



BYLAWS OF THE DEMOCRATIC COUNTY CHAIRS ASSOCIATION (Last Amended June 25, 2023)

The name of this organization shall be the Democratic County Chairs' Association (DCCA) of the State of Florida. The DCCA is a dependent entity created by the Florida Democratic Party to further the development of county Democratic Executive Committees established by Florida Statute in each of the state's 67 counties. The mission of the Democratic County Chairs Association is to assist the Florida Democratic Party in electing Democrats at the federal, state and local levels by assisting county parties through the annual compliance requirements and utilization of best practices.

ARTICLE II – OBJECTIVE AND PURPOSE

The objective of this Association shall be to promote and encourage communications and the exchange of ideas, resources and training among the Chairs and Vice Chairs of the various Democratic Executive Committees in the State of Florida. The organization assists the FDP to ensure all counties meet annual compliance requirements as defined by State Statutes and the Charter and Bylaws of the Florida Democratic Party.

ARTICLE III – MEMBERSHIP

Section 1. Membership in this Association is limited to the duly elected Chairs and Vice Chairs of the various county Democratic Executive Committees.

Section 2. The County Chair and/or Vice Chair may designate any member, elected, or appointed, of his or her county Executive Committee to serve as his or her proxy at any meeting or function of this Association.

Section 3. Membership in this Association shall become effective upon receipt of \$125 in annual dues for each county paid by each of the respective county Democratic Executive Committees.

Section 4. A quorum for all meetings of this Association shall consist of twenty percent (20%) of the currently paid membership.



Section 5. Each county Executive Committee which has paid its current membership dues shall be entitled to two (2) votes, one each for its Chair and its Vice Chair respectively.

ARTICLE IV – MEETINGS

This Association shall meet no less than two (2) times annually, at a time and place to be determined by the Chair of the DCCA. Meetings held in person will also have a remote mechanism to facilitate participation. Remote meetings must provide a mechanism for recognition of any member who raises their hand to be recognized by the Chair and to vote on motions on the floor.

ARTICLE V – OFFICERS

Section 1. The officers of this Association shall be: Chair, Vice Chair, Secretary, and Treasurer. The officers shall be elected by a majority vote of the paid membership for two (2) year or until respective successors are elected. **Elections shall be held every two years** in the first quarter of the odd year annum or to fill a vacancy. Listed officers shall be elected to two (2) year terms by a majority vote of the paid membership.

Section 2: The Chair shall be elected in accordance with the Charter and Bylaws of the Florida Democratic Party and guided by Robert’s Rules of Order. The Chair shall be responsible for calling meetings, setting the agenda of meetings, serve as the presiding officer at board and general body meeting, serving as the spokesperson for organization, appointing chairs of committees, creating ad hoc committees and representing the organization at State Central and Executive Committee meetings.

Section 3: Vice-Chair: The Vice Chair shall assist the Chair in carrying out organizational business and functions and serves as chair when the chair is unable to attend meetings or when requested by the Chair.

Section 4: Secretary: The secretary maintains all nonfinancial records of the organization and saves all such records in a digital format in a cloud-based repository and makes said repository available to the Chair. The Secretary assists the Chair in the dissemination of meeting notices including agenda and minutes. The Secretary sends a copy of the approved minutes to Party Affairs of the FDP with 10 days of approval.



Section 5: Treasurer: The Treasurer maintains all financial records of the organization and keeps said records in a digital format in a secure fashion. The Treasurer provides the board with a financial report at every meeting and at organizational meetings when requested by the Chair. The Treasurer assists the Chair in the creation of an annual budget and presents the budget to the organization for approval. At the conclusion of the Treasurer's term of office, the outgoing Treasurer will facilitate the transfer of all records to the incoming Treasurer within 10 days and banking privileges to the incoming treasurer within 30 days. The Chair shall be the second signatory on all bank accounts and have access to a document repository.

Section 6: Any person who ceases to be a Chair or a Vice Chair of a Florida Democratic Party Democratic Executive Committee automatically ceases to be a member of the Democratic County Chairs' Association, and therefore not eligible to hold office within the Association. The exception to this rule is if the vacancy occurs between December 31 of the general election year and the Organization election.

Section 7: If any duly elected officer of this Association misses three (3) consecutive regularly scheduled meetings, then that office shall be deemed vacant. The officer would be notified of pending vacancy after the second missed meeting. Vacancies will occur after the third missed meeting and shall be filled by the Board of Directors. In the event of a vacancy in the Chair position an election will be held within 45 days to fill the Chair position.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. The Board of Directors consists of the officers of the DCCA plus eight (8) Regional Directors as voting members and the Small County Coalition Chair as a non-voting member. Regional Directors shall be elected by and from the membership of the Democratic County Chairs' Association to represent the regions which are established by the officers of the Association in a manner that ensures geographically compact and contiguous regions.

Section 2. The elected Board of Directors shall serve for two (2) year terms. Two (2) additional Directors may be appointed to the Board of Directors by the officers of this Association to balance gender and geographic representation on the Board.

Section 3. The duty of the Board of Directors shall be to plan and organize each meeting of the Association and make recommendations to the Association's membership that will



facilitate the transaction of its business during regular and/or special meetings. No action of the Board of Directors shall be in conflict with any action taken by the Association's membership at regular or special meetings. The Board is empowered to act on behalf of the membership of the Association between regularly scheduled meetings.

Section 4. There shall be a minimum of quarterly meetings of the Board of Directors per year to be called by the Chair of the Association. If any duly elected Regional Director is absent for two regularly scheduled meetings per year (unless absence is excused at the discretion of the Chair), then that office shall be deemed vacant. Vacancies shall be filled by the remaining Board of Directors.

Section 5. Five (5) members of the Board of Directors shall constitute a quorum for the purpose of transacting the business of the Association.

Section 6. Regional Directors serve as liaisons between the counties and the Board of Directors and are tasked with monitoring DEC's of all counties within the region in order to identify opportunities for assisting DEC's that are newly organized or in transition. On an as-needed basis, Regional Directors may be asked to assemble a mentoring team to give guidance to DEC Chairs and Vice Chairs within their respective regions.

ARTICLE VII – AMENDMENTS

These bylaws may be amended at any regular meeting of this Association by a two-thirds vote of those members present and voting, provided that 15-days written or electronic notice has been given to the membership.

ATTESTED TO BY:

DEMOCRATIC COUNTY CHAIRS' ASSOCIATION
Ione Townsend, Chair



Jewel Dickson, Secretary