

Duties and Responsibilities of DEC Officers and Members

DEC Chair

Preside at all meetings of the DEC and of the Steering Committee; appoint the Chairs and members of all Standing Committees¹; advise the Secretary of any special meetings in sufficient time for proper notice; approve all checks issued; serve as ex-officio member of all committees; promulgate an annual precinct organization activity plan, a campaign schedule, plan and budget for each election cycle; serve as primary official spokesperson for the DEC; receive resignations of officers and committee members; excuse members from attendance requirements; attend all FDP trainings and workshops; and delegate these and other duties as the need arises.

DEC Vice Chair

Act, during the absence or inability of the Chair, to render and perform his/her duties, or exercise his/her powers; serve as Chair of Campaign Committee; serve as ex-officio member of all committees; and perform such other duties as the Chair shall direct.

DEC Secretary

Attend and keep minutes and record of all meetings of the DEC; submit copies of said minutes and records for the DEC files and FDP files when requested; keep, file and report on correspondence related to the DEC; keep roll at all DEC meetings and furnish membership committee a list of all the qualified members of the DEC, or proxies, at each meeting of the DEC; mail and/or email written notice of any special meeting at least ten (10) days prior to date of the meeting except in cases of emergency or as specifically stipulated in the DEC bylaws; serve on membership committee; and perform other such duties as the Chair shall direct.

DEC Treasurer

Deposit any and all funds in such bank(s) as the DEC may direct; be responsible for all DEC funds as required by Florida Statutes and FDP Charter and Bylaws; keep record of all receipts and expenditures; pay all approved bills; render an accounting of all receipts and expenditures at each meeting of the DEC; file required reports with the Supervisor of Elections; arrange for annual audit of the financial condition of the DEC, and file a copy of said audit with FDP and Supervisor of Elections prior to April 1 of the ensuing year; transfer all records to the successors in office after all accounts have been audited and approved by appropriate authorities; and perform other such duties as the Chair shall direct.

State Committeepersons

Facilitate communication between the state and local party; take issues from the DEC to the FDP; report FDP business to the DEC; participate cooperatively in the DEC activities; participate with the Congressional District Caucus; reflect, to the best of their knowledge, the wishes of the DEC in all votes cast, keep DEC informed of all changes made in the Charter and Bylaws of the FDP; attend all SEC and State Party Committee meetings, or when attendance is not possible, obtain proxies; act as liaison to chartered Democratic Clubs within county; and perform other such duties as the Chair shall direct.

Precinct Committeepersons

¹ It should be noted that some DEC Standing Committee Chairs are elected by that DEC's membership instead of being appointed by the DEC Chair.

Precinct Committeepersons make up the majority of a DEC's membership. Elections for these positions are held every four years, and contested precinct committeeperson candidates actually appear on the precincts' ballots during the presidential general election. Once elected, precinct committeepersons serve four-year terms, commencing in January of the year following the presidential election.

Precinct committeepersons have the following responsibilities:

- Building relationships with Democrats in their precincts
- Executing the precinct plan for obtaining the highest possible number of Democratic votes at each primary, runoff and general election
- Identifying Democratic voters
- Assist the DEC with voter outreach throughout the county when requested

It is the duty of the entire membership of the DEC to actively search for qualified Democrats to serve as Precinct Committeepersons or as campaign volunteers (e.g. Friends, Teachers, Local Leaders, etc.).

DEC Members

The main objective for the Florida Democratic Party and each of the DEC's is to obtain the highest possible number of Democratic votes at each primary, runoff and general election. With this in mind, every DEC member should be actively engaged in party activities by:

- Supporting precinct committeepersons in both their precinct plans, and county campaign plans
- Playing an active role in GOTV, early voting programs, and vote by mail programs
- Attending all DEC meetings in person or by proxy
- Assisting in filling vacancies in precinct committee offices as they may occur
- Facilitating the distribution of all Democratic campaign literature
- Assisting in fundraising activities of the DEC
- Taking and abiding by the party loyalty oath
- Serving on one of the DEC standing committees
- Performing other such duties as the Chair shall direct
- Providing rides to the polls

Types of DEC Membership

There are several types of DEC membership, as defined by Florida Statutes, Title IX - Electors and Elections, Chapter 103.091 and FPD Bylaws, Article V, Section 1. - Membership:

1. Elected members (Precinct Committeepersons)

Members elected to serve at the precinct level in the General Election Primary during the Presidential Election year and those elected by the county DEC to fill vacancies in precincts. These persons are elected to a four-year term, or to complete a four-year term that ends after the next Presidential General Election. Once a person is elected in a precinct, even if that person moves to another location within the county, that person retains all privileges of elected membership.

2. Automatic members

Members defined by virtue of the Florida Statutes; FDP and County Bylaws. These members' terms begin on the date their official term begins and serve only as long as he/she holds the office for which membership on the DEC is based. These members cannot hold office within the DEC.

3. Appointed (At-large) members

Members appointed by DEC Chair and approved by majority vote of DEC membership serve one-year terms commencing upon approval of their appointment except in Presidential Election years. These members shall serve at-large and shall enjoy all privileges of elected members, except they cannot hold office within the DEC.

DEC Standing Committees:

Section 5 (Policy and Procedure Section), of the FDP bylaws states:

Committees:

County Democratic Executive Committees shall establish the following committees to further the goals and policies of the Florida Democratic Party:

5.1.1 Diversity and Inclusion Committee (formerly: Affirmative Action) which shall work in conjunction with the Florida Democratic Party Affirmative Action Committee.

5.1.2 Young Democrats Committee which will work with the Florida Young Democrats.

In addition to the above mandatory committees, a DEC may also create various subcommittee and Ad Hoc Committees at the discretion of the DEC Chair. Some of these committees may include:

- Credentials
- Budget and Finance
- Campaign
- Legislative
- Outreach
- Communications
- Etc.

Committees operate under the purview of the DEC and are appointed by the DEC Chair. They may meet at the direction of the DEC Chair or the Committee Chair, and are subject to DEC bylaws and rules. Some actions of a standing or Ad Hoc Committee are subject to approval by the DEC Steering/Central Committee or the DEC Membership.

All DEC Committee objectives should be in the best interest of the DEC, it's members, and, especially, the Democrats in the County, and should work to further increase turnout of Democrats during elections.

Democratic County Clubs

Democratic Club Charter (FDP Bylaws): Article VI

SECTION 2. Democratic Club Charters:

2.1 Jurisdiction: The charter of a Democratic club shall be entirely within the jurisdiction of the county Democratic Executive Committee where the majority of the membership resides. A county Democratic