

BYLAWS of the STATE CENTRAL COMMITTEE OF THE
IOWA DEMOCRATIC PARTY

ARTICLE I - NAME, AUTHORITY

Section 1: The name of the organization shall be the State Central Committee of the Iowa Democratic Party.

Section 2: The State Central Committee of the Iowa Democratic Party shall be the governing body of the Party when the State Convention is in adjournment; however, such actions by the State Central Committee shall be in accord with the expressed policies of the State Convention and the provisions of the Constitution of the Iowa Democratic Party.

ARTICLE II - MEMBERSHIP

Section 1: Voting Membership shall consist only of:

- Thirty District members elected equally by the five Congressional Districts at their biennial conventions,
- The Democratic National Committeepersons,
- The Chair of the State Affirmative Action Committee,
- The President of the Iowa Young Democrats,
- The State Platform Chair,
- The Black, Latino, Pacific Islander/Asian, Disability, Lesbian & Gay, American Indian, and Armed Forces Veterans caucuses Chairs.

Section 2: Ex-Officio, Nonvoting Membership shall consist of:

- The Democratic floor leader in the House of Representative and Senate of the Iowa General Assembly,
- The Democrats elected to the offices of Governor, Lieutenant Governor, and Speaker of the House,
- The elected representative of the Democratic County Elected Officials Organization, and
- The elected representative of the Association of Democratic County Executives.

Section 3: Members terms. The term of office of a member of the State Central Committee shall begin immediately following the adjournment of the State Convention and shall continue for two years and until his or her successor is elected and qualified.

Section 4: Duties. The membership of the State Central Committee shall be responsible for the following duties:

- Provide the leadership and framework to elect Democrats to all levels of government.
- Attend meetings of the Committee and their assigned Subcommittee(s).

- Provide a conduit for information flow between the State Central Committee and the Congressional District Central Committees.
- Review and approve an annual budget.
- Develop, review and approve a Strategic Plan to meet the organizational goals.
- Assist with the successful completion of fundraising projects.
- Develop, implement, and assist with trainings, including but not limited to, staff, district and county central committee members, caucus trainings, Absentee Ballot training, GOTV and other appropriate trainings.
- Work to develop and implement programs to build the party.

Section 5: Vacancies. When there is a vacancy on the State Central Committee which has occurred other than at the expiration of a regular term, a new member shall be elected by a majority of votes cast by the County Chairs and County (First) Vice-Chairs of the Congressional District in which the vacancy occurs. These County Central Committee officers shall cast the number of votes allotted to their respective counties in the last previous State Convention. If a Chair and Vice-Chair from the same county cannot agree on a candidate, each shall be allowed to cast one-half of the number of votes to which their county is entitled for the candidate of his or her choice.

State IDP staff may provide assistance to the District Central Committee and their officers by providing data, disseminating information, contacting County Chairs and (First) Vice-Chairs, and may otherwise facilitate the election if requested to do so by the District Central Committee Chair. Balloting may be accomplished in the manner the District chooses. Balloting may occur at a stated meeting, provided that the Chairs and (First) Vice Chairs of each County have been informed at least ten days prior to the election. Balloting may also be done via mail or email.

Section 6: Resignation, Termination, and Absences. Resignation by a voting member of the State Central Committee must be in writing and received by the State Chair and Secretary. A member of the State Central Committee may be removed by majority vote of the State Central Committee for failure to attend three consecutive State Central Committee meetings without excuse, non-residency, or for support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.

Section 7: Compensation. Members of the State Central Committee may in-kind mileage and hotel expenses for State Central Committee meetings and other official State Central Committee business at a rate approved by the operations committee. In lieu of cash payment, members may in-kind their cumulative expenses and they will receive club memberships equal to the amount of the cumulative in-kind. Members may pay to upgrade their club memberships (membership costs minus in-kinds). All duly elected SCC members may request one individual complimentary ticket to the Jefferson- Jackson Dinner, if they cannot purchase a ticket or redeem in-kind miles.

ARTICLE III - MEETINGS

Section 1: Regular Meetings. The State Central Committee shall meet at least once every three (3) months. Regular meetings at stated times and places may be scheduled by a majority vote of the Committee in attendance at an official meeting.

Section 2: Special Meetings. Special meetings may be called by the Chair or by any ten (10) members of the Committee, provided they cause to be mailed to all other members and officers of the State Central Committee a signed petition designating the time and place proposed for such meeting, which shall be held no less than five (5) days after the mailing of the petition.

Section 3: Notice. The State Chair shall cause five (5) days notice by mail or three (3) days notice by electronic mail or telephone, to be given to each member and officer of the State Central Committee for all meetings, regular or special.

Section 4: Quorum. The State Central Committee shall conduct no business in the absence of a quorum, which shall consist of a simple majority of the voting members.

Section 5: Procedure. Except as otherwise provided in these by-laws, Robert's Rules of Order (the most recent revised edition), shall be the rules of procedure in all meetings of the State Central Committee.

ARTICLE IV - OFFICERS

Section 1: Election of Officers. The State Central Committee shall meet and organize no later than thirty (30) days following the adjournment of the State Convention each even numbered year. Voting members of the State Central Committee shall elect a Chair, Vice-Chair(s), a Secretary, and a Treasurer and such other officers that they may deem necessary within ninety (90) days following the general election. Such officers need not be members of the State Central Committee; however, they must be eligible members of the Iowa Democratic Party. At least one of the Vice-Chairs must be of the opposite gender of the State Chair.

Section 2: Terms of Office. The term of office of each officer of the State Central Committee shall be for two years and until his or her successor is elected and qualified.

Section 3: Duties. The duties of each officer of the State Central Committee are as follows:

The State Chair shall have the duties of a chief executive officer. The State Chair shall

- convene regularly scheduled State Central Committee meetings,
- preside or arrange for other members of the executive committee to preside at each meeting in the following order: First Vice-Chair, Other Vice-Chair, Secretary and Treasurer,
- fulfill the responsibilities outlined in the Constitution of the Iowa Democratic Party, and
- be the recognized Spokesperson for the Iowa Democratic Party.

The State Vice-Chair (s) shall assume the duties of the State Chair during that officer's absence. In addition, in accordance with the Charter and By-Laws of the Democratic National Committee, the First Vice-Chair or the Vice-Chair of the opposite gender of the Chair will serve on the Democratic National Committee.

The Secretary shall be responsible for keeping records of all State Central Committee actions, including the taking of minutes at all State Central Committee meetings. Additionally the Secretary shall, with the assistance of the IDP Staff, be responsible for sending out meeting announcements, distributing copies of minutes and the agenda to each Central Committee member, and assuring that records are maintained for future reference as necessary.

The Treasurer, in concert with the State Central Committee, shall determine who shall have custody of the funds of the Iowa Democratic Party which shall be under the control of the State Central Committee. The Treasurer and any other officer or employee who may be responsible for the handling of the funds shall be under bond, the amount to be determined by the State Central Committee. He or she shall:

- cause written accounts of receipts and disbursements to be prepared prior to each regular meeting of the State Central Committee. These written accounts shall be a record of all receipts and disbursements subsequent to the last previous report and shall be presented to the members of the State Central Committee at each regular meeting.
- make a report of total receipts and disbursements subsequent to the last previous State Convention, to each State Convention, and
- assist in the preparation of the budget.

The State Central Committee shall cause an audit of all financial records and transactions of the Iowa Democratic Party accounts to be made by a certified public accountant at least once in each calendar year, and at such other times as may be directed by the State Central Committee. A copy of each audit shall be sent to each member and officer of the State Central Committee upon completion.

Section 4: Vacancies. Vacancies in the Chair, Vice-Chair(s), Secretary, Treasurer, and other elective offices of the State Central Committee shall be filled by the State Central Committee upon a majority vote of the members present and voting at an official meeting for which prior notice of the election was properly made in the call for the meeting.

Section 5: Resignation, Termination and Absences. Resignation from an office of the State Central Committee must be in writing and received by the Chair and Secretary. An officer may be removed by majority vote of the State Central Committee for failure to attend three consecutive State Central Committee meetings without excuse, non-residency, or for support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.

ARTICLE V - SUBCOMMITTEES

Section 1: Proportional Representation and Leadership. The State Central Committee shall organize into subcommittees. The membership of the subcommittees shall be proportional by Congressional District and gender to the extent possible. At least one of the subcommittees must be an Operations Committee. Each subcommittee of the State Central Committee shall elect a chair from their members. The Chair of each subcommittee of the State Central Committee shall facilitate the meetings of that subcommittee and report the subcommittee's activities and recommendations for action to the full State Central Committee membership for their consideration.

Section 2: Duties. The Subcommittees of the State Central Committee shall work together with employed staff to research and recommend to the full Committee actions to further the goals of the Iowa Democratic Party and to fulfill the oversight responsibilities of the organization. Topics may include: Budget preparation and review, fundraising, development and review of fiscal procedures, development and dissemination of the Affirmative Action and Outreach plan, development and progress review of the Coordinated Campaign Plan, development and review of party building activities, development and progress review of the Delegation Selection Plan in accordance with the Charter and Bylaws of the Democratic National Committee, caucus to convention planning, development and review of Personnel Policies and Procedures, maintenance of the Bylaws, development and review of appropriate services the IDP can provide to candidates, development and review of appropriate services the IDP can provide to County Party Committees, development and review of Strategic Planning, development and review of Communications and Information Technology Plans, and Program Planning. Other duties may be assigned at the discretion of the State Chair with the advice and consent of the State Central Committee.

ARTICLE VI – STAFF

Section 1: Authority to Hire. The State Chair may employ any staff s/he deems necessary with the approval of the State Central Committee. The Operations Committee will recommend proposed salary ranges for each position for the approval of the State Central Committee.

Section 2: Staff Responsibilities. If hired, staff will be subject to the terms of the Personnel Policies and Procedures manual and the contracted responsibilities outlined for the position they are selected to fill. An Executive Director, if the position is filled, will assume the administrative duties of the Iowa Democratic Party and will be responsible for the oversight of all other personnel.

Section 3: Coordination with SCC Membership. Any staff hired shall be expected to enhance and support the work of the State Central Committee. In this capacity, staff may be assigned to the various subcommittees to assist the membership in meeting their goals and objectives.

ARTICLE VII – ADOPTION AND AMENDMENT

Section 1: These Bylaws shall be adopted/amended by a majority vote of the State Central Committee following at least three weeks notice of the proposed bylaws, the time and the place

of the meeting to all members of the State Central Committee and its officers, and to all County Central Committee Chairs and Vice-Chairs.

Section 2: These bylaws shall be in conformity with the Constitution of the Iowa Democratic Party, the Charter and Bylaws of the Democratic National Committee, and the Statutes of the State of Iowa.

ARTICLE VIII – COUNTY, DISTRICT, AND STATE CONVENTIONS

Section 1. The platform shall consist of two parts, a Statement of Principles and a Statement of Issues. At the State level the Statement of Issues will include two parts: Priorities and Long Term Goals.

A. For purposes of the Platform Committee report, the Statement of Principles shall consist of no more than 500 words and the Statement of Issues shall consist of no more than 3000 words.

B. The Statement of Principles shall be a statement of abiding Democratic values and principles. This document is to be reviewed by the Platform committee for the purpose of making recommendations for additions and changes to reflect changes in the law, or to remove a statement achieved as Party goals. It is expected that few recommendations, if any, will be offered by the Platform committee. The Statement of Principles is a permanent statement of the Party philosophy.

C. The priorities and long term goals of the Issue statement will be specified by delegates of the State convention through a balloting process defined by the Rules Committee. The process will allow delegates, for the purpose of debate, to indicate priorities (those issues of importance in the next two years) and long term goals. Debate of planks should be limited to those which more than 33% of the convention delegates support, but less than 66% of the convention support. This is to focus limited debate time on those resolutions which could gain majority support through the debate process.

D. The Rules committee shall recommend a specific time at which delegates may begin casting their final ballots on platform prioritization and a time at which all votes should be cast.

E. The priorities and long term goals of the Issue statement will be specified by delegates of the State convention through a balloting process defined by the Rules Committee. The final priority ballot will define the priorities of the convention, as distinct from long term goals.

F. The Rules Committee shall set additional time deadlines and make additional rules governing debate, amendment, and adoption of platform planks as necessary for the efficient and fair consideration of the platform.

G. The Platform Committee of the State Convention shall, prior to the convening of the State Convention, hold a public hearing to allow Democrats the opportunity to comment on the draft platform. The Platform Committee shall include a report of this hearing in its report to the State Convention.

Section 2. Pursuant to Article XV, Section 1, of the Constitution of the Iowa Democratic Party, there shall be established, in addition to the Platform Committee, as set forth in Article VI, Section 10, of the Constitution of the Iowa Democratic Party, the following standing committees for each County, District, and State Convention:

A. Rules and Nominations Committee: Consistent with the delegate selection plan, the Constitution and By-Laws of this body, and the Charter and By-Laws of the Democratic Party of the United States, this committee shall be charged with the responsibility of drafting such rules and regulations as are necessary to conduct the business of the convention, including but not limited to the adoption of a Party platform, the adoption or ratification of such resolutions as the convention may wish to consider, the selection of delegates to district, state, and national conventions and meetings, the election of Party office holders and such other business as the convention in question may wish to consider. In addition, said committee shall have the responsibility for the counting of all ballots taken during the convention process and the conducting of such elections as shall take place.

B. Arrangements Committee: This committee shall be charged with the responsibility, in conjunction with the staff of the State Democratic Party, of arranging appropriate facilities and equipment for the conducting of the County, District, and State Conventions.

C. Credentials Committee: Consistent with the delegate selection plan, the Constitution, and By-Laws of this body, this committee shall be charged with the responsibility for the certification and accreditation of the delegates to the County, District, and State Conventions.

Section 3. The following procedure shall govern the registration and accreditation of delegates to the District and State Conventions of this Party:

A. The Credentials Committee of the appropriate convention shall timely obtain from each county a list of elected delegates to the convention and preference group, if any, to which the delegate purports to belong. Further, the county chair shall inform the Credentials Committee, at the same time at which the delegates and preference group information is supplied to the committee, of the name or names of the head of any viable preference group or groups within his/her county.

B. In the event the County Chair fails to carry forth promptly the duties as set forth in sub-section A of this Section, either the vice-chair of said county or the recognized head of a preference group within that county may supply the Credentials Committee with the information set forth in sub-section A of this Section.

C. In the event the county chair, vice-chair, or the recognized head of a preference group within a specific county fails to provide the Credentials Committee with such information as is required by sub-section A of this Section of these By-Laws, the chairperson of the Credentials Committee or the designated representative shall be empowered to appoint a representative of the county or preference group or groups within the county to assemble and provide the committee with the required information.

Section 4. Delegates to county, district, and state conventions shall be considered to have aligned with a preference group when they are registered for the convention in question. A delegate shall be required to designate his or her preference group at the time of his or her registration, and a delegate who refuses to designate a preference group shall be registered by the Credentials Committee as uncommitted.

The Credentials Committee of the Convention in question shall have the responsibility of determining the number of delegates within each preference group, and shall, upon completion of registration present a report to inform the convention of the size of each preference group.

Following the report of the credentials committee, all delegates will be afforded a one hour period to realign with other groups if they so desire. A delegate choosing not to realign shall continue to be counted as a part of his/her initial alignment. The Arrangements Committee will afford delegates the proper facilities to complete this realignment process.

For the purposes of this section, any preference group which fails to obtain fifteen (15) percent of the total number of registered delegates at the County Convention and fifteen (15) percent of the registered delegates at the District and State Conventions shall be declared non-viable.

Upon completion of the one (1) hour period for realignment of all delegates, the Credentials Committee shall report to the convention the viable and non-viable groups' status within the convention. Members of non-viable groups only shall have a reasonable time, not less than one half hour, in which to realign with or into other viable groups.

Following the time for realignment of those who are members of non-viable groups, the Credentials Committee shall report to the convention the final preference groups and their relative strength within the convention.

Section 5. If a delegate is unable to attend all or part of a convention, an alternate delegate shall be selected using one of the following methods:

A. A delegate may select an alternate by designating the name of the alternate in writing to the Credentials Committee of the appropriate convention. The Credentials Committee shall certify the alternate in the delegates' place.

B. In the event that a delegate fails to name an alternate in the manner prescribed in subsection A of this section, the appropriate preference groups, acting through its designated representative, shall designate the name of the alternate in writing to the Credentials Committee. The Credentials Committee shall certify the alternate in the delegate's place. In presidential years, or in years in which a preference group is selected, the appropriate designated representative shall be the preference group chair for county, district, and state conventions.

C. In all cases the alternates shall be of the same preference group. At county conventions consideration shall be given to alternates of the same precinct. At District and State Conventions, consideration shall be given to alternates from the same county.

D. In all cases where the alternate has been properly designated by a duly elected delegate pursuant to sub-section A of this section to serve as an alternate, he/she shall do so only until the originally elected delegate shall appear at the convention and request of the appropriate preference group chair or county chair his/her right to be seated. At such time, the alternate shall turn over his/her credentials and balloting material to the duly elected delegate. However, if the alternate has been selected by the preference group or by the county, and the duly elected delegate has failed to select an alternate, pursuant to subsection A, the alternate shall have the right to retain his/her position as a delegate despite the presence of the duly elected delegate. In the event of a dispute between the alternate and the delegate claiming to be duly elected, the precinct or the county shall immediately resolve the dispute and inform the Credential Committee of the resolution of the problem. Either the alternate or the claimed to be duly elected delegate may appeal immediately the decision of the precinct or county delegation to the convention's Credentials Committee. The convention shall uphold or overrule, if requested, the decision of the Credentials Committee. The business of the convention shall continue, unabated, during the resolution of this dispute.

E. In non-presidential years, or in years in which a preference group is not selected, the designated representative for the selection of an alternate, in the event an alternate has not been selected as set forth in sub-section A of this section, shall be the precinct committee persons at the county convention, and at a district or state convention, the County Chair.

F. If any of the foregoing methods of alternate seating are not used, the proposed alternate shall not be seated.

G. All non-preferred alternates shall be seated in a designated area in the business area of the convention hall until such time as the Chair or the Chair's designee calls them to a specific area to be seated as delegates.

Section 6. The Credentials Committee shall as expeditiously as possible seat any alternate who presents to them, either before or on the day of the convention, proper convention credentials from the appropriate designated representative. The Credentials

Committee shall substitute the name of the alternate in place of the delegate for the official convention record.

Section 7. The registration processes of county, district and state conventions shall be as follows:

at county conventions, delegate registration shall remain open for at least one hour. The determination of preference groups and the strength of preference groups shall not be made until all delegates have been received and approved by the county convention.

at district conventions, delegate registration shall be open for one hour and late arriving delegate registration shall be open for one additional hour immediately following. Official business of the district convention, such as the report of the platform committee, shall begin, with a preliminary credentials committee report announcing a quorum, as soon as one hour after registration begins. A quorum, for purposes of this section shall mean forty (40) percent of the total number of delegates elected to the district convention. The determination and the strength of preference groups, delegate selection, and platform prioritization shall begin after the final report of the credentials committee, when all registered delegates have been received and approved by the district convention.

at state conventions, delegate registration and credentialing shall be open from 4:00 p.m. until 8:00 p.m. the Friday evening before the state convention is scheduled to convene. On the day of the state convention, delegate registration shall be open from 8:00 a.m. until 9:00 a.m. Late arriving delegate registration shall be open from 9:00 a.m. until 10:00 a.m.

Delegates and alternate delegates arriving after 10:00 a.m. shall report to the state convention credentials committee. The credentials committee will determine on a case by case basis whether or not that individual may be received by the convention.

Delegates and alternate delegates arriving after the state convention has begun the process of breaking into preference groups shall not be seated.

Official business of the state convention shall begin with a preliminary credentials committee report announcing a quorum as early as 9:00 a.m. A quorum for purposes of this section shall mean forty (40) percent of the total number of delegates elected to the state convention.

The determination and the strength of preference groups, delegate selection, and platform prioritization, shall begin after the final report of the credentials committee, when all registered delegates have been received and approved by the state convention.

Section 8. With regard to gender balancing:

A. The delegates and alternates to the Democratic National Convention shall be equally divided between men and women. If there have not been sufficient nomination papers filed within a gender group in order to achieve gender balance within the delegation, nominations may be taken from the floor of the convention.

B. All preference groups at a District Convention shall, within each preference group, elect an equal number of male and female delegates and alternates, provided that, in the event that a preference group is to select an odd number of delegates to the National Convention, no more than a simple majority shall be of the same gender.

C. To the extent that the total number of delegates elected at the District Convention within a preference group is not balanced in gender, delegates elected to the National Convention at the State Convention from the preference group must balance that preference group as equally as possible.

D. To the extent that a preference group remains out of balance in gender, delegates appointed to the National Convention from a preference group must balance that preference group as equally as possible.

E. To the extent that there remains gender imbalance among the delegation in its entirety, the Rules and Nominations Committee of the State Convention, and the Convention as a whole, must balance the delegation.

F. Each preference group delegation shall make an effort to fairly reflect ethnic-racial minority representation.

G. To the extent that the delegation in its entirety fails to reflect fairly ethnic-racial minority representation, the Rules and Nominations Committee of the State Convention and Convention as a whole shall take steps to correct any deficiency.

Section 9. In the selection of delegates and alternates to National Conventions by preference groups at State and District Conventions, in the selection and election of members of the Party to serve in Party positions and public positions by preference groups, District and State Conventions, the following procedures shall be followed:

A. All delegates and Party members who are candidates for the aforementioned positions shall be listed on a ballot for the office or position sought by alphabetical order and number.

B. Each delegate who is an authorized member of a preference group, a District or a State Convention, empowered to vote on the selection or election of the candidate or candidates, shall do so by casting a vote or votes necessary to select or elect a simple majority of the position being sought by the candidates. For example, in the event that thirteen individuals are seeking one of seven positions, the delegates shall be authorized to cast seven ballots, not more than one of which shall be cast for any one candidate.

C. No more than a majority of any positions sought may be filled by a preference group or a District or State Convention on any one round of voting. A candidate for any of the aforementioned positions shall be deemed elected when the candidate shall gather or obtain more than fifty (50) percent of the votes cast. All tied votes shall either be elected or defeated as a group.

D. A candidate for any of the aforementioned positions shall, subject to the provisions of sub-section E of these By-Laws, be eliminated from further consideration as a candidate in the event that the individual fails on any ballot to obtain fifteen (15) percent of the votes cast by the total number of delegates voting on a given round of balloting.

E. A candidate who has been eliminated for any of the aforementioned positions under the provisions of subsection D of these By-Laws may be reconsidered and stand again for the position sought if all of the members of that candidate's gender, racial, or ethnic minority have been eliminated and it is necessary to obtain gender, racial, or ethnic minority balance by the selection or election of a candidate of the gender or racial or ethnic minority to which that candidate belongs.

F. The provision of these By-Laws shall not apply to the selection of any delegate to be selected or elected by a county convention, nor shall it apply to the selection or election of any officer of any county Central Committee.

G. Any candidate who files national delegate or national alternate papers shall not be required to declare a category at the time his/her papers are filed and shall be allowed to run in any category for which he/she is qualified.

Section 10. The first order of convention business, with the exception of elections, shall be the consideration of proposed amendments to the Iowa Democratic Party Constitution.

Section 11. If there are more than six (6) candidates for Presidential Elector, there will initially be no nomination or candidate speeches. An election shall be held with each delegate voting for two candidates. If no candidate is elected by majority vote, the top four (4) vote-getters will proceed to a second balloting round. At this time, one minute speeches will be allowed. If, after the second balloting round, the two (2) positions are not filled, the candidate having received the least number of votes in the second balloting round will be eliminated from any subsequent balloting rounds, and the remaining candidates shall stand again.

Section 12. Constitutionally mandated caucuses shall convene during the noon recess called by the Convention Chair at which time the first order of business in each caucus shall be to elect a caucus chair and alternate. The Rules and Nominations Committee shall assign a representative to attend each caucus meeting. The current chair of each caucus shall call the caucus to order and immediately defer to the Rules and Nominations Committee representative for the purpose of conducting the elections.

The Rules and Nominations Committee representative shall upon completion of the elections, immediately report the results of said elections to the State Convention Chair.

At such time as the State Convention Chair has received reports from all constitutionally mandated caucuses, official convention business may resume.