



Bylaws

Article I: Name and Purpose

- A. The name of this organization is the Greene County Democratic Party herein referred to as GCDP.
- B. The purpose of the GCDP is to support and elect Democrats while promoting and protecting Democratic values for the benefit of all residents of Greene County.

Article II: Officers & Duties:

The GCDP Executive Committee officers consist of the following:

- A. Chairperson (CEO)
- B. Vice Chair of External Affairs
- C. Vice Chair of Internal Affairs
- D. Secretary
- E. Treasurer

For the office of vice chair, the GCDP Executive Committee shall elect two vice chairs, in order of succession. At least one vice chair must be of opposite gender to the chair. Should the chair resign or is unable to fulfill the duties, a vice chair of the opposite gender shall assume the role of chair. Having a non-binary chair or vice chair acts as an additional gender.

Section 1. Chairperson

The chairperson's duties shall be those of the Chief Executive Officer (CEO). The CEO shall be subject to the direction of and responsible to the Greene County Democratic Party (GCDP) Executive Committee. The CEO shall:

- A. establish a Budget Committee and recommend the appointment of two members and a chairperson, subject to a majority vote of the Executive Committee,
- B. establish an Audit Committee and recommend the appointment of two members and a chairperson, subject to a majority vote of the Executive Committee,
- C. establish a Bylaws Committee and recommend the appointment of no less than two members and a chairperson, subject to a majority vote of the Executive Committee,
- D. may establish other such committees and provide for the employment of any office personnel deemed necessary upon approval of the Executive Committee,
- E. may appoint a Parliamentarian to ensure meeting efficiency, and
- F. within 30 days of each certified election result, shall either send or email a written invitation to all newly elected democrats in Greene County inviting them to join the Executive Committee as at-large members.

Section 2. Vice Chair of External Affairs:

The Vice Chair of External Affairs shall:

- A. function as the CEO in the absence of the CEO, and shall, in such an event, have the same powers, duties, and responsibilities as the CEO until the CEO returns to duty or until the GCDP Executive Committee elects a new chair,

- B. assist by providing support and leadership related to the Greene County community and other democratic organizations, and
- C. in collaboration with the CEO, help guide and mediate board actions with respect to organizational priorities and governance concerns.

Section 3. Vice Chair of Internal Affairs

The Vice Chair of Internal Affairs shall:

- A. assist by providing support to and leadership for the board,
- B. assist in planning for board and board committee meeting agendas and activities,
- C. serve on or chair GCDP committees as assigned by the CEO, and
- D. perform other responsibilities assigned by the Executive Committee.

Section 4. Secretary

The Secretary shall:

- A. oversee all official documents of the Executive Committee,
- B. prepare, in a timely manner, necessary notices, meeting minutes, and other documents as directed by the Executive Committee,
- C. preserve such files and other documents and open such records for examination at appropriate times at the request of any elected member of the Executive Committee under rules that may be prescribed by the Executive Committee, and
- D. serve as timekeeper

Section 5. Treasurer

The treasurer shall:

- A. follow the rules, regulations, and laws of the Ohio Secretary of State regarding political funds,
- B. maintain custody of GCDP funds with the CEO,
- C. cause all debts and obligations of the GCDP to be paid,
- D. provide monthly financial reports to be reviewed by the Executive Committee prior to the applicable meeting.
- E. be accountable for all receipts and expenditures of the party subject to the review and direction of the Budget and Executive Committees,
- F. require approval at a meeting of the Executive Committee for unbudgeted expenses exceeding seven-hundred fifty dollars (\$750.00), and
- G. serve as an ex officio non-voting member of the Budget Committees.

Section 6. Vacancies and Removals

Any office may be declared vacant for any purpose by majority vote of the members present at an Executive Committee meeting. Such motion must be made at one meeting and voted on at the next regular meeting with written notice of the vacancy motion in the meeting notice.

Article III. Oath of Office

All officers and members of the Central Committee and Executive Committee shall be required to take an oath of office to support the Constitution of the United States of America, the Constitution of the State of Ohio, and the Constitution, Bylaws, and the Principles of the Ohio Democratic Party and Constitution and Bylaws of the GCDP.

Article IV. Committees

All committees shall serve at the pleasure of the CEO except where otherwise specified.

Section 1. Audit Committee

- A. The chairperson of the Audit Committee is the presiding officer.
- B. The committee shall report to the Executive Committee and is responsible for the following:
- C. auditing the receipts and expenditures of the GCDP.
- D. conducting audits
 1. annually,
 2. with any change of treasurer,
 3. at the end of the Executive Committee term, and
 4. as may be requested by the Audit or Executive Committee.

Section 2. Budget Committee

- A. The chair of the Budget Committee is the presiding officer.
- B. The committee shall report to the Executive Committee and is responsible for the following:
 1. planning and oversight of all expenditures; and
 2. preparation of the annual budget for the upcoming fiscal year. The proposed budget shall be submitted to the Executive Committee for review no later than December 31 and presented for approval at the January meeting of the Executive Committee.

Section 3. Bylaws Committee

- A. The chairperson of the Bylaws Committee is the presiding officer,
- B. The committee reports to the Executive Committee and is responsible for the following:
 1. review the bylaws for discrepancies as necessary and at least once every four years,
 2. gather and filter suggested bylaws changes from members of the Executive Committee,
 3. draft proposed changes to the bylaws when applicable, and
 4. present suggested bylaws revisions to the Executive Committee for discussion and approval.

Article V. Voting

Voting members include all members of the Executive Committee. Individuals who join the GCDP through a financial contribution but are not members of the Executive Committee do not have voting privileges.

Article VI. Executive Committee Meetings

All meetings of the GCDP will be open to the public and no secret ballot shall be used to conduct any vote of the body.

Section 1. Required Meetings of the GCDP

- A. The Executive Committee shall meet immediately upon its election by the GCDP Central Committee and meet at least quarterly thereafter.
- B. The Executive Committee may be called to a meeting by the CEO or by a minimum of five Committee members.

Section 2. Attendance

- A. Members of the Executive Committee who miss a majority of the Executive Committee meetings in a 12-month period may be removed by a majority vote of a meeting of the Executive Committee.

- B. Removal of a member from the Executive Committee does not affect the person's status on the Central Committee.
- C. Motions to remove members of the Executive Committee must be proposed at one meeting and voted on at the next regular meeting with a quorum present.

Section 3. Meeting Notices

- A. Notice of any meeting other than the regular monthly scheduled meeting of the GCDP Executive Committee specifying time and place, shall be sent by the Secretary in writing through regular United States mail, to all members of the Committee not less than five (5) days in advance of the meeting unless otherwise provided by law.
- B. Meeting notices may be sent in the same period via email if the member opts to receiving email notices.
- C. Notification to all members shall be deemed sufficient if meetings are at a consistent date, time, and place.

Section 4. Meeting Minutes

Minutes are the official written record of all Central and Executive Committee meetings and accurately reflect the proceedings, including attendance, voting results, resolutions, and official decisions, and a draft of which shall be distributed within one week of the meeting.

Section 5. Quorum

Fifteen (15) members or twenty percent (20%) of the Executive Committee Membership, whichever is greater, shall constitute a quorum for conducting any business to come before the Committee.

Section 6. Meeting Agenda

- A. The CEO shall establish the meeting agenda.
- B. The agenda shall minimally include the listed items below plus any addition deemed appropriate by the CEO:
 - 1. Opening ceremony
 - 2. Adoption of agenda
 - 3. Approval of Minutes
 - 4. Officer Reports
 - 5. Standing committee reports
 - 6. Ad-hoc committee reports
 - 7. Special orders/orders of the day
 - 8. Unfinished business
 - 9. New business
 - 10. Adjournment
- C. All committee chairpersons will present an update on their committee activities per the meeting's agenda.

Article VII: Election to Greene County Board of Elections

In accordance with Section 3501.6-3501.7 of the ORC, at the January meeting in odd numbered years, the GCDP will select a representative to be recommended to the Secretary of the State of Ohio to fill the open position for new terms for the Greene County Board of Elections (BOE).

- A. Any person seeking the position, must be a registered Democrat in Greene County.

- B. The selection of the representative must be completed by a majority vote of the GCDP Executive Committee members, using roll call voting.
- C. Public notice of this meeting shall be posted in the office of the Greene County Board of Elections at least five (5) days prior to any such meeting.
- D. Should a BOE Democratic vacancy occur, the CEO of the GCDP will call a special meeting within 15 days to determine a replacement following the same procedure as above.

Article VIII. Affiliate Relations

Section 1. Charters & Jurisdiction

To be formally recognized by GCDP, party clubs must be affiliated by charter with the GCDP and must comply with these bylaws. The charter must specifically state the authority or rights of the club and its functions.

Section 2. Chairperson of the Executive Committee (CEO)

The CEO of the GCDP Executive Committee shall consult with and cooperate with the precinct captains and all officers of all democratic clubs of the GCDP within their duly chartered areas of jurisdiction.

Section 3. Cooperation with the CEO

The officers of the various chartered democratic clubs shall consult with and cooperate with the CEO on all matters relating to the business of the GCDP in their respective areas of jurisdiction.

Article IX. Pre-primary Endorsements

Section 1. State Endorsements

In an election year in which the State Democratic Executive Committee makes endorsements, The GCDP must aid and assist in the promotion of such endorsements made by the State Committee for the benefit of the Ohio Democratic Party.

Section 2. District and Local Endorsements

- A. Pre-primary endorsements for any local or district office are for the purpose of encouraging competent, loyal, and honest candidates to run and should not be used to discourage equally qualified candidates.
- B. At any time, the GCDP may make pre-primary endorsements for any local or district office, except for precinct captains. Endorsement requires an affirmative vote of 2/3 of the members of the GCDP Executive Committee present and voting.
- C. At any meeting at which endorsement shall be discussed, notice of the endorsement question shall be furnished in the meeting announcement in accord with Article VII, Section 3.

Article X. Finance

Section 1. Budget Approval

An annual budget will be submitted by the Budget Committee for approval. That budget shall be submitted and voted on by the membership as prescribed in Article V, Section 2-D.

Section 2. List of Contributions

Anyone can request a list of contributions/contributors directly from the Board of Elections.

Article XI. Party Unity

Section 1: Principles of the GCDP

All members of the GCDP, candidates for office, party committees and organizations, and elected and appointed democratic officials shall support the principles of the Ohio Democratic Party as stated in the Ohio Democratic Party Constitution and Bylaws.

Section 2: Communications

The vision of GCDP is to create a culture of inclusion and respect within our party. We must carefully choose the language we use when we are communicating as part of the GCDP organization, especially when we are addressing those with whom we disagree.

Article XII. State Convention, Party Structure – National Guidelines, Party Structure

The provisions for a State Convention of the Ohio Democratic Party, Party Structure – National Guidelines and Party Structure – State Guidelines of the Ohio Democratic Party Constitution and Bylaws Chapters 6, 7 & 12, as most recently adopted, are incorporated herein and made a part of the Constitution and Bylaws of the GCDP.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the GCDP in all cases to which they are applicable and in which they are consistent with these bylaws, any special rules of order the GCDP may adopt, or by the laws of the State of Ohio. The intent of this procedure is not to be overly strict or constrictive, but to ensure timely, efficient meetings. It is the responsibility of all Executive Committee members to show decorum, respect, and professionalism and to know the general guidelines of Robert’s Rules of Order.

Article XIV. Amending and Reviewing the Bylaws

Section 1: Amending

The Bylaws may be amended by a 60% vote of the GCDP Executive Committee. Proposed amendments must be submitted in writing at one meeting and voted on at the next regular meeting or a specially called meeting per Article VI, Section 3. Copies of the amendment must be disseminated by the Secretary to all Executive Committee members 5 days prior to the meeting said amendment will be voted on.

Section 2: Review

The Bylaws of the GCDP shall be reviewed by the Bylaws Committee and voted on by the Executive Committee every four (4) years, commencing in 2023, whether they are amended or not.

Adopted at Greene County, Ohio, 16th day of April 2026 by the Greene County Democratic Central Committee and Greene County Democratic Party Executive Committee.