7. Rules of Procedure:**

The current edition of "Robert's Rules of Order, Newly Revised" shall govern all questions of parliamentary procedure not specifically provided within these Bylaws. The DEC may, by a two thirds (2/3) vote of those present and voting, adopt special rules to organize discussion and voting on resolutions brought before the DEC.

**Section 8. Records:**

Minutes shall be kept of all meetings and shall be presented at the next meeting for approval. Copies shall be sent to the State Chair within twenty (20) days following approval.

**ARTICLE IV – OFFICERS**

**Section 1. Designation and Duties:**

The following officers shall be elected by the DEC and shall perform the following duties: (a) Chair:

1. Shall preside at all meetings of the DEC and conduct them in accordance with the Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws.
2. Shall call each meeting to order only upon the appearance of a quorum, as provided by these Bylaws.
3. Shall make such committee appointments as authorized by these Bylaws, serve as ex-officio member on all committees and, upon the failure or refusal of the committee chair to do so, call a committee to meet for the conduct of its business.
4. Shall countersign all checks drawn on DEC funds and require a full accounting of receipts and disbursements thereof.
5. Shall refer any questions for study, at his or her discretion, to an appropriate committee.
6. Shall be the official spokesperson for the DEC and represent it whenever necessary, a duty which he or she may delegate.
7. Shall perform such other duties as are provided by Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws.

(b) Vice Chair:

1. Shall be the opposite sex of the Chair, unless filling the unexpired term of either officer.
2. Shall assist the Chair in the performance of such duties as may be requested by the Chair.
3. Shall act as Chair in the event of a vacancy in that office, with full powers as Acting Chair until such vacancy is duly filled. The Vice Chair, when acting during a leave of absence of the Chair, shall not change appointed officers or committee or subcommittee assignments. During a vacancy, the Acting Chair shall not make At-Large Appointments.
4. Shall preside at all meetings of the DEC in the absence of the Chair and perform such other duties as may be assigned by the Chair or prescribed by Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws.

(c) Secretary:

1. Shall keep an accurate, complete, and permanent record of all proceedings of the DEC.
2. Shall receive and file all correspondence, reports, voting tabulations, membership rolls, attendance records, and proxies.
3. Shall send notices of meetings and prepare copies of the minutes and other communications as requested by the Chair.

(d) Treasurer:

1. Shall be the custodian of all DEC funds, receiving and depositing such funds in the manner prescribed in these Bylaws.
2. Shall disburse the funds of the DEC as authorized.
3. Shall keep an accurate, complete, and permanent record of all receipts, deposits, and disbursements of such DEC funds, verifying such records with the Chair each month, and making such records available to any member of a committee of the DEC upon reasonable request submitted in writing.
4. Shall countersign with the Chair all checks drawn against DEC funds.

5. Shall present a written report of all receipts, disbursements, and the balance on hand at each regular meeting of the DEC.
6. Shall provide, within (30) days after taking office, and maintain an adequate bond as required by law.
7. Shall perform such other duties as may be assigned by the Chair or prescribed by Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws.

## **Section 2. Qualifications, Elections and Terms of Office:**

(a) The Officers of the DEC are those elected pursuant to Section 1 of this Article, the two State Executive Committee Members elected pursuant to Section 3 of Article VIII, and those appointed pursuant to Section 3 of Article IV.

(b) Any candidate for election as an officer of the DEC shall meet all qualifications set forth by the Florida Statutes, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws for the position which he or she seeks.

(c) Elections of the Chair, the Vice Chair, the Secretary, and the Treasurer shall be conducted at the organizational meeting of the DEC and at the first regular meeting of December two years after the organizational meeting, at which officers shall be elected by a majority vote of the DEC members present and voting, or voting by proxy. Election of officers shall be conducted in accordance with the provisions of the Florida Statutes, the Charter and Bylaws of the Florida Democratic Party and shall be the first item of new business at such meeting. In the event there are more than two (2) candidates for the position of Chair, Vice Chair, Secretary, or Treasurer and no candidate receives a majority of the votes cast on the first vote, the candidate receiving the fewest votes shall be eliminated and another vote shall be held. This process shall continue until a candidate receives a majority of the votes cast.

(d) Terms of office shall be for two years. All officers shall be eligible to succeed themselves.

(e) Upon election of a successor each officer shall promptly deliver to such successor all records of the DEC for which such officer is responsible.

## **Section 3. Additional Officers:**

The Following officers shall be appointed by the Chair to perform the following duties, such appointments expiring at such time as the Chair may direct but not later than the expiration of the term of the Chair who made such appointment.

(a) Parliamentarian: Shall interpret Robert's Rules of Order, Newly Revised, the Charter and Bylaws of the Florida Democratic Party, and these Bylaws for the operation of meetings of the DEC.

(b) Recording Secretary: Shall keep the minutes of the DEC meetings when appointed and shall submit such minutes to the Secretary for inclusion in the permanent records of the DEC.

(c) Sergeant at Arms: Shall encourage and maintain order at DEC meetings in order to promote the productive and efficient conduct of business.

#### **Section 4. Removal:**

Any officer may be removed from office in the same manner as the removal of a DEC member as outlined in Article II, Section 4, of these Bylaws.

#### **Section 5. Vacancy:**

(a) If the office of Chair, Vice Chair, Secretary, or Treasurer becomes vacant, an election shall be held within thirty five (35) days of the vacancy. An office shall be deemed vacant in any of the circumstances described in Section 103.131, Florida Statutes.

(b) If the office of Chair becomes vacant, at least fifteen (15) days written notice of the election shall be given to members. If the office of Vice Chair, Secretary or Treasurer becomes vacant, written notice shall be provided to the DEC members at least ten (10) days before the election. Notice of the vacancy in the office of the Chair shall be sent by certified mail to the State Chair within ten (10) days of said vacancy.

(c) Member vacancies on the DEC shall not be filled within the period from the time the Chair position becomes vacant until the election of a new Chair to replace the previous Chair.

(d) In the event that a vacancy in the office of the Chair is filled by a person of the same sex as the Vice Chair, or vice versa, the requirement that they be of the opposite sex shall be waived for the unexpired term. The notices required by this section shall be provided by the highest ranking DEC officer at the time of the vacancy.

#### **Section 6. Leave of Absence:**

(a) Mandatory: Any officer of the DEC seeking the Democratic nomination for public office shall take a leave of absence from the DEC office commencing at the time of opening a campaign account for said public office and extending for the duration of the campaign. The temporary vacancy created shall be filled by the DEC for the interim period by a member of the DEC appointed by the Chair.

(b) Voluntary: Any officer of the DEC may take a leave of absence for a period lasting no longer than 180 calendar days, subject to receiving written approval from the Chair either prior to or no more than 28 calendar days following the start of that leave. The Chair shall not disclose the reason for that leave absent express prior written consent to such disclosure from the officer taking the leave. The duties of the officer on the leave shall be delegated by the Chair to one or more members of the DEC. In the event of a voluntary leave of absence by the Chair, the duties of the Chair shall be delegated to the Vice Chair subject to Section 1(b), subsection 3 of this Article.

(c) In the event of a voluntary leave of absence by or suspension of the Chair, the duties of the Chair shall be delegated to the Vice Chair subject to Section 1(b), subsection 3 of this Article.

## ARTICLE V – COMMITTEES

### Section 1. Advisory Board:

(a) The Advisory Board shall consist of the officers of the DEC, the State Committeeman and State Committeewoman, and the standing and special committee chairs, vice chairs and club and caucus presidents and Zone Leaders. The Chair of the DEC shall preside over all meetings of the Board.

(b) The duties of the Board shall be to:

1. Define the goals and objectives of the DEC and present them to the members in an Annual Plan of Action no later than the first regular meeting in February of each year.
2. Have knowledge about these Bylaws and ensure compliance by all members, committees, clubs, and caucuses.
3. Review standing and special committee plans and performance.
4. Develop the annual budget for the DEC no later than October of each year.
5. Perform such other duties as may be designated by the DEC.
6. Submit all records kept and actions recommended by the Advisory Board to the DEC for approval.

(c) The quorum for regular DEC committee meetings shall be at least forty percent (40%), provided however that no quorum shall be less than three (3) committee members. Subcommittees do not require a quorum.

### Section 2. Standing Committees:

The following standing committees shall perform the duties outlined:

(a) **Program Committee:** Shall plan an annual Calendar of Events and plan special programs for the meetings of the DEC.

(b) **Campaign Committee:** Shall develop an overall campaign plan, provide information and assistance to all Democratic candidates' campaigns, recommend to members of the DEC ways and means to further these campaigns and participate in any reapportionment of Palm Beach County to advance the future election of Democrats to public office. The committee shall seek candidates to run for every partisan elected office in Palm Beach.

(c) **Young Democrats Committee:** Shall be responsible for carrying out programs to increase participation by persons under forty (40) years of age in the Democratic Party in Palm Beach County and for liaison with other organizations of young people.

(d) **Membership Committee:** Shall verify the credentials of candidates for DEC membership and applicants for vacant seats, review applications for membership within (30) thirty days after receipt, report to the Chair those applicants who are qualified and shall be considered at the next meeting of the DEC, obtain and keep custody of the

written loyalty oaths of all members, provide orientation to new members of the DEC, maintain permanent membership records and distribute membership cards, report to the Chair any vacancies which may occur, and receive and report the number of members and proxies present at each meeting in accordance with these Bylaws.

(e) **Budget and Finance Committee:** Shall prepare, after consultation with the various officers and committee chairs an annual program of proposed fund raising activities, to be submitted to the DEC for approval and adoption no later than December of each year, monitor the annual income and expenditures of the DEC, and perform such other duties as may be requested by the treasurer, who shall serve as ex-officio member of the committee. The Budget and Finance Committee shall convene with the Chair and the Treasurer at least quarterly to assure that all proper financial reports have been duly prepared and submitted to the proper authorities. Where possible, at least one member of this Committee should be knowledgeable in accounting principles.

(f) **Legislative committee:** Shall submit to the DEC recommendations for the consideration of existing or proposed resolutions, ordinances, statutes, and laws pertaining to local, state, and national issues, consistent with the policies and objectives of the DEC, which if adopted by the DEC shall be forwarded by the Chair of the DEC, or by such person designated by the Chair, to all existing Legislative Committees of the Democratic Clubs in the County, to the Democratic Executive Committee of Florida, and to the proper legislators and public officials (depending upon the nature of the resolution) representing the area, and shall be responsible to report back to the DEC the response received to its recommendations adopted by the DEC.

(g) **Voter Education and Registration committee:** Shall plan, coordinate, and conduct countywide continuing voter education and registration programs designed to reach all segments of the population and recruit new deputy registrars from among members of the DEC.

(h) **Ethnic & Diversity Committee:** In order to ensure equitable representation of all persons and groups regardless of political, minority, demographic, economic, gender, sexual, and geographic considerations, the committee shall acknowledge persons of foreign birth or descent, also known as ethnic communities, women, and gays, lesbians, bisexuals, and transgender people; heighten the visibility of ethnic communities, women, and gays, lesbians, bisexuals, and transgender people as core constituencies of the Democratic Party; restore and exceed the ethnic base vote in elections; ensure that the Party's message speaks to and resonates with ethnic communities, women, and gays, lesbians, bisexuals, and transgender people; and recommend actions to the Palm Beach County Democratic Party Executive Committee as appropriate.

(i) **Public Relations committee:** Shall regularly publicize the activities of the DEC in local newspapers, on radio, and on television, both broadcast and cable, and social and other internet media. It shall publish a newsletter which shall be sent to all DEC members not less than once each calendar quarter.

(j) **Clubs and Community Relations committee:** Shall develop and maintain an informational statement of Club privileges and responsibilities, foster communication and

cooperation among Democratic Clubs in Palm Beach County in joint efforts and activities and identify issues and concerns which should be addressed jointly by the DEC and by local Democratic Clubs and Caucuses.

**(k) Rules Committee:**

(1) Any DEC member can file a written complaint or grievance with the Chair involving another DEC member. Any written complaint or grievance filed with the Chair against a DEC member shall be referred to the Chair to the Rules Committee for review and recommendation.

(2) The Rules Committee may assist the Chair with the preparation of the agenda for the DEC meeting.

**(l) Precinct Coordinating Committee:** Shall recruit, train, and maintain a team of Precinct Workers to deliver the Party's message, to listen to their neighbors, and to assure the maximum vote for our candidates. The Precinct Coordinating Committee shall enter into a written agreement with any Democratic Club that wishes to be a Geographic Club specifying the precincts in which it will be responsible for the success of the Party's candidates.

**(m) Education Committee:** shall advise the DEC on education issues, work with public schools and head start programs to improve the children's educational experience, and propose legislation and budget initiatives to the Legislative Committee.

**Section 3. Special Committees:**

(a) Special committees may be created by the Chair or by petition of not less than ten (10) percent of the members of the DEC, submitted in writing to the Chair or to the DEC at a regular meeting. The size of such special committees shall be determined by the Chair, if they are formed at the initiative of the Chair, or by a majority vote of the DEC, if they are formed by petition.

(b) For special committees created by petition, the Chair shall appoint not more than half of the members of such special committees and the remainder shall be elected by a majority vote of the DEC. Elective members of special committees may be nominated and elected at the first regular meeting after the creation of the special committee.

(c) Special committees shall have an organizational meeting called by the Chair not later than thirty (30) days after they are elected and/or appointed, at which, if created by petition, they shall elect by majority vote a chair and a vice-chair. Special committees shall make reports to the Chair as requested and the DEC upon the initiative of the Chair, or by written petition of ten (10) percent of the membership of the DEC.

(d) A special committee may be disbanded when the Chair has determined that its function has been fulfilled, but for special committees created by petition, a two-thirds vote of the members of the DEC present and voting at a regular meeting is required for disbandment.

#### **Section 4. Appointments:**

The Chair of the DEC shall appoint all chairs and vice-chairs of the standing and special committees. The size of each committee shall be determined by the Chair in consultation with the committee chairs. The Chair shall appoint all members of standing and special committees but may declare any of the seats on these committees, up to two-thirds of their membership, open for election by a majority vote of the DEC. Nothing in this subsection shall contravene any other provision of these Bylaws which provides for an alternative method of appointment or selection of committee chairs or members.

#### **Section 5. Term of Office:**

Members of special or standing committees shall serve a term of not more than one (1) year, commencing when elected or appointed and ending on December 31st of the year in which they are elected or appointed. Such members may be reappointed or reelected, without limit on the number of successive terms they may serve.

#### **Section 6. Removal:**

Any appointed member of a standing or special committee may be removed from the committee in the same manner as provided for the removal of a DEC member as outlined in Article II, Section 4 of these Bylaws or by decision of the Chair.

#### **Section 7. Committee Reports and Records:**

(a) All standing and special committees shall make written reports to the Chair as requested and to the DEC upon the initiative of the Chair or the individual committee chair. Under no circumstances may a standing committee report to the DEC less than twice in any calendar year.

(b) Every committee shall keep an accurate, complete, and permanent record of its proceedings, including membership attendance at all meetings of the committee. A copy of such record shall be open to the inspection of any member of the DEC upon written request to the Chair.

#### **Section 8. Campaign Coordinating Committee:**

(a) For campaign coordination purposes, the county shall be divided into ten (10) to sixteen (16) zones. The number of zones and which contiguous precincts shall constitute each zone shall be determined by the Chair of the DEC upon recommendation of the Precinct Coordinating Committee and with the approval of the DEC. The zones shall be approved biennially at the February meeting in each odd numbered year by the Chair and this Committee. Up to three leaders for each zone shall be appointed by the Chair of the DEC, upon recommendation of the Precinct Coordinating Committee and with the approval of the DEC members from that zone.

(b) The Zone Leaders shall meet regularly with the Precinct Coordinating Committee and the Campaign Committee to recruit, train, and maintain a team of Precinct Workers.

(c) The Zone Leaders shall be responsible for recruiting Precinct Workers and for coordinating plans and work to organize their zones to get out the maximum vote for all Democratic candidates and those endorsed by the DEC.

## **ARTICLE VI – FINANCES**

### **Section 1. Receipts:**

All contributions and receipts from fund-raising activities as well as all other funds received by the DEC as provided by law shall be deposited in a qualified banking institution in Palm Beach County designated by the Chair.

### **Section 2. Disbursements:**

(a) All disbursements of funds belonging to the DEC in excess of \$100.00 to any one payee in any calendar quarter, with the exception of hall rental, postage, and other normal operating expenses shall be approved by a majority vote of the members present and voting at any DEC meeting.

(b) Disbursements authorized by the DEC shall be made upon the signature of the Chair and the Treasurer.

(c) The Chair shall be authorized to use funds belonging to DEC not to exceed \$500.00 on party business in any one quarter without vote of the DEC.

### **Section 3. Records:**

(a) Audits: There shall be annual audits of the financial condition of the DEC for each calendar year ending December 31 in compliance with applicable Florida Statutes and conducted by qualified examiners who shall not be members of the DEC. Audits shall be conducted in substantial compliance with standard accounting procedures. Copies shall be retained by the Chair of the DEC for the examination of any member thereof and copies shall be furnished to the Supervisor of Elections and to the State Chair prior to April 1 of the ensuing year. The State Chair may have a qualified examiner conduct an audit of the DEC for any reason at the expense of the Florida Democratic Party.

(b) Records: All financial records of the DEC, including a full copy of the annual audited financial report, shall be available for examination by any member upon written request to the Chair.

### **Section 4. Campaign Plan:**

By not later than December of every odd numbered year or as otherwise directed by the Chair, the Campaign Committee in conjunction with the Budget and Finance Committee, shall prepare written campaign plan detailing the expenditure of party assessment fees to be received by the DEC and other income to be submitted to the DEC at the first regular meeting of the following year for ratification. Upon approval by a majority of the DEC members present and voting at such meeting, the Campaign Plan shall be sent by the

Chair to the State Chair and to any others required by the Charter and Bylaws of the Florida Democratic Party.

## **ARTICLE VII – CLUBS**

### **Section 1. Charters:**

A Democratic club, organization, or caucus, which has a majority of members who are Democrats registered to vote in Palm Beach County, may submit to the Certification Committee, composed of the Chair and a State Committeeman and State Committeewoman, an application for a Charter, complying with the requirements of the Charter and Bylaws of the Florida Democratic Party. After signed concurrence by two of the Certification Committee's prescribed officers, a recommendation to approve or reject the application shall be made to the members of the DEC for ratification. After approval, the application for Charter and other required materials shall be sent by the Chair of the DEC to the State Chair and to any others required by the Charter and Bylaws of the Florida Democratic Party. The Charter shall be presented to the President of the club, organization, or caucus at a regular meeting of the DEC.

State Bylaws Requirements are as follows:

“It shall be the duty of the county Democratic Executive Committees to provide Democratic clubs with copies of the standard bylaws, applications for chartering and re-certification and procedural guidelines for the same, and any other forms and information necessary for establishing and operating said club. Democratic club bylaws shall be in compliance with county Democratic Executive Committee bylaws, the Charter and

Bylaws of the Florida Democratic Party, and Florida Statutes and shall include the following, unless otherwise provided herein; the antidiscrimination policies of the Florida Democratic Party, a provision prohibiting endorsement in primary elections and prohibiting the endorsement of anyone other than the Democratic nominee in general elections, a provision requiring votes by secret ballot for officers and directors only; a provision for adding amendments to the standard bylaws, a provision prohibiting proxy voting, and a provision that the quorum of any meeting of a Democratic club shall be ten percent (10%) or twenty (20%) percent of the total membership depending on the total membership of the club. With the exception of the organizational meeting, the standard club bylaws shall include a forty-five (45) day membership requirement prior to a member being permitted to vote or participate in any club election for officers or board members. Prior to being chartered, prospective clubs must submit a packet that includes a copy of the completed standard bylaws, an application for a charter, and a list of officers and members to the Certification Committee, composed of the Chair and a Palm Beach County state committeeman and committeewoman. Should one (1) person hold two (2) of these offices, the Vice Chair of the DEC shall be a member of the Certification Committee. With at least two (2) of the county Democratic Executive Committee officers signing the application, a recommendation to approve or to reject the club shall be submitted to the county Democratic Executive Committee for ratification. Upon

approval, the signed application for charter and the club packet of information shall be sent by the Chair to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. The Committee on Clubs, Organizations, and Caucuses shall review the packet and shall recommend approval or disapproval to the State Chair. Once the State Chair approves, the Central Committee shall make the final decision. Certificates of charter for approved clubs shall be sent to the Chair for presentation to the club.”

**Section 2. Annual Assessments:**

Clubs, organizations, and caucuses shall be assessed an amount annually to be paid to the DEC, consistent with that mandated by the Charter and Bylaws of the Florida Democratic Party.

The Florida Democratic Party Charter and Bylaws provides:

In January of each year, each Democratic club chartered under the rules of the Florida Democratic Party shall pay an annual contribution based on membership as of December 31 of the preceding year to the Democratic Executive Committee in the county of charter based on the following:

Clubs with 0 to 50 members.....	\$25.00
Clubs with 51 to 100 members.....	50.00
Clubs with 101 to 300 members.....	75.00
Clubs with 301 to 500 members.....	100.00
Clubs with 501 to 750 members.....	150.00
Clubs with 751 to 1000 members.....	250.00
Clubs with over 1000 members.....	500.00

Any chartered club will pay a contribution based on the number of members at the time of chartering which is consistent with the annual party contribution fee schedule. Eighty percent (80%) of the contribution shall remain with the County DEC and twenty percent (20%) shall be remitted to the Florida Democratic Party no later than April 1 of that year.

**Section 3. Charter Re-Certification:**

In July of every odd-numbered year, each club must apply to the Certification Committee for charter recertification in accordance with the Charter and Bylaws of the Florida Democratic Party. Failure to obtain re-certification shall result in forfeiture of all rights and privileges of the use of the words “Democrat,” “Democratic,” or any derivative thereof.

The Charter and Bylaws of the Florida Democratic Party provides:

In July of every odd numbered year, Democratic Clubs shall submit an application for a Certificate of Compliance to determine their compliance with the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, and bylaws of the DEC. Clubs shall submit applications for re-certification with a

copy of their current bylaws, officers, and membership to the Certification Committee. The Certification Committee shall review the application and bylaws and shall issue a Certificate of Compliance unless it is determined the club is in violation of the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, or the bylaws of the county Democratic Executive Committee. If it is determined a club is in violation, it shall be notified and shall have sixty (60) days from receipt of notification to correct the violation(s). If the violation(s) is not corrected by the end of the said period, the Certification Committee may recommend the revocation of the club's charter to the DEC. In the event such a recommendation is made, said club shall be notified. Notice of revocation shall also be given to the State Chair and to the Chair of the Committee on Clubs, Organizations, and Caucuses. Charter revocation shall result in the forfeiture of all rights and privileges of the use of the word Democrat, Democratic, or derivative thereof.

#### **Section 4. Dissolution:**

Upon dissolution of a club for any reason, a club's assets and funds, after satisfaction of debts, shall become the property of the DEC.

#### **Section 5. Grievances:**

Unless otherwise provided herein or in the Charter and Bylaws of the Florida Democratic Party, disputes and grievances involving Democratic clubs, organizations, or caucuses may be resolved by the Chair and the Officers selected in accordance with Article VIII, Section 3 (c). Should one (1) person hold two (2) of these offices, the Vice Chair of the County DEC shall also be involved in said resolution. Such resolution may be appealed to the county DEC, whose decision shall be final unless appealed to the Florida Democratic Party Judicial Council no later than forty-five (45) days from the date of said decision.

### **ARTICLE VIII – STATE EXECUTIVE COMMITTEE MEMBERS** *(Adopted*

*September 7, 2023; amended April 4, 2024)*

#### **Section 1. Eligibility and Objectives:**

All registered Democrats residing in Palm Beach County shall be eligible for election to the State Executive Committee. The DEC shall elect the State Executive Committee members for a four year

term at the quadrennial Organization Meeting beginning in December, 2024. The elected State Executive Committee members shall reflect the diversity of Palm Beach County's registered Democrats. The goal is to elect members from each category reflecting their percentage among the county's registered Democrats. The goals shall be sought in the initial election of State Executive Committee members and in filling of any subsequent vacancies. The goals shall be based on the most recent county data available. All historically underrepresented groups shall be eligible for inclusion under the general inclusion and outreach provisions of Article II and Article V of these Bylaws.

## **Section 2. Vacancies:**

Vacancies among the State Executive Committee members shall be filled by the DEC in accordance with the rules referenced in Article III Section 1 (d) within 45 days of the date on which the DEC will have received notice of a vacancy. When filling a vacancy, the DEC shall endeavor to maintain the diversity of its State Executive Committee delegation.

## **Section 3. State Executive Committee Member Caucus:**

(a) The State Executive Committee Member Caucus (“SECMC”) shall consist of all elected and automatic Palm Beach County Florida Democratic State Executive Committee members registered to vote in Palm Beach County. They shall represent the PBCDP at all scheduled meetings of the Florida Democratic Party and advocate and vote in accordance with the positions of the PBCDP in all matters.

(b) The Chair shall convene a meeting of the SECMC on the third (3rd) Thursday of the December after the Presidential and Gubernatorial elections.

(c) At that meeting, the SECMC shall elect two Elected State Executive Committee members of different genders to serve as Officers of the DEC and represent the Caucus in all DEC leadership deliberations. They shall be accorded all of the honor and privileges of elected officers of the DEC. The Members shall also elect two Elected State Executive Committee members to serve as Moderator and Vice Moderator of the Caucus. They shall be responsible for assuring that all members of the SECMC are represented in person or by proxy at all State Executive Committee meetings. They shall convene meetings of the SECMC as needed to discuss State Executive Committee matters.

## **ARTICLE IX – AMENDMENTS**

### **Section 1. Proposal:**

All proposed amendments to these Bylaws shall be submitted in writing to all DEC members by US mail or electronic delivery at least twenty-five (25) days before a regular or special meeting, at which the proposed amendments may then be read and acted upon.

### **Section 2. Adoption:**

A vote of three-fifths of the members present and voting at a regular or special meeting shall be required to adopt any proposed amendment to these Bylaws.