

## **Article I – THE BLOOMINGDALE TOWNSHIP DEMOCRATIC ORGANIZATION**

### **Section 1. Purpose**

- A. The Bloomingdale Township Democratic Organization shall advance the causes of the DuPage County Democratic Party and support better government through the selection and support of outstanding citizens for elected offices at the municipal, township, county, state, and federal levels of government.

### **Section 2. Composition**

- A. All residents of Bloomingdale Township who are either a registered voter that declared themselves a Democrat in the last Primary Election or a current paid member of the DuPage County Democratic Party are eligible to for membership in the Bloomingdale Township Democratic Organization.
- B. The Bloomingdale Township Democratic Organization shall be comprised of an Executive Board and a Commission.

### **Section 3. Parliamentary Procedure**

- A. The most current edition of Robert’s Rules of Order Newly Revised shall be the official parliamentary authority of the Bloomingdale Township Democratic Organization in all cases to which it is applicable and in which it does not conflict with the bylaws.

## **Article II – THE EXECUTIVE BOARD**

### **Section 1. Composition**

- A. The Executive Board shall consist of three (3) Executive Officers: The Chairman, Vice-Chairman, and Treasurer; and three (3) Officers: Secretary, Communications Director, and Community Director.
- B. The Chairman and Vice-Chairman must be elected Precinct Committeeman of Bloomingdale Township.
- C. The Treasurer, Secretary, Communications Director, and Community Director must be current members of the Bloomingdale Township Democratic Organization.
- D. The Executive Officers shall be elected no sooner than thirty (30) days and no later than sixty (60) days after the primary election by a majority vote of elected Precinct Committeemen to serve a term of two (2) years.
- E. The Officers shall be nominated by The Chairman and approved by a majority vote of the Executive Officers to serve a term of two (2) years.

### **Section 2. The Chairman**

- A. The Chairman shall serve as the chief executive officer of the Bloomingdale Township Democratic Organization.
- B. The Chairman shall:
  1. Maintain relations with the DuPage County Democratic Party;
  2. Maintain relationships with democratic organizations in other townships;
  3. Act as Presiding Officer during Commission and Special Commission Meetings;
  4. Nominate precinct committeeman to fill vacancies to the DuPage Democratic Party Chairman;
  5. Nominate candidates for Officer positions to the Executive Officers; and
  6. Create and appoint Committees.

### **Section 3. The Vice-Chairman**

- A. The Vice-Chairman shall:
  1. Act as Presiding Officer in the absence of the Chairman during Commission and Special Commission Meetings;

2. Coordinate the recruitment and retention of Precinct Committeeman; and
3. Assist the Chairman in their duties as directed.

#### Section 4. The Treasurer

- A. The Treasurer shall serve as the chief financial officer of the Bloomingdale Township Democratic Organization.
- B.. The Treasurer shall:
  1. Maintain detailed financial records of fund balances, deposits, allocations, and expenditures;
  2. Compose all financial reports required by State and Federal law;
  3. Disburse funds upon receipt of sufficient documentation;
  4. Publish a monthly financial report to the Commission; and
  5. Assist the Chairman in their duties as directed.

#### Section 5. The Secretary

- A. The Secretary shall:
  1. Maintain written and electronic records of meeting minutes;
  2. Preserve records for transfer to successor; and
  3. Assist the Chairman in their duties as directed.

#### Section 6. The Communications Director

- A. The Communications Director shall:
  1. Maintain a functional web site that is current and accurate;
  2. Maintain a current membership directory;
  3. Maintain social media platforms that are current and accurate; and
  4. Assist the Chairman in their duties as directed.

#### Section 7. The Community Director

- A. The Community Director shall:
  1. Maintain relationships with other organizations in the township;
  2. Oversee liaisons to Bloomingdale Township meetings and other municipal governing bodies ;
  3. Coordinate the recruitment and training of Election Judges and Poll Watchers; and
  4. Assist the Chairman in their duties as directed.

#### Section 8. Resignation of Officers

- A. An Executive Officer or Officer, other than the Chairman, may resign by submitting a written letter of resignation to the Chairman.
- B. The Chairman may resign by submitting a letter of resignation to the Commission and the DuPage County Democratic Party Chairman.

#### Section 9. Executive Board Vacancies

- A. In the event of the resignation of the Chairman, the Vice-Chairman will become the Chairman.
- B. In the event of the resignation of the Vice-Chairman or Treasurer, an election shall be held to elect a new Executive Officer. The election shall be conducted by the Chairman wherein each Precinct Committeeman shall have one vote and be conducted no earlier than thirty (30) days after the Central Committee has been notified.
- C. In the event of the resignation of an Officer, a candidate shall be nominated by The Chairman and approved by a majority vote of the Executive Officers no earlier than thirty (30) days after the Central Committee has been notified.

### **Article III – THE COMMISSION**

#### Section 1. The Commission

- A. The Commission Members shall consist of elected Precinct Committeemen, appointed Precinct Committeemen, Executive Officers, and Officers.
- B. The Commission shall manage the Bloomingdale Township Caucus in compliance with the laws of the State of Illinois.

### Section 2. Meetings

- A. The Commission shall meet monthly.
- B. All Members shall be notified no later than five (5) days prior to any Commission Meeting of the date, time, location, and business to be discussed.
- C. All Commission Meetings shall be open to the public.

### Section 3. Special Meetings

- A. A Special Commission Meeting shall be called by the Chair if approved by a majority vote of The Executive Board or upon receipt of a petition signed by fifty (50) percent of the Commission.
- B. All Members shall be notified no later than five (5) days prior to any Special Commission Meeting of the date, time, location, and business to be discussed.
- C. All Special Commission Meetings shall be open to the public.

### Section 4. Public Comment

- A. At every meeting of the Commission time will provide time for public comment.
- B. Priority shall be granted to the following individuals:
  - 1. Elected Officials or their representatives
  - 2. Candidates or their representatives
  - 3. Community Leaders
  - 4. Non-Central Committee Member Bloomingdale Township Citizens
- C. The Chair shall prohibit speakers from engaging in ad hominem attacks or commercial promotion of products or services unrelated to the Bloomingdale Township Democratic Organization.

### Section 5. Fund Appropriations

- A. Fund Appropriations for an amount less than or equal to two hundred and fifty dollars (\$250) shall:
  - 1. Be presented in writing to the Executive Board;
  - 2. Be itemized, wherein itemized funds can only be used to pay the cost for which they are specifically allocated;
  - 3. Require majority approval of the Executive Committee; and
  - 4. Be reported to the Commission within thirty (30) day of authorization.
- B. Fund Appropriations for an amount greater than two hundred and fifty dollars (\$250) shall:
  - 1. Be presented in writing to the Commission;
  - 2. Be itemized, wherein itemized funds can only be used to pay the cost for which they are specifically allocated; and
  - 3. Require majority approval of the Commission.

## **Article IV – AMENDMENTS**

### Section 1. Amendments

- A. All proposed amendments to the Bylaws must be submitted in writing to the Commission Members no less than thirty (30) days prior to a vote.
- B. The Commission shall approve all amendments to the Bylaws by two-thirds vote of Members present.