



The By-Laws of the Democratic Executive Committee

Hillsborough County, Florida

Revision Approved June 2012

1. Name and Purpose
 - 1.1. Name: The official name of this organization shall be the Hillsborough County Democratic Executive Committee, herein referred to as HCDEC. The organization may also be referred to as the Hillsborough Democratic Party or HDP.
 - 1.2. Purpose: The purpose of the HCDEC is to find, train, and support Democratic candidates for local, state, and national offices that represent and uphold the core principles of the Democratic Party; to determine the policy of, and carry out the work of, the Democratic Party in Hillsborough County; and to seek, for our state and nation and for all people, individual freedom in the framework of a just society and political freedom in the framework of meaningful participation by all citizens.
2. Memberships
 - 2.1. Elected Members
 - 2.1.1. Definition: Elected members are: (1) persons elected pursuant to Section 103.091(4), Florida Statutes, as amended from time to time; and (2) persons elected by the HCDEC pursuant to Section 103.091(5), Florida Statutes, as amended from time to time to fill vacancies in precincts. Elected members may be referred to as "precinct committeemen," "precinct committeewomen" or "precinct committeepersons."
 - 2.1.2. Precinct System: The elected membership of the HCDEC shall consist of a man and a woman who are registered Democrats, and who reside in the precinct they are to represent, are registered to vote in the precinct they are to represent, and are elected from the precinct they are to represent. If a precinct has more than one thousand (1,000) registered Democrats as of January 1 of a year in which a presidential election is to be held, an additional one (1) man and one (1) woman are entitled to be elected to represent said precinct. At any time a precinct totals one thousand (1,000) registered Democrats or when new precincts are created, additional HCDEC positions may be created according to the procedures for filling vacancies.
 - 2.1.3. Committeepersons Moving Out of Their Precincts: For the purposes of eligibility to seek office, a committeeperson who moves out of his or her precinct shall still be classified as an elected member for the duration of the term for which he or she was elected. A committeeperson who moves into a precinct represented by less than the maximum number of committeepersons permitted by these bylaws may be elected by the HCDEC to fill a vacancy pursuant to Section 103.091(5), Florida Statutes, as amended from time to time. A committeeperson who moves into a precinct that already has the maximum number of committeepersons permitted by these bylaws may be appointed as a member in accordance with section 2.1.6 below.
 - 2.1.4. Election of Members: HCDEC members shall qualify and be elected to office at such times and in such manner as provided by Florida Statutes and by the HCDEC to fill vacancies in precincts.
 - 2.1.4..1. Terms of office: Elected members of the HCDEC shall take office on the first day of the month following each general election and shall serve for a term of four (4) years. Members elected by the HCDEC to fill present vacancies shall take office at the time of their election and their term of office shall run concurrently with that of elected members.

2.1.5. At-Large Committeemen and Committeewomen.

- 2.1.5..1. Definition: At-Large Committeemen and Committeewomen are: (1) those who are automatically deemed members of the HCDEC by virtue of Florida Statutes; and (2) any Democratic elected officials from Hillsborough County unless such elected official opts not to be an At-Large Committeeman or Committeewoman. If the newly-elected official is an elected member of the HCDEC, his or her election at At-Large Member shall be deemed to create a vacancy in the precinct that he or she represents. Said vacancy may be filled pursuant to section 103.091(5), Florida Statutes, as amended from time to time.
- 2.1.5..2. At-Large Committeemen and Committeewomen shall remain as such for the duration of the term of office qualifying them as At-Large Committeemen and Committeewomen. At-Large Committeemen and Committeewomen shall enjoy voting privileges; however, they shall not serve as officers of the HCDEC.
- 2.1.5..3. At-Large Committeemen and Committeewomen are exempt from the requirement to attend meetings. At-Large Committeemen and Committeewomen shall not be computed when determining quorum.

2.1.6. Appointed Members

- 2.1.6..1. Definition: Appointed Committeemen and Committeewomen are persons who shall be nominated by the Membership Committee, following investigation by the Credentials Committee, appointed by the HCDEC Chairperson and approved by a majority of the membership of the HCDEC present and voting at a meeting at which a quorum is present. Appointed Members are neither elected officials nor representatives of any particular precinct but are still members of the HCDEC.
- 2.1.6..2. Appointment: Selection of appointed members shall be made in order to achieve political, economic, or minority balance within the HCDEC.
- 2.1.6..3. Term of Office: the terms of office for appointed members shall be one (1) year commencing with the date of appointment; however, it shall expire immediately, prior to the commencement of the organization meeting of the next committee. Said members may be reappointed.
- 2.1.6..4. The total number of Appointed Members shall not be such as would make the total elected membership exceed 110% of the total elected membership which the HCDEC is entitled.
- 2.1.6..5. Appointed Members shall serve where needed and shall enjoy voting and other privileges and responsibilities of membership except serving as an officer as defined in Section 3.1 below.
- 2.1.6..6. Appointed Members are exempt from the requirement to attend meetings. Appointed members shall not be computed when determining a quorum.

2.2. Responsibilities of Membership:

- 2.2.1. Each HCDEC member shall take and abide by the loyalty oath prescribed by the State Democratic Party prior to admission to the HCDEC.

- 2.2.2. Each HCDEC member shall be responsible for attending each HCDEC meeting and signing his or her name to the official attendance sheet provided by the Credentials Committee for the meeting.
- 2.2.3. No HCDEC member shall accumulate more than two (2) unexcused absences from HCDEC meetings within each twelve (12) month period following the date of taking office.
- 2.2.4. In lieu of attending one or more of the regular or called HCDEC meetings, the HCDEC member may instead meet one of the following criteria:
 - 2.2.4..1. service on at least one (1) standing or special committee and participation in the activities of that committee(add maximum of 3);
 - 2.2.4..2. participation in the activities of the Campaign and Precinct Organization Committee in election years;
 - 2.2.4..3. participation in special workshops, seminars, and programs sponsored by the HCDEC;
 - 2.2.4..4. development of a precinct organization which shall include block workers; or
 - 2.2.4..5. participation in any other activity deemed appropriate by the Credentials Committee.
 - 2.2.4..6. However, in order for these alternatives to substitute for attendance at one or more of the regular or called HCDEC meetings, the member must notify the Credentials Committee within 30 days of the absence of its participation in the alternative activity(ies).
- 2.2.5. Precinct Vacancies: Vacancies shall be deemed to exist whenever precinct positions have not been filled by the electoral process, or as the result of the removal of an elected member, or when precincts reach one thousand democratic electors, which according to Section 2.1.2 herein entitles such precinct to the election of an additional man and woman to represent the precinct. Precinct vacancies shall be filled by vote of the HCDEC in the following manner:
- 2.2.6. Prospective members must express their intent by filling an application for membership in the HCDEC with the Membership Committee or the HCDEC office at least 21 days prior to the meeting at which their application is to be acted upon. Prospective members must be present at this meeting in order to be considered for membership.
- 2.2.7. Vacancies on the HCDEC shall be filled by action of the HCDEC within sixty (60) days in accordance with Florida Statutes. After a vacancy has existed for sixty days (60) days, it may be filled by the State Chairman.
- 2.2.8. Those persons appointed to fill precinct vacancies must be registered Democrats residing within the precinct that they are appointed to represent.

3. Officers

- 3.1. Definition: The officers of the HCDEC shall be a Chairperson; a Vice-chairperson in charge of Operations, a Vice-chairperson in charge of Outreach, at least one of whom shall be of the opposite sex from the Chairperson; a Secretary; and a Treasurer. In addition, the HCDEC membership shall elect one(1) man and one (1) woman to represent the HCDEC on the State Executive Committee of the Florida Democratic Party
- 3.2. Term of Office: Terms of office for the Chairperson, Vice-Chairpersons, Secretary, and Treasurer of the HCDEC shall be two (2) years, or until their successors are duly

elected. State Executive Committee persons shall hold offices for a period of four (4) years, or until their successors are elected.

3.2.1. No member of the HCDEC shall hold more than one (1) elected office at a time.

4. Election of Officers.

4.1. The officers of the HCDEC shall be elected by a majority vote in accordance with the Charter and Bylaws of the Florida Democratic Party and the Bylaws of the HCDEC.

4.1.1. Candidates for office should qualify by submitting notice, in writing, to the Credentials Committee not later than seven (7) days prior to an election.

4.1.2. Nominations will be accepted from the floor provided previous permission has been secured from the proposed candidate.

4.1.3. Only those members elected in accordance with the Florida Statutes Section 103.091(4), the Charter and Bylaws of the Florida Democratic Party and these Bylaws shall be eligible to serve as Chairperson, Vice-Chairpersons, Secretary, Treasurer, State Committeeman, and State Committeewoman.

4.2. Scheduled Elections:

4.2.1. The Chairperson, Vice-Chairpersons, Secretary, and Treasurer of the HCDEC shall be elected every two (2) years in even-numbered years. The State Committeeman and State Committeewoman shall be elected every four (4) years.

4.2.1..1. In presidential election years the above mentioned officers shall be elected at the organizational meeting in accordance with Section 6.1 herein; and,

4.2.1..2. In other even-numbered years the election shall take place at a regular meeting of the HCDEC occurring no later than December 21 of said year in accordance with Sections 6.1.2, 6.1.3, and 6.1.4 herein, except that there shall be no election of the State Committeewoman and State Committeeman.

4.3. Vacancies:

4.3.1. If the office of the Chairperson, Vice-Chairpersons, Secretary, or Treasurer becomes vacant, an election shall be held within forty five (45) days of the vacancy. An office shall be deemed vacant in any of the circumstances described in Section 103.131, Florida Statutes, as amended from time to time. Written notice shall be provided to the HCDEC members at least fifteen (15) days before the election. Notice of the vacancy shall be sent by certified mail to the State Chairperson within ten (10) days of said vacancy. In the event that a vacancy in the office of the HCDEC Chairperson is filled by a person of the same sex as the Vice-Chairpersons, or vice versa, the requirement that they be of the opposite sex shall be waived for the unexpired term. The notice required by this paragraph shall be provided by the highest ranking Constitutional officer at the time of the vacancy.

4.3.2. A vacancy in Hillsborough County's State Executive Committee membership shall be filled for the unexpired term by the HCDEC membership by election within thirty (30) days of creation of said vacancy. If the HCDEC fails to act within that time, the State Chairperson shall fill the vacancy by appointing a Democrat residing within Hillsborough County who shall be chosen from among the elected members described in Section 2.1.

4.4. Resign to Run: Any officer of the HCDEC seeking the Democratic nomination for public office shall resign from the HCDEC office commencing at the time of opening a campaign account for said public office. Vacancy shall be filled as described in Section 4.3.1.

- 5. Duties of Officers:
 - 5.1. Chairperson: It shall be the duty of the Chairperson to:
 - 5.1.1. Preside at all meetings of the HCDEC and of the Steering Committee;
 - 5.1.2. Appoint the Chairs and the membership of all Standing Committees and a Parliamentarian with sixty (60) days of assuming office;
 - 5.1.3. Advise the Secretary of any special meetings in sufficient time for the Secretary to send notice of such meeting to the HCDEC
 - 5.1.4. Approve and countersign all checks issued by the Treasurer;
 - 5.1.5. Serve as an ex-officio member of all committees;
 - 5.1.6. Promulgate an annual precinct organization activity and campaign schedule and campaign budget;
 - 5.1.7. Serve as the only official spokesperson for the HCDEC or to designate a temporary spokesperson; and,
 - 5.1.8. Receive resignations of officers and committee members.
 - 5.1.9. Appoint an Executive Director and/or other supporting operational staff with approval of the Steering Committee.
 - 5.2. Vice-Chairperson of Operations: It shall be the duty of the Vice-Chairperson of operations to:
 - 5.2.1. Serve in the Chair's place during the absence or inability of the Chairperson, to render and perform his or her duties, or exercise his or her powers, as set forth in these Bylaws, Florida Statutes, or in accordance with the Charter and Bylaws of the Florida Democratic Party. When acting in the place of the Chairperson, the Vice-Chairperson of Operations shall have all the powers and be subject to all the responsibilities hereby given to, or imposed upon, the Chairperson;
 - 5.2.2. Assist the Chairperson in carrying out all operational functions of the HCDEC; coordinate committee operations to meet the party's annual strategic initiatives and campaign plan; and ensure HCDEC compliance with FDP requirements.
 - 5.2.3. Serve as Program Chairperson for all scheduled regular meetings;
 - 5.2.4. Serve as an ex-officio member of all committees; and,
 - 5.2.5. Perform such other duties as the Chairperson shall direct.
 - 5.3. Vice-Chairperson of Outreach: It shall be the duty of the Vice-Chairperson of Outreach to:
 - 5.3.1. Assist the Chairperson in carrying out all outreach functions of the HCDEC; serve as liaison between HCDEC and community leaders and organizations; and coordinate party activities with County caucuses and clubs.
 - 5.3.2. Serve as an ex-officio member of all committees; and,
 - 5.3.3. Perform such other duties as the Chairperson shall direct.
 - 5.4. Secretary: It shall be the duty of the Secretary to:
 - 5.4.1. Attend and keep minutes and records of all meetings of the HCDEC and submit copies of said minutes and records for the HCDEC files and the Florida Democratic Party files;
 - 5.4.2. Keep, file, and report on correspondence related to the HCDEC;
 - 5.4.3. Furnish to the Credentials Committee a list of all the qualified members of the HCDEC, or proxies, at each meeting of the HCDEC;
 - 5.4.4. Provide notice via electronic media of each regular or special meeting at least ten (10) days prior to the date of the meeting except in cases of emergency or as specifically stipulated in these Bylaws. Upon demand, a member shall be entitled to receive written notice via U.S. Mail. Such notice should include an agenda (if possible) and a brief summary of issue items requiring a decision at the meeting.

- 5.4.5. Serve as an ex-officio member of all committees; and,
- 5.4.6. Perform such other duties, as the Chairperson shall direct.
- 5.5. Treasurer: It shall be the duty of the Treasurer to:
 - 5.5.1. Deposit any and all funds in such bank or banks as the HCDEC may direct, and to be responsible for all funds of the HCDEC, as required by Florida Statutes and the Charter and Bylaws of the Florida Democratic Party;
 - 5.5.2. Keep a record of all receipts and expenditures;
 - 5.5.3. Pay all legitimate bills;
 - 5.5.4. Render an accounting of all receipts and expenditures at each meeting of the HCDEC and to file required reports with the Hillsborough County Supervisor of Elections;
 - 5.5.5. Arrange for an annual audit of the financial condition of the HCDEC by qualified examiners who shall not be members of the HCDEC. Audits shall be conducted in substantial compliance with standard accounting procedures. A copy of the audit shall be filed with the Florida Democratic Party and with the Hillsborough County Supervisor of Elections prior to April 1 of the ensuing year;
 - 5.5.6. Transfer all records to the successors in office after all accounts have been audited and approved by the appropriate authorities;
 - 5.5.7. Serve as an ex-officio member of all committees and a standing member of the Finance Committee;
 - 5.5.8. Submit an annual operating budget to the HCDEC Steering Committee; and,
 - 5.5.9. Perform such other duties, as the Chairperson shall direct
- 5.6. State Executive Committee Persons: It shall be the duty of both elected State Executive Committee Persons to:
 - 5.6.1. Inform the HCDEC of any questions to be brought before the State Executive Committee or, in the event a regular HCDEC meeting is not scheduled, inform the HCDEC Chairperson of the need to call a meeting of the Steering Committee;
 - 5.6.2. Report all actions taken at both the Central and State Executive Committee meetings at the next HCDEC meeting, and to place a copy of both the Central and State Executive Committee agendas in the HCDEC files;
 - 5.6.3. Reflect, to the best of their knowledge, the wishes of the HCDEC in all votes cast;
 - 5.6.4. Keep the HCDEC Constitution and Bylaws Committee informed of all changes made in the Charter and Bylaws of the Florida Democratic Party, and;
 - 5.6.5. Attend all Central Committee and State Executive Committee meetings or, when such attendance is not possible, obtain proxies.
- 6. Regional Directors and District Leaders
 - 6.1. Regional Directors
 - 6.1.1. The HCDEC Chairperson may appoint Regional Directors to assist with the organization of party infrastructure. The Regional Directors shall serve two years terms at the pleasure of the HCDEC Chairperson.
 - 6.1.2. The duties of the Regional Directors shall include the following: insure strategic goals for the region are accomplished; appointing District Leaders; increase membership to clubs within their region; data gathering within their region; coordinate the training and organization of precinct committeepersons and district leaders within their region; appoint one member from their region to serve on each standing committees and perform such other duties as the Chairperson shall direct.
 - 6.1.3. Regional Directors are required to be DEC members at time of appointment.

6.2. District Leaders

- 6.2.1. The Regional Directors may appoint District Leaders to assist with the organization of precincts within their district. The Regional Directors shall serve two years terms at the pleasure of the Regional Directors and the HCDEC Chairperson.
- 6.2.2. The duties of the District Leaders shall include the following: increase membership to clubs within their district; data gathering within their district; coordinate the training and organization of precinct committee persons within their district; recommend members from their district to serve on standing committees; and perform such other duties as the Regional Director shall direct.
- 6.2.3.

7. Hillsborough County Democratic Party Leadership Association

7.1. The HCDEC Chairperson shall also serve as the Chair of the Hillsborough County Democratic Party Leadership Association ("HCDPLA").

- 7.1.1. The HCDPLA shall assist the HCDEC Chairperson in developing the vision and strategic goals for the HCDEC; amend and confirm the HCDEC strategic plan; approve the HCDEC operational and campaign budgets; and assist the HCDEC in raising financial support.
- 7.1.2. The voting membership of the HCDPLA shall consist of the following individuals, or their representatives:

Democratic elected officials in Hillsborough County, including but not limited to: County Commissioners; City Council members, Mayors, State Legislators, members of Congress; and members of the School Board;

Elected Officers of the HCDEC;

Individuals appointed by the HCDEC Chairperson who have provided significant financial and organizational support to the HCDEC.

- 7.1.3. The HCDEC shall schedule a HCDPLA meeting, at least annually, by January 31 of each calendar year.

8. Meetings

8.1. Organizational Meetings

- 8.1.1. The HCDEC Chairperson of the preceding HCDEC shall call an organizational meeting of the HCDEC no later than two (weeks) after the said Committee officers take office.
- 8.1.2. Agenda: The organizational meeting shall be called to order by the HCDEC Chairperson of the preceding HCDEC who shall preside until the election of the new HCDEC Chairperson who shall then assume the chair. The order of business shall be as follows:
 - 8.1.2..1.1. Invocation;
 - 8.1.2..1.2. Pledge of Allegiance;
 - 8.1.2..1.3. Roll Call;
 - 8.1.2..1.4. Credentials Report;
 - 8.1.2..1.5. Election of Chairperson;
 - 8.1.2..1.6. Election of State Committeewoman;
 - 8.1.2..1.7. Election of State Committeeman;
 - 8.1.2..1.8. Election of Vice-Chairperson of Operations;
 - 8.1.2..1.9. Election of Vice-Chairperson of Outreach;

- 8.1.2..1.10. Election of Secretary;
- 8.1.2..1.11. Election of Treasurer;
- 8.1.2..1.12. Adjournment
- 8.1.3. Election of Officers:
 - 8.1.3..1.1. Each candidate shall have ten (10) minutes for nominating and according speeches or any other activity on his/her behalf;
 - 8.1.3..1.2. The voting for that office will then proceed;
 - 8.1.3..1.3. Each candidate shall name one (1) teller for the counting of ballots.
 - 8.1.3..1.4. The tellers shall count the ballots in the presence of the full committee;
 - 8.1.3..1.5. Balloting shall proceed without recess until one (1) candidate shall have received a majority of the votes cast; and,
 - 8.1.3..1.6. In the event no one (1) candidate received a majority n the first ballot, the two (2) candidates receiving the highest votes shall be in a run-off.
- 8.1.4. Quorum: Quorum for each Organizational Meeting of the HCDEC shall consist of no less than forty percent (40%) of the members elected on the First Primary Ballot in the Presidential election year.
- 8.2. Regular and Special Meetings
 - 8.2.1. Definition: The HCDEC shall meet at least quarterly with the calendar beginning in January. Special meetings for the HCDEC may be called by the Chairperson or by petition of a majority of the elected membership of the HCDEC. Official notice of all meetings must be mailed, emailed or transmitted by other generally acceptable electronic media at least ten (10) days prior to the meeting date.
 - 8.2.2. Order of Business: Unless the Chairperson determines another order is suitable for the order of business at a meeting, the order of business at all regular and special meetings of the HCDEC shall be as follows:
 - 8.2.2..1.1. Sign Official attendance sheet;
 - 8.2.2..1.2. Call to order;
 - 8.2.2..1.3. Silent Prayer;
 - 8.2.2..1.4. Pledge of Allegiance;
 - 8.2.2..1.5. Credentials Committee Quorum report;
 - 8.2.2..1.6. Minutes of the last meeting;
 - 8.2.2..1.7. Treasurer's report;
 - 8.2.2..1.8. Communications;
 - 8.2.2..1.9. Committee Report;
 - 8.2.2..1.10. Unfinished Business;
 - 8.2.2..1.11. New Business;
 - 8.2.2..1.12. Adjournment.
 - 8.2.3. New Business Defined: The membership of the HCDEC may vote on a matter if:
 - 8.2.3..1. The appropriate HCDEC existing committee has discussed and voted to bring the matter before the HCDEC membership at its next regularly scheduled meeting; or
 - 8.2.3..2. Two thirds (2/3) of those present and voting vote to hear the issue; or
 - 8.2.3..3. The HCDEC position must be sent to the State Executive Committee or the Central Committee of the Florida Democratic Party as an expression of the HCDEC's opinion before the next regularly scheduled meeting of the HCDEC. Only the State Committeewoman, State Committeeman, Chairperson or Vice

Chairpersons may make the motion for the subject matter brought before the HCDEC under this provision.

- 8.2.4. Unfinished Business: Matters remaining unresolved from previous meetings shall be eligible for a vote at the next regularly scheduled meeting.
- 8.2.5. Quorum: Quorum of the HCDEC shall consist of thirty percent (30%) of the total membership if total membership is 300 or more; forty percent (40%) of the total membership if total membership is 299 or less. In calculating a quorum, the Credentials Committee may take into account all previously excused absences.

9. Committees

- 9.1. Membership and Meetings: Members are encouraged to serve on at least one standing or special committee and participate in its activities. All committees shall meet at the discretion of their chair unless otherwise specified.
 - 9.1.1. Each Committee Chair shall have 30 days upon appointment to appoint a Secretary for the Committee. The Committee Secretary is responsible for all information related to the Committee. This includes meeting minutes, project plans, membership lists, member contact information and Committee specific voter and donor contact lists. All such information must be stored digitally. The digital version of this information shall be considered the official version, unless such information is required to be maintained non-digitally for the purposes of fulfilling legal or Bylaws requirements.
- 9.2. Steering Committee: The Steering Committee shall be comprised of all officers, the State Executive Committeeman and State Committeewoman, Chairpersons of Standing Committees; President/Chairpersons of local Caucuses that have been chartered through the Florida Democratic Party and have at least 10 active members; and Regional Directors. Other HCDEC members may be invited to attend for the purpose of making reports on special projects.
 - 9.2.1. It is the function of the Steering Committee to help the Chairperson govern the day-to-day operations of the HCDEC. The Steering Committee may hire staff as needed as included in the annual budget approved by the HCDEC.
 - 9.2.2. The Steering Committee shall meet at least one week prior to any regular or called HCDEC meeting to review the agenda as presented by the Chairperson.
 - 9.2.3. The Steering Committee shall be empowered to act on behalf of the full Committee in between regular meetings of the HCDEC. Such actions are subject to approval at the next HCDEC meeting.
- 9.3. Other Standing Committees:
 - 9.3.1. Affirmative Action Committee: The Affirmative Action Committee shall study, report and recommend to the HCDEC changes in the HCDEC Affirmative Action Plan to comply with Affirmative Action policies of the Democratic National Committee and the Florida Democratic Party.
 - 9.3.2. Campaign and Precinct Organization Committee: The Campaign and Precinct Committee shall:
 - 9.3.2..1.1. During election years, provide information, by conducting seminars, holding trainings, providing written and electronic materials and by any other such means as are available, on the ways in which registered Democrats residing in Hillsborough County may conduct successful campaigns for elected offices;
 - 9.3.2..1.2. Introduce new HCDEC member to their duties and responsibilities;
 - 9.3.2..1.3. Conduct orientation seminars and may conduct multiple training sessions to provide members with the tools necessary to effectively organize their precinct; and,

- 9.3.2..1.4. Supervise political canvasses and literature distribution efforts.
- 9.3.3. Constitution and Bylaws Committee: The Constitution and Bylaws Committee shall study, report and recommend to the HCDEC proposed changes to the Constitution and Bylaws of the HCDEC, and ensure that said Constitution and Bylaws are in compliance with the Charter and Bylaws of both the State and National Democratic Party Charter and Bylaws.
- 9.3.4. Credentials Committee: The Credentials Committee shall:
 - 9.3.4..1.1. Receive and verify qualifications of prospective HCDEC members other than those elected on the First Primary Ballot during residential election years.
 - 9.3.4..1.2. Report promptly to the Membership Committee on all prospective HCDEC members' applications verified for membership
 - 9.3.4..1.3. Keep attendance of all HCDEC meetings and maintain sign-in sheets of those meetings;
 - 9.3.4..1.4. Verify all proxies in accordance with Section 11.1 herein,
 - 9.3.4..1.5. Determine the presence of a quorum when requested;
 - 9.3.4..1.6. Conduct elections not only for the purpose of filling Precinct vacancies but also for electing Appointed member to serve as At-large member of the HCDEC; and,
 - 9.3.4..1.7. Investigate any alleged violations by a member of his/her oath of office and make a report to the HCDEC, giving full due process to the member both in the committee and the HCDEC.
 - 9.3.4..1.8. Receive and verify all requests from members for excused absences. Such requests may be submitted in advance, but must be submitted not later than 30 days following absence.
- 9.3.5. Finance Committee: The Finance Committee shall:
 - 9.3.5..1.1. Act as an advisory committee on finances;
 - 9.3.5..1.2. Recommend to the HCDEC ways and means of raising funds for the purpose of maintaining the organization and promoting campaigns to elect Democratic nominees;
 - 9.3.5..1.3. Actively engage in fundraising activities as approved by the Chairperson to support the ongoing expenses of the organization and,
 - 9.3.5..1.4. Work with the Treasurer in preparing the annual budget.
 - 9.3.5..1.4.1. Subcommittee for Jefferson-Jackson Dinner
 - 9.3.5..1.4.2. This Dinner shall be held within the first quarter of the year, unless the Chairperson determines that a later time is more appropriate.
 - 9.3.5..1.4.3. This Subcommittee shall have its own chairperson (the "JJ Chair") appointed by the Chairperson. It shall be the role of the JJ Chair to work with the Finance Committee and the Chairperson to organize and put on the Jefferson-Jackson Dinner.
- 9.3.6. Legislative Liaison Committee: The Legislative Liaison Committee shall:
 - 9.3.6..1. Work with and assist the Hillsborough County legislative delegation;
 - 9.3.6..2. Recommend action on legislative matters;
 - 9.3.6..3. Provide recommendations to the HCDEC relative to the use of the word "Democrat"; and,
 - 9.3.6..4. Work with affiliated county Democratic organizations and candidates, in furtherance of campaigns or Democratic Party

- matters, to promote harmony within the framework of the Democratic Party.
- 9.3.7. Membership Committee: The Membership Committee shall:
 - 9.3.7..1. Actively recruit new members and recommend them for membership in the HCDEC;
 - 9.3.7..2. Prepare and deliver applications for membership to the Credentials Committee for verification of qualifications; and,
 - 9.3.7..3. Report to the HCDEC on Precinct vacancies at least monthly.
 - 9.3.8. Platform Committee: The Platform Committee shall:
 - 9.3.8..1. Identify and study key political issues at the local, state, and federal levels;
 - 9.3.8..2. Assist in the dissemination of information on issues contained in the National and Florida Democratic Party Platforms;
 - 9.3.8..3. Report on local issues at the direction of the Chairperson. This may include the development of a platform on local issues.
 - 9.3.9. Public Relations and Publicity Committee: The Public Relations and Publicity Committee shall:
 - 9.3.9..1. Through working with the Chairperson and the Public Relations staff of the Florida Democratic Party (as appropriate), obtain publicity in the best interest of the HCDEC and the Florida Democratic Party; and,
 - 9.3.9..2. Receive from the Membership Committee lists of what Precinct vacancies exist within Hillsborough County and publicize these to the Membership through postings on the HCDEC website, emails to the HCDEC members, announcements during the HCDEC meetings and any other appropriate means.
 - 9.3.9..3. The Public Relations Committee shall be responsible for providing regular content for the HCDEC website and insuring that a digital copy of all publicly distributed information is also provided to the HCDEC web site administrators.
 - 9.3.10. Young Democrats Committee: This committee shall work with the Florida Young Democrats to further their goal of engaging voters between the ages of 16 and 40 within Hillsborough County. The President of the Hillsborough Young Democrats shall be the Chairperson of this Committee.
 - 9.3.11. Information Technology Committee: The IT Committee shall provide, maintain, and support the membership with the necessary information technology tools and infrastructure to efficiently fulfill their duties.
 - 9.3.11..1. The IT Committee shall provide each committee Secretary referenced in 7.1.1 with the means to store all information the Committee Secretaries are charged with maintaining. The IT Committee shall not have ownership of the information stored, and will ensure that the Secretaries have equal access to the information for their Committee.
 - 9.3.11..2. The IT Committee shall provide the Public Relations and Publicity Committee with a relevant Internet based platform, such as a "Website", for communications with the membership and public at large. This shall include the ability for mass communication with members and voters, the ability to publish information for members and voters and the ability to receive feedback and communications from members and voters.

- 9.3.11..3. The IT Committee shall develop and/or maintain training materials required to allow members to efficiently utilize the tools and services which the IT Committee is charged with providing.

- 9.3.11..4. The IT Committee shall appoint a “Webmaster”, who shall provide the technical and administrative support for the Internet platform described in 7.3.11.2. The Webmaster shall be responsible for providing access to members and volunteers for the ongoing operation of the Internet platform. The Webmaster shall be responsible for securing the Internet platform and providing technical support to the membership and public at large during routine usage of the Internet platform.
- 9.3.11..5. The IT Committee Secretary shall be the point of contact for dealing with the Florida Democratic Party technical staff. The Secretary shall be responsible for maintaining contact information for Florida Democratic Party employees and volunteers which deal with the technical infrastructure of the Florida Democratic Party. This shall include technical and administrative contacts for state-sponsored initiatives such as, but not limited to, voter databases, email mailing lists, and Internet-based platforms.

9.4. Special Committees:

- 9.4.1. Such other committees shall be created by the Chairperson of the HCDEC and shall have a seat on the Steering Committee as the Chairperson deems necessary from time to time to carry out a specified task for the HCDEC.
- 9.4.2. Upon completion of its final report and its submission to the Chairperson of the HCDEC, a Special Committee automatically ceases to exist.
- 9.4.3. A Special Committee shall not be appointed to perform a task that falls within the assigned function of an existing Standing Committee, as delineated in Section 7.2 and 7.3 herein.

10. Parliamentary and Parliamentary Authority:

- 10.1. The Chairperson shall appoint one (1) member of the HCDEC to serve as Parliamentarian of the HCDEC. The Parliamentarian shall serve at the pleasure of the Chairperson.
- 10.2. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order newly Revised shall govern the HCDEC in all cases to which they are applicable and in which they are not inconsistent with the Charter and Bylaws of the Florida Democratic Party and the Bylaws of the HCDEC.

11. Voting:

- 11.1. The Chairperson shall declare all votes and may call for a vote on any question by voice vote, by a rising vote, or by a call of the roll.
- 11.2. Upon request of an HCDEC member a rising vote shall be called, or upon the showing of hands by fifteen (15) or more HCDEC members, the Chairperson shall take a roll call vote.

12. Discipline:

- 12.1. The HCDEC shall follow the requirements and authority of the Charter and Bylaws of the Florida Democratic Party with respect to removal of HCDEC members by reason of absence(s) or violation of oath of office.
- 12.2. Any person shall be removed from office as a member of the HCDEC for failure to comply with the responsibilities of members as specified in Section Two of these by-laws.

- 12.3. Removal procedures for non-compliance with the responsibilities of HCDEC members:
 - 12.3.1. Those HCDEC members not in attendance at announced meetings or unable to provide evidence or participating in an activity stipulated in Section 2.4 of these Bylaws will have their name printed in the next HCDEC Newsletter with the number of Absences printed beside their name.
 - 12.3.2. Those members accumulating three (3) unexcused absences will be sent a letter by the Credentials Committee.
 - 12.3.3. Those members removed from the HCDEC for non-attendance shall have the right of appeal to the full committee.

13. Proxies:

- 13.1. Any member of the HCDEC who for any reason is unable to attend any meeting of the HCDEC may designate, as a Proxy, any qualified Democratic voter who resides in the same precinct, except a member of the HCDEC, and on the presentation of written Proxy, the holder of such Proxy shall be given all the rights in the proceedings of the specific meeting as if a member of the HCDEC.
- 13.2. Proxies may not account for more than ten percent (10%) in computing quorum.
- 13.3. Proxies shall not be considered in the fulfillment of attendance requirements.
- 13.4. Said Proxy may be in substantially the form of Attachment #1 of these Bylaws and shall be verified by the Credentials Committee.

14. Penalties:

- 14.1. The State Chairman, at the direction of the Central Committee, shall be responsible for the imposition of penalties, which shall be set forth herein.
- 14.2. Compliance: Should the HCDEC be found in noncompliance with the Charter and the Bylaws of the Florida Democratic Party or Florida Statutes the State Chairperson may notify the HCDEC of such noncompliance by certified mail. The HCDEC shall have thirty (30) days to comply.
- 14.3. Suspension and Removal: The HCDEC or officers may be suspended by the State Chairman for failure to comply within thirty (30) days. The Central Committee shall review the actions of the State Chairperson at the next meeting of the Central Committee and either affirm the suspension and remove the officer(s) or HCDEC upon a two-thirds (2/3) vote of the entire membership of the Central Committee, or, in the alternative, reinstate said officer(s) of the HCDEC. A HCDEC officer who has been removed from office shall not be eligible to hold any HCDEC office for the remainder of said term.

15. Amendment of Bylaws:

- 15.1. Amendment: The Bylaws of the HCDEC may be amended by two-thirds (2/3) of those present and voting; providing no amendment may be voted upon without ten (10) days written notice of the proposed amendment and meeting. A copy of the amended HCDEC Bylaws shall be filed with the Florida Democratic Party within thirty (30) days.

PROXY

I _____, hereby appoint _____ as my
Proxy, and in my stead to attend the Hillsborough County Democratic Executive Committee
meeting to be held in _____, Florida on _____, 20__, to vote on any and all
matters and to do any and all acts which I would do if present.

Member, Hillsborough County
Democratic Executive Committee

Precinct _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this, the _____ day of _____, 20__ A.D., at
_____, Florida.

NOTARY PUBLIC

Loyalty Oath

The Loyalty Oath is amended to prohibit the support of non-democrats against a Democrat in any elections as follows:

County of _____

State of Florida

I, _____, having been duly sworn, say, that I am a member of the Democratic Party; that I am a qualified elector of _____ County, Florida; that during my term of office, I will not support the election of the opponent of any Democratic nominee, I will not oppose the election of any Democratic nominee, nor will I support any non-Democrat against a Democrat in any election other than in judicial races; that I am qualified under the Constitution and Laws of the State of Florida and the Charter and Bylaws of the Florida Democratic Party to hold the office I am seeking, or to which I have been elected; that I have not violated any of the laws of the State of Florida relating to election of the Charter and Bylaws of the Florida Democratic Party.

Signature

Sworn to and subscribed before me this _____ day of _____, 20____
at _____ County, Florida.

Signature of Officer Administering Oath

Loyalty Oaths have to be notarized by a notary public.