

**BYLAWS OF THE
LAKE COUNTY
DEMOCRATIC CENTRAL COMMITTEE**

**ARTICLE 1. THE LAKE COUNTY DEMOCRATIC
CENTRAL COMMITTEE**

Section 1. Name

The county central committee of the Democratic Party of Lake County, Illinois, as authorized by the Illinois Election Code at 10 ILCS 5/7-7, 10 ILCS 5/7-8(d), and 10 ILCS 5/7-9, shall be known as the Lake County Democratic Central Committee.

Section 2. Definitions

As used in these Bylaws:

- (a) “Lake County Democratic Central Committee” is the county central committee of the Democratic Party of Lake County, Illinois, and the voting body of the Democratic Party in Lake County, Illinois, as authorized by the Illinois Election Code at 10 ILCS 5/7-7, 10 ILCS 5/7-8(d), and 10 ILCS 5/7-9(a).
- (b) “Lake County Democrats,” or “Lake Dems,” is a volunteer organization in Lake County, Illinois, whose purpose is to help elect Democrats at all levels of government.
- (c) “County Chair” refers to the chair elected at the biennial County Convention mandated by the Illinois Election Code, 10 ILCS 5/7-9(a).
- (d) “County Convention” refers to the biennial meeting of the Central Committee at which the County Chair is elected pursuant to 10 ILCS 5/7-9(a).
- (e) “Officer,” or “Officers,” refers to those holding the positions established by Article 2 of these Bylaws.
- (f) “Precinct Committeeperson” refers to the Democratic Party office of precinct committeeperson under 10 ILCS 5/7-2 and 10 ILCS 5/7-8(b).

Section 3. Governance

The Lake County Democratic Central Committee has the authority to take all appropriate actions to promote the principles, programs, and goals of Lake Dems, the Democratic Party of Illinois, and the Democratic National Committee.

Section 4. Powers and Duties

The powers and duties of the Lake County Democratic Central Committee may include the following: (1) promote, aid, and assist in the nomination, election and re-election of federal, state, and local Democrats to elected governmental or party positions; (2) devise and execute fundraising and financing activities and cooperate and work with other segments of the Democratic Party at federal, state, and local levels in the development of an integrated and coordinated plan for the Democratic Party; (3) plan, arrange, manage, and conduct the County Convention in accordance with 10 ILCS 5/7-9(a); (4) adopt such resolutions as may be necessary to implement the principles, programs, and goals of the Democratic Party; and (5) establish, maintain, and sponsor committees and staff for the formulation, advancement, and implementation of policies and programs established by the Lake County Democratic Central Committee.

Section 5. Precinct Committeepersons

- (a) A Lake County Democratic Central Committee Precinct Committeeperson, who must reside in Lake County, Illinois, is a Democratic Party official at the most local level. Precinct Committeepersons help get out the vote for Democratic candidates.
- (b) Pursuant to 10 ILCS 5/7-8(d), except as otherwise provided in these Bylaws, the Democratic Party's Precinct Committeepersons in Lake County, Illinois, are the sole voting members of the Lake County Democratic Central Committee.
- (c) Pursuant to 10 ILCS 5/7-8(b), all Precinct Committeepersons serve until the date of the primary to be held in the second year after their election.
- (d) According to 10 ILCS 5/7-8(b), a Precinct Committeeperson vacancy occurs upon a Precinct Committeeperson's death, resignation, or ceasing to reside in the precinct in which the Precinct Committeeperson was elected. Such vacancy shall be filled by the County Chair, as provided by 10 ILCS 5/7-9(i).

Section 6. Lake County Democrats

- (a) Lake County Democrats ("Lake Dems"), a volunteer organization that helps elect Democrats in Lake County, Illinois, at all levels of government, is hereby authorized. Lake Dems activities may include:
 - Assisting and supporting efforts to elect and re-elect Democratic candidates at the local, state, and federal levels;
 - Coordinating campaign and other election efforts with other Democratic and allied groups;

- Recruiting, training, and assisting Democratic candidates and Precinct Committeepersons;
 - Facilitating communication about events and news to the public and internally among campaigns, volunteers, Precinct Committeepersons, and Democratic and allied groups;
 - Informing people about the important issues facing Lake County and its communities, Illinois, and our country;
 - Protecting our democracy by ensuring that everyone entitled to vote is allowed to vote; and
 - Taking other appropriate measures in furtherance of the above.
- (b) All Democratic Precinct Committeepersons and any other person who supports the purposes of Lake Dems and the Democratic Party may participate in Lake Dems meetings and events.
- (c) Lake Dems welcomes all individuals who both (i) support and abide by the constitutions and laws of the State of Illinois and the United States of America and (ii) support and promote the principles, programs, and goals of the Democratic Party. We do not otherwise discriminate against anyone for any reason. Specifically, we reject any discrimination based upon a person’s actual or perceived race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, unfavorable military discharge, sexual orientation, pregnancy, gender, citizenship, education, income level, or any other protected class.

ARTICLE 2. OFFICERS

Section 1. Officers

- (a) The officers of the Lake County Democratic Central Committee are the County Chair, First Vice Chair, three additional Vice Chairs, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms (each “an Officer” and collectively “Officers” hereinafter).
- (b) When elected at the County Convention, the County Chair must be an elected Precinct Committeeperson in accordance with 10 ILCS 5/7-9(a).
- (c) Each Officer must either be (i) an elected Precinct Committeeperson or (ii) willing to be appointed as a Precinct Committeeperson as permitted by 10 ILCS 5/7-9(a).
- (d) The Officers are responsible for decisions regarding matters of general policy, strategy, and finances of the Lake County Democratic Central Committee, as well as Lake Dems. The Officers are responsible for determining which campaigns and initiatives to

fund and the allocation of funds; provided that only (a) elected Democratic office holders (except for those in a contested primary election), (b) candidates endorsed by the Lake County Democratic Central Committee, (c) Democratic candidates who are uncontested in the primary election, or (d) Democratic candidates who are post-primary Democratic nominees may be funded.

Section 2. County Chair

- (a) The County Chair is the executive officer of the Lake County Democratic Central Committee and has full authority to exercise the executive powers of the Lake County Democratic Central Committee. The County Chair may hire, appoint, and dismiss personnel of the Lake County Democratic Central Committee.
- (b) The County Chair is the presiding officer at the Lake County Democratic Central Committee meetings. The County Chair is the chair and presiding officer of the Executive Board.
- (c) The County Chair may create Special Committees, as deemed necessary.
- (d) The County Chair may appoint the chair and members of all committees, whether Standing or Special; provided that the County Chair may delegate any such appointment to the committee chair or one or more committee members. The name of the chair of each Standing and Special Committee shall be available to the Lake County Democratic Central Committee membership.
- (e) The County Chair is an ex- officio member of each Standing and Special Committee.

Section 3. Vice Chairs

- (a) Each Vice Chair is a member of the Executive Board.
- (b) In the absence of the County Chair, the presiding officer at a meeting of the Lake County Democratic Central Committee or the Executive Board is the First Vice Chair or, if the First Vice Chair is absent, then a Vice Chair present at the meeting.
- (c) All Vice Chairs are ex-officio members of each Standing and Special Committee.
- (d) The County Chair may assign other responsibilities to each of the Vice Chairs.

Section 4. Recording Secretary

- (a) The Recording Secretary shall be the custodian of official records of the Lake County Democratic Central Committee, which include, but are not limited to, copies of the Bylaws, minutes of official meetings, historical documents, and any other record deemed appropriate.
- (b) The Recording Secretary shall call the roll and maintain minutes of all official

meetings of the Lake County Democratic Central Committee and the Executive Board.

- (c) The Recording Secretary shall maintain a current list of Precinct Committeepersons and Township Chairs, including phone numbers, mail and email addresses, and any other pertinent contact information.
- (d) The Recording Secretary is the Chief Elections Officer for the Lake County Democratic Central Committee for all elections required by law and these Bylaws.
- (e) The Recording Secretary is a member of the Executive Board.

Section 5. Corresponding Secretary

- (a) The Corresponding Secretary is responsible for correspondence received by, or sent on behalf of, the Lake County Democratic Central Committee, as assigned by the County Chair.
- (b) The Corresponding Secretary may also perform the duties and responsibilities of the Recording Secretary whenever the Recording Secretary is unavailable.
- (c) The Corresponding Secretary is a member of the Executive Board.

Section 6. Treasurer

- (a) The Treasurer shall serve as the official custodian of, and be responsible for, financial accounts of the Lake County Democratic Central Committee and Lake Dems and is authorized to initiate payment of bills incurred by the Lake County Democratic Central Committee and Lake Dems. The Treasurer is responsible for the recording and proper maintenance of the receipts and expenditures of the Lake County Democratic Central Committee and Lake Dems.
- (b) With the approval of the Executive Board, the Treasurer will prepare and submit an annual budget for approval by the Lake County Democratic Central Committee.
- (c) The Treasurer shall make full and accurate financial reports at each official meeting of the Executive Board and the Lake County Democratic Central Committee.
- (d) The Treasurer shall be responsible for the preparation and filing of any necessary reports with the Illinois State Board of Elections (or any successor entity), as prescribed by law.
- (e) At the request of a Precinct Committeeperson of the Lake County Democratic Central Committee, the Treasurer will make the records of expenditures available.
- (f) The Treasurer may designate an assistant treasurer, subject to the approval of the County Chair.

- (g) The Treasurer is a member of the Executive Board, the Finance Committee, and the Fundraising Committee.

Section 7. Parliamentarian

- (a) The Parliamentarian has the following duties: (i) advise the County Chair, or other Officer duly presiding pursuant to these Bylaws in the absence of the County Chair, when questions of procedure arise at the Convention, or at official or specially scheduled meetings of the Lake County Democratic Central Committee; provided that the County Chair, or other Officer duly presiding pursuant to these Bylaws in the absence of the County Chair, shall be the final arbiter regarding questions of procedure; and (ii) to carry out other responsibilities assigned by the County Chair.
- (b) The Parliamentarian is a member of the Executive Board.

Section 8. Sergeant At Arms

- (a) The Sergeant at Arms has the following duties: (i) to maintain order at the Convention, at official or specially scheduled meetings of the Lake County Democratic Central Committee, and at other Lake County Democratic Central Committee functions and events; and (ii) to carry out other responsibilities assigned by the County Chair.
- (b) The Sergeant at Arms is a member of the Executive Board.

Section 9. Election of Officers; Vacancies

- (a) On the 29th day next succeeding the primary at which the Precinct Committeepersons are elected, the Lake County Democratic Central Committee shall conduct a County Convention in accordance with 10 ILCS 5/7-9(a), at which candidates for officers of the Lake County Democratic Central Committee shall be nominated and elected. The County Chair of the expiring term and the Recording Secretary of the expiring term, respectively, are the presiding officer and secretary of the County Convention in accordance with 10 ILCS 5/7-9(g).
- (b) Pursuant to 10 ILCS 5/7-9(a), only Precinct Committeepersons elected at the primary immediately preceding the County Convention are eligible to vote or be nominated for County Chair at the County Convention.
- (c) At the County Convention, nominations shall be made from the floor. Nominations shall be accepted by the Recording Secretary. Upon the close of nominations for an office, if more than one person is nominated, the meeting shall stand at ease for a period determined by the presiding officer, but no longer than one hour. Nominees shall be given the opportunity to address the meeting attendees before the vote is taken.

- (d) At the County Convention, the Recording Secretary shall prepare, maintain, and have available a record of the votes to which each Precinct Committeeperson is entitled by law.
- (e) If more than one person is nominated for any office, the vote shall be by weighted ballot in accordance with 10 ILCS 5/7-8(d).
- (f) The presiding officer shall cause to be prepared the ballot box and the ballots and shall appoint three tellers to act with the Recording Secretary in taking and counting the votes.
- (g) A plurality of votes for any office shall elect the nominee to that office.
- (h) Pursuant to 10 ILCS 5/7-9(g), officers serve until their successors are elected. Officer vacancies occurring after the County Convention shall be filled in the following manner:
 - 1. An election to fill a vacancy in the office of County Chair shall take place within thirty (30) days of the vacancy. If a vacancy occurs in the office of County Chair when fewer than six (6) months remain in the term of the County Chair, then the First Vice Chair shall serve as County Chair for the remainder of such term.
 - 2. With regard to vacancies of other Officers, the County Chair may make an appointment until the vacancy is filled by election at the next official meeting of the Lake County Democratic Central Committee.
 - 3. Any election under this subsection shall be conducted in the same manner as provided in subsections (c) through (g) of this Section 9 of Article 2.

ARTICLE 3. EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the Officers of the Lake County Democratic Central Committee, as identified in Article 2, and the Township Chairs, as identified in Article 5. The County Chair may appoint, in consultation with the Officers, not more than two additional members of the Executive Board, who may serve until the next election of a County Chair. The State Central Committeepersons from congressional districts that were partly or fully within Lake County at the time the State Central Committeepersons were last elected shall be ex-officio members of the Executive Board.

Section 2. Responsibilities

- (a) The Executive Board is responsible for the general operations of the Lake County Democratic Central Committee and pursuit of the Lake County Democratic Central Committee’s mission, goals, and purpose. The Executive Board provides advice on matters of general policy, strategy, and finance.
- (b) All Standing and Special Committees are subject to the oversight of the Executive Board.

Section 3. Removal

- (a) A member of the Executive Board shall be removed from office if, during their term, the Officer is convicted of a felony by the state or federal government.
- (b) Members of the Executive Board may be removed from office if impeached and convicted by the Lake County Democratic Central Committee of gross misconduct or material neglect of their duties as follows:
 - 1. Precinct Committeepersons (the “Petitioners”) may submit a petition alleging gross misconduct or material neglect of duties against an Executive Board member.
 - 2. The petition must:
 - i. be signed by at least five Precinct Committeepersons,
 - ii. identify specific acts or failures to act with particularity,
 - iii. provide any relevant information and documentation in the possession or control of the Petitioners, and
 - iv. identify any other relevant witnesses and documentation of which the Petitioners are aware, but which are not in the possession or control of the Petitioners.
 - 3. The Petitioners must submit the petition to all members of the Executive Board, including the Executive Board member who is the subject of the petition (the “Respondent”).
 - 4. Within 10 days following the submission, at least thirty-four percent (34%) of the Executive Board members must agree to call a special meeting of the Executive Board for the petition to move forward.
 - 5. If a special meeting of the Executive Board is scheduled, the Respondent may, but is not required to, respond to the petition in writing and provide relevant documentation or information.
 - 6. The Petitioners and the Respondent will be invited to state their case to the Executive Board at the special meeting. Thereafter, in an executive session without the Petitioners or Respondent, the Executive Board will determine

whether to convene a special meeting of the Lake County Democratic Central Committee to decide on the petition for removal of the Respondent. For such special meeting to be convened, at least sixty-six percent (66%) of the members of the Executive Board must vote to authorize such special meeting. The Respondent will be temporarily relieved of their duties until the special Lake County Democratic Central Committee meeting is held.

7. The Respondent shall be removed if sixty-six percent (66%) of the Precinct Committeepersons vote to remove at such Lake County Democratic Central Committee special meeting. If the Respondent is removed, a special election shall then be held to elect a replacement Executive Board member.

ARTICLE 4. COMMITTEES

Section 1. Standing Committees

The Lake County Democratic Central Committee's Standing Committees include the following:

(a) Communications Committee

The Communications Committee is responsible for the content and dissemination of information on behalf of the Lake County Democratic Central Committee, including the Lake Dems' website, social media, brochures, newsletters, press releases, email, letters, and other communications.

(b) Community Outreach Committee

The Community Outreach Committee, in furtherance of our Democratic values, is responsible for fostering relationships between Lake Dems and not-for-profit and allied organizations, in consultation with the Executive Board.

(c) Data Management and Tech Support Committee

The Data Management and Tech Support Committee is responsible for implementing and managing the data systems of the Lake County Democratic Central Committee.

(d) Events Committee

The Events Committee is responsible for creating and implementing programs and events that will further the purposes of the Lake County Democratic Central Committee. The Events Committee will coordinate with the Communications Committee, Voter Services Committee, Fundraising Committee, and other committees, as appropriate.

(e) **Finance Committee**

The Finance Committee is composed of the County Chair, the Treasurer, the Vice Chairs, and such other members as the County Chair deems appropriate. The Finance Committee approves all expenditures greater than \$250.00 and coordinates with the Fundraising Committee to ensure that sufficient funds are raised to meet all financial obligations.

(f) **Fundraising Committee**

The Fundraising Committee is responsible for raising money for operations and to further the mission of the Lake County Democratic Central Committee. The Fundraising Committee may create and implement fundraising events in coordination with the Events Committee, with the approval of the Chair.

(g) **Membership Committee**

The Membership Committee creates and implements membership plans and membership events to recruit and retain members of Lake Dems.

(h) **Operations Committee**

The Operations Committee oversees various day-to-day functions of Lake Dems, which may include such things as establishing and maintaining offices, logistics regarding pick-up of materials and distribution of yard signs and merchandise, and volunteer courier services.

(i) **Precinct Committeeperson and Grassroots Support Committee**

The Precinct Committeeperson and Grassroots Support Committee serves as a resource to Precinct Committeepersons and other grassroots volunteers, makes training information and materials available for canvassing, phone banking, and the like, and ensures that newly appointed and elected Precinct Committeepersons receive voter lists, manuals, and other useful materials.

(j) **Rules and Bylaws Committee**

The Rules and Bylaws Committee is responsible for reviewing the bylaws, rules, and policies of the Lake County Democratic Central Committee periodically and, as necessary, proposing new or updated bylaws, rules, or policies for the consideration of the Executive Board.

(k) Training Committee

The Training Committee is responsible for creating and offering training and materials to train candidates, Precinct Committeepersons, and other volunteers to effectively promote Democratic candidates and the mission, goals, and purpose of the Lake County Democratic Central Committee, in consultation with the Executive Board.

(l) Volunteer Committee

The Volunteer Committee recruits and activates volunteers to accomplish the tasks and projects that will further the mission of Lake Dems.

(m) Voter Services Committee

The Voter Services Committee is responsible for registering eligible voters, recruiting, and arranging training and commissioning of Deputy Voter Registrars and Democratic Election Judges, election protection activities, and, in coordination with the Communications Committee, dissemination of information to voters about when, where, and how to vote. The Committee supports the broadest possible voter registration and participation without discrimination on grounds of a person's actual or perceived race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, unfavorable military discharge, sexual orientation, pregnancy, gender, citizenship, education, income level, or any other protected class.

Section 2. Special Committees

(a) Audit Committee

At the end of each Fiscal Period, the Executive Board will appoint an Audit Committee to examine the financial records of the previous two years and report its findings to the incoming Officers of the Lake County Democratic Central Committee. A "Fiscal Period" consists of the two years beginning 31 days after the Primary at which Precinct Committeepersons are elected.

(b) Other Special Committees

Other special committees may be established by the County Chair as provided in these Bylaws.

Section 3. Committee Membership

Committee membership may include Precinct Committeepersons as well as non-precinct committeepersons. Precinct Committeepersons may request to join any committee, provided that membership shall be subject to Article 2, Section 2(d) of these Bylaws.

ARTICLE 5. TOWNSHIP ORGANIZATIONS**Section 1. Establishment of Township Organizations**

A Township Democratic Organization (“Township Organization”) is established for each township within Lake County, Illinois.

Section 2. Township Organizations Bylaws and Rules

Township Organizations are authorized by these Bylaws of the Lake County Democratic Central Committee and shall be affiliated with, and an integral part of, Lake Dems. Also, a Township Organization’s bylaws and rules, if any, must not conflict with these Bylaws or any rules of the Lake County Democratic Central Committee.

Section 3. Township Chairs

- (a) The Precinct Committeepersons in a Township shall elect a Township Chair from their own members.
- (b) If the Township Organization fails to hold the election set forth in Section 3(a) above, or if there is otherwise a vacancy in the office of Township Chair, the County Chair shall cause notice of a Township Chair vacancy and the procedure for electing a new Township Chair to be sent to that Township’s elected and appointed Precinct Committeepersons.
- (c) If thirty (30) days after receiving the vacancy notice, such Precinct Committeepersons have not elected a Township Chair, then the County Chair may appoint one.

**ARTICLE 6. MEETINGS OF THE LAKE COUNTY
DEMOCRATIC CENTRAL COMMITTEE****Section 1. Regular meetings**

The Lake County Democratic Central Committee shall meet at least annually, at a time and place, and by means, designated by the County Chair.

Section 2. Notice of Meetings

Notice of the time and place of all meetings of the Lake County Democratic Central Committee shall be given to each Precinct Committeeperson at least five days before the meeting, except in the case of emergencies. Notice to Precinct Committeepersons shall be given (i) by email to the address the member provides to the Recording Secretary, (ii) by other means requested by the member and agreed to by the Recording Secretary, or (iii) by other reasonable means, as directed by the County Chair.

Section 3. Special meetings

Pursuant to 10 ILCS 5/7-9(h), a special meeting of the Lake County Democratic Central Committee may be called at any time by the County Chair, or not less than twenty-five (25) percent of the Precinct Committeepersons, upon five days' written notice designating the time and place of such special meeting and the business proposed for such meeting.

Section 4. Quorum

Thirty-five (35) Precinct Committeepersons present at a meeting of the Lake County Democratic Central Committee shall constitute a quorum.

Section 5. Roll Call

Upon the request of five Precinct Committeepersons, a vote shall be taken by roll call.

Section 6. Voting

- (a) A voting member of the Lake County Democratic Central Committee may vote and, to the extent feasible, as determined by the presiding officer, otherwise participate in a meeting of that entity by telephone, video, or other electronic means. A member participating by electronic means is considered present for purposes of determining a quorum and voting at the meeting.
- (b) The Executive Board may allow proxy voting if permitted by statute, provided that proxy voting cannot be used in the determination of a quorum. If proxy voting is allowed, the Executive Board will make available a proxy form for use by the Precinct Committeepersons.

Section 7. Endorsements

At a meeting of the Lake County Democratic Central Committee under this Article 6, any Precinct Committeeperson may move for the endorsement by the Lake County Democratic Central Committee of a Democratic candidate for public office. Before any vote on an

endorsement is taken, the majority of the Precinct Committeepersons present at the meeting must vote on whether or not to consider the proposed endorsement. If the majority of Precinct Committeepersons present at the meeting vote to consider the endorsement, a date and time for a subsequent Endorsement Meeting shall be set by the Executive Board, and all Democrats on the ballot for that office shall be notified and invited to the Endorsement Meeting. To receive an endorsement, a candidate must receive at least sixty percent (60%) of the weighted vote of the Precinct Committeepersons present at the Endorsement Meeting.

ARTICLE 7. GENERAL PROVISIONS

Section 1. Rules of Order

Robert's Rules of Order shall govern the Lake County Democratic Central Committee (and its Executive Board and Standing and Special Committees) in all cases to which it is applicable and in which it is not inconsistent with these Bylaws and any special rules of order the Lake County Democratic Central Committee may adopt.

Section 2. Bylaws

- (a) No Bylaw may be suspended except upon motion specifying the scope and duration of the proposed suspension that receives an affirmative roll call vote.
- (b) Upon written resolution, these Bylaws may be repealed and new Bylaws adopted or amended by setting forth the additions and deletions made. No such resolution shall be adopted unless it receives the affirmative roll call vote of a majority of the votes eligible to be cast by all Precinct Committeepersons then serving, or if each Precinct Committeeperson has been provided a copy of the proposed resolution at least thirty (30) days before the vote thereon, it receives the affirmative roll call vote of a majority of the votes eligible to be cast by the Committeepersons present and voting.
- (c) Nothing in these Bylaws is intended to be in conflict with the laws of Illinois or the United States, whether those laws are now or hereafter in effect. If there should be such a conflict, these Bylaws shall be interpreted in such a manner so as to resolve the conflict and comply with the law.

ARTICLE 8. REPEALER

Section 1. Repeal

All previous Bylaws of The Lake County Democratic Central Committee are repealed.

ARTICLE 9. EFFECTIVE DATE

Section 1. Effective Date

These Bylaws take effect upon their adoption by the Lake County Democratic Central Committee.

ADOPTED AND EFFECTIVE ON:

ATTEST: