

**LICKING COUNTY  
DEMOCRATIC PARTY  
CENTRAL and EXECUTIVE  
COMMITTEES  
CONSTITUTION AND  
BY-LAWS**

Adopted JANUARY, 1985  
Amended NOVEMBER, 1994  
Amended MARCH, 1997  
Amended, NOVEMBER, 2002  
Amended, SEPTEMBER, 2012  
Amended, January 2014  
Amended May 2014  
Amended April 2016

# **LICKING COUNTY DEMOCRATIC PARTY CENTRAL COMMITTEE CONSTITUTION AND BYLAWS**

## **Article I. NAME**

### **LICKING COUNTY DEMOCRATIC CENTRAL COMMITTEE**

The name of this organization shall be the Licking County Democratic Central Committee.

## **Article II. PURPOSE**

The purpose of this organization shall be to promote good government and to govern the Democratic Party of Licking County, Ohio.

In accordance with the provisions of Section 3517.02 and 3517.03 of the Ohio Revised Code, the controlling committee of the LICKING COUNTY DEMOCRATIC PARTY shall be the Licking County Democratic Central Committee, consisting of such members as shall be elected according to the laws of the State of Ohio.

In accordance with the provisions of Section 3517.03 of the Ohio Revised Code, the Licking County Democratic Central Committee shall elect a Licking County Democratic Executive Committee, which shall have the powers as granted it by the Central Committee, as are provided by law, and by this Constitution and By-laws.

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

## **Article III. MEMBERSHIP**

A. Commencing with the 2004 primary election, members of the Licking County Democratic Central Committee shall be elected to a term of four (4) years from the precinct where such member resides, or as otherwise specified by law or these By-laws.

B. In the event of a vacancy caused by death, resignation, failure to elect, or removal, the Candidate Recruitment Committee shall nominate qualified candidates to fill such vacancy. Balloting shall be conducted on a qualified candidate by the members in attendance at the next regularly scheduled meeting following one's nomination. The majority vote of those in attendance is required to be elected into membership.

C. The Candidate Recruitment Committee shall check the eligibility of persons nominated to fill vacancies on the Central Committee, according to the election laws of the State of Ohio in the Ohio Revised Code sections 3513.19 and 3513.05 (seventh paragraph) and through voting records provided by the Licking County Board of Elections, and report their findings at the meeting in which the nominee is to be considered.

D. Any person who is a member of the Licking County Democratic Central Committee shall no longer be eligible to serve on the Committee once said member no longer resides in the precinct from which they were elected. All members shall immediately notify the Secretary or Chair of the Licking County Democratic Central Committee upon moving from the precinct in which they were elected.

E. Membership in this party shall be open to all residents of Licking County, in the State of Ohio, who support the Constitution of the United States of America, the Constitution of the State of Ohio, and the Constitution and By-laws of the Licking County Democratic Party. No person may be a member of or be eligible to serve as a member of the Licking County Democratic Party Central Committee, or may vote on any motion, resolution, nomination, or election at any caucus, convention, meeting, or conference of the Licking County Democratic Party Central Committee, who does not meet the aforesaid qualifications and who is not a Democrat according to political party qualification requirements set forth by the election laws in the Ohio Revised Code sections 3513.19 and 3513.05 (seventh paragraph) and through voting records provided by the Licking County Board of Elections.

F. In the event that any person's qualifications as a member of the Licking County Democratic Party, Central Committee, Executive Committee, or any party office, must be determined, the same challenge procedure shall be followed to determine his or her qualifications as provided by the election laws in the Ohio Revised Code section 3513.19 and section 3513.05 (seventh paragraph) and through voting records provided by the Licking County Board of Elections.

G: Oath of Office: All officers and members of the Central Committee shall take an oath of office to support the Constitution of the United States of America, the Constitution of the State of Ohio, the principles of the Ohio Democratic Party, and the Constitution and By-laws of the Licking County Democratic Party, with said oath to be administered by an officer of the court or any other person authorized to administer oaths under Ohio law.

#### **Article IV. OFFICERS and DUTIES**

A. The officers of the Central Committee shall consist of a Chair, a First Vice Chair, a Second Vice Chair, a Treasurer, and a Secretary, each of whom must be a member of the Central Committee.

The duties of these officers shall be as follows:

1. Chair: The Chair shall preside at all regular and special meetings of the Central Committee, supervise the various responsibilities of the committees, and appoint such persons as may be considered necessary to perform the functions of the office.

2. Vice Chairs: The First Vice Chair shall preside and function as the Chair in the absence of the Chair. The Second Vice Chair shall preside and function as the Chair in the absence of the Chair and First Vice Chair. Both shall assist the Chair in all matters. According to ODP Requirements, Vice Chairs shall be of opposite gender, ie. one shall be a woman and one shall be a man.

3. Secretary: The Secretary shall keep an accurate and complete set of minutes of all meetings, supervise all correspondence and perform such other duties as may be required by the committee.

4. Treasurer: The Treasurer shall receive and disburse all funds coming into the hands of the organization, submit an itemized and written report listing income and expenditures at each meeting of the committee, and submit reports required by state and federal statutes.

B. The Central Committee shall maintain "Theft" coverage of at least Ten Thousand Dollars (\$10,000), and a liability insurance policy retained in the amount of at least two-hundred fifty thousand dollars (\$250,000) general aggregate limit.

C. In the event of a vacancy in the office of the Chair of the Central Committee, such vacancy shall be filled by the Central Committee within three to fifteen days, in the same manner outlined in these By-laws, by a majority vote of the Central Committee members present at the meeting. However, the First Vice-Chair shall assume the office of "Acting Chair" with all of the rights and responsibilities of the Chair, until such time as the Central Committee acts.

D. In the event of a vacancy in the Office of First Vice-Chair, Second Vice-Chair, Secretary, or Treasurer, such office shall be filled by the Central Committee within sixty days in the same manner as provided in the By-laws, by a majority vote of the Central Committee members present at the meeting. However, the Chair may appoint an acting officer to carry out the duties of the vacated office until such time as the Central Committee acts.

E. In the event of a vacancy in the offices of Chair, First Vice Chair, Second Vice Chair, Secretary or Treasurer, the Chair (or Acting Chair) and Secretary, or Chair (or Acting Chair) and Treasurer in the instance of the Secretary, shall provide members notice of a pending election to fill the vacancy in the manner provided in Article V, Section B, Paragraph 3. In any vacancy of officers, a new officer shall be elected at the next regular Central Committee meeting.

## **Article V. MEETINGS**

### **A. Organizational Meeting**

Following the primary election in 2004, and every four (4) years thereafter, the newly elected Central Committee shall meet as provided by the Ohio Revised Code section 3517.04 and these By-laws to elect officers. In accordance with the ORC section 3517.04, the members-elect of the party's Central Committee shall meet not earlier than six (6) nor later than fifteen (15) days following the certification of their election according to the laws of the State of Ohio at a suitable place and time in Licking County, Ohio, to be designated by the retiring Chair of the Committee. Duly given notice of such meeting, specifying time and place, shall be sent to each member-elect by the retiring secretary of the Central Committee by mail, postmarked no less than five (5) days prior to the meeting, and a copy of the notice shall be posted in the Office of the Secretary of State at least five (5) days prior to the meeting. If the retiring secretary does not issue the call within the time required by law, any five (5) members-elect may do so. The meeting shall be called to order by the retiring chair or secretary or if such officer is absent, then by a member of the Committee designated by the Secretary of State. The Committee shall proceed to organize by election of a chair, treasurer, secretary, and other

such officers as the committee may desire. Per the By-laws of the Ohio Democratic Party, these officers may not be elected by slate. The organizational meeting is open to the public.

#### B. Regular Meetings

1. Following the organizational meeting, the Central Committee shall meet on each fourth Tuesday of succeeding months, except in December when no regular meeting shall be scheduled.
2. The regular meetings shall be held at 7:00 P.M. at a suitable place in Licking County, Ohio. The meeting place or time may be changed by notice duly given to Central Committee members.
3. Duly given notice of any regular meeting, other than notice of the organizational meeting or any special meeting, specifying time and place, constitutes written notice sent in writing through regular mail, or sent via opt-in email, to all members of the committee not less than seven (7) days in advance of the meeting. If notice is sent via opt-in email, it shall be sent not less than three (3) days prior to said meeting.
4. Minutes shall be taken at all meetings.
5. All regular meetings are open to the public.

#### C. Special Meetings

1. Special meetings may be called at any time by the Chair, or either of the Vice Chairs, or upon written request of at least five (5) members of the Central Committee following duly given notice.
2. Duly given notice constitutes written notice mailed to each member of the Central Committee by the Secretary or Chair and postmarked not less than five (5) days prior to the said special meeting, and the purpose or purposes of the meeting shall be stated in the notice.
3. Minutes shall be taken at all special meetings.
4. All special meetings are open to the public.

#### D. Quorum

The presence of at least twenty % (20) of the Central Committee members shall constitute a quorum for organizational, special, and regular meetings.

#### E. Voting

1. All voting shall be by voice vote, unless a show of hands is requested by the chair or three (3) members of the Committee.
2. Additionally, a roll call vote may be requested by three (3) members of the Central Committee. Roll call votes shall be made a permanent record in the minutes of the meeting in which taken. Roll call votes shall be in precinct order in even numbered years and in reverse precinct order in odd numbered years.
3. Per the ODP By-laws, voting by unit rule or by proxy shall not be permitted.
4. Per the ODP By-laws, Central and Executive Committee Officers shall not be elected by slate.

### **Article VI. COMMITTEES**

#### A. Standing Committees

The following standing committees shall be appointed and the committee chair designated by the Chair of the Central Committee, subject to approval of the membership of the Central Committee, and each shall be charged with the duties and responsibilities as herein set forth:

1. Finance Committee: The finance committee shall prepare and submit an annual budget to the Central Committee for approval by the August meeting each year; the finance committee shall make recommendations to the Central Committee for the disbursement of funds to candidates; and the finance committee shall bi-annually audit the books and records of the Treasurer of the Central Committee.
2. Voter Registration Committee: The voter registration committee shall organize and conduct voter registration activities, including semi-annual voter registration drives.
3. Candidate Recruitment Committee: The candidate recruitment committee shall seek and encourage qualified Democratic candidates to campaign for election to offices not currently held by endorsed Democrats; this includes recruiting and screening of candidates to be appointed to fill vacancies on the Central Committee.
4. Issues and Education Committee: The issues and education committee shall research issues, present informative programs, and apprise the membership of the Central Committee of matters pertinent to the Democratic Party.
5. Publicity and Public Relations Committee: The publicity and public relations committee shall publicize and promote the activities and functions of the Central Committee and the Democratic Party among the membership, the news media, and the general public; the committee shall work with all other standing and ad hoc committees to coordinate and provide public relations and publicity expertise to Democratic candidates.
6. Special Events Committee: The special events committee shall plan and organize such activities as: party fund raisers and all other events as directed by the chair of the Central Committee or the membership of the Central Committee.

#### B. Ad Hoc Committees

Ad Hoc or special committees may be appointed by the Central Committee Chair, who shall be an ex-officio member of all such committees.

C. The Licking County Democratic Party Chair, serving as the Chair of the Executive Committee, shall serve as an ex-officio member of every standing committee and ad-hoc committee, regardless of whether that individual is a member of the Central Committee.

#### D. Executive Committee

1. The Executive Committee shall be composed of at least forty-five (45), but not more than sixty-one (61) members. The members of the Central Committee shall, upon recommendation of a three (3) member nominating committee to be named by the Chair following his or her election at the Central Committee organizational meeting, elect the members of the Executive Committee, excepting the President of the Licking County Democratic Club and Chair of the Central Committee, who will automatically be members as long as they hold such office. Once the President of the Licking County Democratic Club and/or the Chair of the Central Committee, no longer hold such positions, they shall immediately resign their position upon the Executive Committee.
2. At least two-thirds (2/3) of all members of the Executive Committee shall be duly elected or appointed members of the Central Committee.

3. The Executive Committee shall function under separate By-laws approved by the Central Committee.

### **Article VII. ORDER OF BUSINESS**

A. At regular meetings of the Central Committee, the body shall adhere to the following order of business:

1. Call to order by presiding officer
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Reading of the minutes
5. Correspondence
6. Treasurer's Report
7. Report of the Executive Committee
8. Reports of the Standing Committees
9. Report of Special or Ad Hoc Committees
10. Unfinished Business
11. New Business
12. Announcements
13. Adjournment

B. At all Licking County Democratic Central Committee functions in which an invocation or benediction is to be given, an inclusive, non-denominational invocation and benediction shall be used.

### **Article VIII. AMENDMENTS**

No amendment to these By-laws shall be made unless they are submitted in writing to the secretary of the Central Committee for reading at a regular meeting, and they shall not be voted on until subsequent regular meeting. A vote of two-thirds (2/3) of the members present shall be required for adoption.

### **Article IX. AFFIRMATIVE ACTION**

The Chair of the Central Committee and the Chairs of committees thereof shall utilize an affirmative action plan to assure proper representation of women, young people, and minorities, and shall not discriminate in regard to Race, Color, Religion, sex, age, national origin, veterans or handicapped.

### **Article X. PARLIAMENTARY AUTHORITY**

All meetings of the Central Committee shall be conducted according to the current edition of Robert's Rules of Order, except where they are in conflict with these By-laws.

# **LICKING COUNTY DEMOCRATIC PARTY EXECUTIVE COMMITTEE CONSTITUTION AND BYLAWS**

## **Article I. NAME**

### **LICKING COUNTY DEMOCRATIC EXECUTIVE COMMITTEE**

The name of this organization shall be the Licking County Democratic Executive Committee.

## **Article II. PURPOSE**

The Executive Committee shall promote the interests and general welfare of the Democratic Party, make recommendations for appointment to the County Board of Elections, per the Ohio Revised Code section 3501.07, and have such other powers as are authorized by the Licking County Democratic Central Committee or provided by state statutes, and by this Constitution and By-laws.

In accordance with the provisions of Section 3517.03 of the Ohio Revised Code, the Licking County Democratic Executive Committee shall be elected by the Licking County Democratic Central Committee, and shall have the powers as granted it by the Central Committee, as are provided by law, and by this Constitution and By-laws.

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

## **Article III. MEMBERSHIP**

A. The Executive Committee shall be composed of at least forty-five (45), but not more than sixty-one (61) members. Members of the Executive Committee shall be appointed by the Central Committee in accordance with Article VI, Section D., Paragraph 1. of the By-laws of the Licking County Democratic Central Committee.

B. At least two-thirds (2/3) of all members of the Executive Committee shall be duly elected or appointed members of the County Central Committee.

C. The Executive Committee shall function under separate By-laws approved by the Central Committee.

D. New members may be nominated and appointed in accordance with the provisions of Article III, Sections B, C, E, F, and G, as well as Article VI, Section D, Paragraph 1 of the By-laws of the Licking County Democratic Central Committee.

E. The Executive Committee is hereby pledged to support all regularly nominated candidates of the Democratic Party.



F. Membership in this party shall be open to all residents of Licking County, in the State of Ohio, who support the Constitution of the United States of America, the Constitution of the State of Ohio, and the Constitution and By-laws of the Licking County Democratic Party. No person may be a member of or be eligible to serve as a member of the Licking County Democratic Party Executive Committee, or may vote on any motion, resolution, nomination, or election at any caucus, convention, meeting, or conference of the Licking County Democratic Party Executive Committee, who does not meet the aforesaid qualifications and who is not a Democrat according to political party qualification requirements set forth by the election laws in the Ohio Revised Code sections 3513.19 and 3513.05 (seventh paragraph) and through voting records provided by the Licking County Board of Elections.

G. In the event that any person's qualifications as a member of the Licking County Democratic Party, Central Committee, Executive Committee, or any party office, must be determined, the same challenge procedure shall be followed to determine his or her qualifications as provided by the election laws in the Ohio Revised Code section 3513.19 and section 3513.05 (seventh paragraph) and through voting records provided by the Licking County Board of Elections.

H. Oath of Office: All officers and members of the Executive Committee shall take an oath of office to support the Constitution of the United States of America, the Constitution of the State of Ohio, the principles of the Ohio Democratic Party, and the Constitution and By-laws of the Licking County Democratic Party, with said oath to be administered by an officer of the court or any other person authorized to administer oaths under Ohio law.

#### **Article IV. OFFICERS and DUTIES**

F. The officers of the Executive Committee shall consist of a Chair, a First Vice Chair, a Second Vice Chair, a Secretary, and a Treasurer.

The duties of these officers shall be as follows:

1. Chair: The Chair shall preside at all regular and special meetings of the Executive Committee, supervise the various responsibilities of the committee, and appoint persons as may be considered necessary to perform the functions of the office. The Chair of the Licking County Democratic Executive Committee shall be considered the Chairman of the Licking County Democratic Party.
2. Vice Chairs: The First Vice Chair shall preside and function as the Chair in the absence of the Chair. The Second Vice Chair shall preside and function as the Chair in the absence of the Chair and First Vice Chair. Both shall assist the Chair in all matters. According to ODP Requirements, Vice Chairs shall be of opposite gender, ie. one shall be a woman and one shall be a man.
3. Secretary: The Secretary shall keep an accurate and complete set of minutes of all meetings, supervise correspondence and perform such other duties as may be required by the committee.
4. Treasurer: The Treasurer shall receive and disburse all funds coming into the hands of the

organization, submit an itemized and written report listing income and expenditures at each meeting of the Executive Committee, and submit reports required by state and federal statutes.

B. In the event of a vacancy in the office of the Chair of the Executive Committee, such vacancy shall be filled by the Executive Committee within three to fifteen days, in the same manner outlined in the By-laws, by a majority vote of the Executive Committee members present at the meeting. However, the First Vice-Chair shall assume the office of "Acting Chair" with all of the rights and responsibilities of the Chair, until such time as the Executive Committee acts.

C. In the event of a vacancy in the Office of First Vice-Chair, Second Vice-Chair, Secretary, or Treasurer, such office shall be filled by the Executive Committee within sixty days in the same manner as provided in the By-laws, by a majority vote of the Executive Committee members present at the meeting. However, the Chair may appoint an acting officer to carry out the duties of the vacated office until such time as the Executive Committee acts.

D. In the event of a vacancy in the offices of Chair, First Vice Chair, Second Vice Chair, Secretary or Treasurer, the Chair (or Acting Chair) and Secretary, or Treasurer in the instance of the Secretary, shall provide members notice of a pending election to fill the vacancy in the manner provided in Article V, Section C., except that the notice shall be for the purpose of filling the vacancy. In any vacancy of officers, a new officer shall be elected at the next regular Executive Committee meeting, or at a special meeting upon the decision of the Chair.

E. The Chair of the Executive Committee shall make a full report at the next meeting of the Central Committee of all the business and activities of the Executive Committee.

## **Article V. MEETINGS**

### **A. Organizational Meeting**

Following the appointment of the Executive Committee every four (4) years, the newly constituted Executive Committee shall meet to elect officers. The Chair of the Licking County Democratic Central Committee shall be responsible for providing written notice to all members postmarked not less than five (5) days prior to the time of such organizational meeting. Per the By-laws of the Ohio Democratic Party, these officers may not be elected by slate. The organizational meeting is open to the public.

### **B. Regular Meetings**

1. Following the organizational meeting, the Executive Committee shall meet prior to the Central Committee meetings in July, October, January and April.
2. The Chair and Secretary of the Executive Committee shall be responsible for providing duly given notice to all members. Duly given notice of any regular meeting, other than notice of the organizational meeting or any special meeting, specifying time and place, constitutes written notice sent in writing through regular mail, or sent via opt-in email, to all members of the committee not less than seven (7) days in advance of the meeting. If notice is sent via opt-in email, it shall be sent not less than three (3) days prior to said meeting.
3. Minutes shall be taken at all meetings.
4. All regular meetings are open to the public.

### C. Special Meetings

1. Special meetings may be called at any time by the Chair, or either of the Vice Chairs, or by upon written request of at least five (5) members of the Executive Committee following duly given notice.
2. Duly given notice constitutes written notice mailed to each member of the Executive Committee by the Secretary and postmarked not less than five (5) days prior to the said special meeting, and the purpose or purposes of the meeting shall be stated in the notice.
3. Minutes shall be taken at all special meetings.
4. All special meetings are open to the public.

### D. Quorums

The presence of at least ten (10) Executive Committee members shall constitute a quorum for organizational, special and regular meetings.

### E. Voting

1. All voting shall be by voice vote, unless a show of hands is requested by the chair or three (3) members of the Committee.
2. Additionally, a roll call vote may be requested by three (3) members of the Executive Committee. Roll call votes shall be made a permanent record in the minutes of the meeting in which taken. Roll call votes shall be in surname alphabetical order in even numbered years and in reverse alphabetical order in odd numbered years.
3. Per the ODP By-laws, voting by unit rule or by proxy shall not be permitted.
4. Per the ODP By-laws, Executive Committee Officers shall not be elected by slate.

F. The Executive Committee shall maintain "Theft" coverage of at least Ten Thousand Dollars (\$10,000) and a liability insurance policy retained in the amount of at least two-hundred-fifty thousand dollars (\$250,000) general aggregate limit.

## **Article VI. COMMITTEES**

All Committees of this body shall be ad hoc committees appointed by the Chair as needed. The Licking County Democratic Party Chair, serving as the Chair of the Executive Committee, shall serve as an ex-officio member of every ad hoc committee.

## **Article VII. ORDER OF BUSINESS**

A. At regular meetings of the Executive Committee, the body shall adhere to the following order of business:

1. Call to order by presiding officer
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Reading of the minutes
5. Correspondence
6. Treasurer's Report
7. Ad Hoc Committee Reports
8. Unfinished Business
9. New Business
10. Announcements

## 11. Adjournment

B. At all Licking County Democratic Party functions in which an invocation or benediction is to be given, an inclusive, non-denominational invocation and benediction shall be used.

### **Article VIII. AMENDMENTS**

Any amendments to these By-laws must be discussed and *voted* upon by the Central Committee, not the *Executive* Committee. Such amendments shall be made in accordance with Article VIII. of the By-laws of the Central Committee.

### **Article IX. AFFIRMATIVE ACTION**

The Chair of the Executive Committee and the chairs of committees thereof shall utilize an affirmative action plan to assure proper representation of women, young people, and minorities, and shall not discriminate in regard to Race, Color, Religion, sex, age, national origin, veterans or handicapped.

### **Article X. PARLIAMENTARY AUTHORITY**

All meetings of the Executive Committee shall be conducted according to the current edition of Robert's Rules of Order, except where they are in conflict with these By-laws.

Written and submitted by the By-laws Committee:

Adopted January, 1985.

Keith Harris, Chairman

Rick Lanthorn, Ex-Officio

Don Lanthorn, Terry Long, John Ward, Bruce Ennen, Frances Offenbaker, Betty Grudin

Amendments respectfully submitted October, 1994:

By-laws Committee

Donald R. Lanthorn, Chairman

Rick Lanthorn, Ex-officio

Al Bonham, Vicki Patrick, Dorothy Brown, Steve Little, Donald Glover, Larry Friesel

Adopted November, 1994.

Amendments respectfully submitted February, 1997:

By-laws Committee

Wm. Douglas Lowe, Chairman, et al.

Read as above

Adopted March, 1997.

Adopted November, 2002.

By-laws Committee

Matt Tyack, Chair

Mike King, Ex-officio

Mary Wells

Mark Bussey

Amendments respectfully submitted July 24, 2012:

By-laws Committee

Jerry McLaughlin, Chair

Andrea Eastman

Doug Moreland

Marcia Phelps

Max Sutton

Matt Tyack

Pam Wilson

Read on July 24, 2012 & August 28, 2012.

Adopted September 25, 2012.