

## CONSTITUTION

### LEON COUNTY DEMOCRATIC EXECUTIVE COMMITTEE

#### PREAMBLE

This organization shall be composed of duly elected and appointed precinct committeemen and committeewomen and appointed members at-large of the Democratic Party pursuant to Florida Statutes. Believing wholeheartedly and sincerely in the principles of the Democratic Party, so long the champion to, and benefactor of, all the people, we pledge ourselves to stand for all that is good and sincere in better government and to devote our time and energy to developing strong leadership and furthering the growth of beneficial Democratic policies within the Democratic Party. For this purpose, we associate ourselves together to carry on the continuing organization of the Leon County Democratic Executive Committee.

#### ARTICLE I. NAME

- A. The name of this organization is the Leon County Democratic Executive Committee.

#### ARTICLE II. MEMBERSHIP

- A. All duly elected Leon County Precinct Committeemen and Committeewomen, as certified by the Supervisor of Elections of this County, or Precinct Committeemen and Committeewoman appointed to fill vacancies on this Committee, as authorized by Florida Statutes, appointed members at-large and elected Democratic public officials of Leon County, shall be members of the Leon County Democratic Executive Committee.
- B. County Committees, in addition to the elected membership herein provided, shall include additional at-large members up to ten percent (10%) of the total membership to which the county is entitled. The at-large members shall be appointed by the Chair Of the County Committee and approved by a majority vote of the membership of the County Committee present and voting. At-large members shall serve for one-year terms timing from the time of appointment to the anniversary of the County Committee's organizational meeting. Such appointed members shall be registered Democrats residing in the county and shall serve at-large and enjoy such voting and other privileges of membership on the County Committee as if elected from voter districts. The selection of the at-large members shall be made in such a manner as to achieve political, minority, economic, or other necessary representation within the County Committee.
- C. The Leon County Democratic Executive Committee may have Honorary Members who shall exercise all powers of membership except the right to vote. The person or persons may be recommended by any officer or steering committee member and approved by two-thirds (2/3) of the members of the committee present at a regular meeting. The person or persons must be a resident of Leon County. Criteria for such membership shall be established by rule of the committee.
- D. Elected Leon County Democratic public officials shall be members of the County Committee with the right to vote. These officials shall not count when establishing a quorum at any County Committee meeting.
- E. The definition of elected membership shall be those persons who were elected at the polls and those who were elected by the County Committee to fill vacancies in precincts.
- F. Once a person is elected in a precinct, even if that person should move out of that precinct and be appointed at-large or to fill a vacancy in the precinct into which they moved, for purposes of eligibility to seek office, they shall be classified as an elected member for the duration of that term.

### ARTICLE III. OFFICERS

- A. The Leon County Democratic Executive Committee shall meet to organize within fourteen (14) days of December 1st after taking office as Precinct Committeemen and Committeewomen, as authorized by Florida Statutes. At the call of the Chair or Vice-Chair, the Committee will meet at the County Seat and organize by electing from the members a Chair and a Vice-Chair of opposite sex, a Treasurer, a Corresponding Secretary, a Recording Secretary, and a Steering Committee member from each county commission single-member district, to be known as District Steering Committee Members or District Members.
- B. The Procedure for the organizational meetings of the Committee shall be set forth in the By-Laws of the Leon County Democratic Executive Committee.
- C. Officers shall serve a term of two years and may succeed themselves if re-elected.
- D. Any officer or District Steering Committee member may be removed for cause by a two-thirds (2/3) vote of the members of the executive committee present. At least thirty (30) days notice shall be given prior to any vote for removal.
- E. The State Committeeman and State Committeewoman from each county shall be elected by each county committee from among its elected membership in the same manner prescribed for the election of officers of the county committee, subject, however, to the provisions of the Charter and By-Laws of the Florida Democratic Party. The State Committeeman and State Committeewoman shall remain members of the county committee and shall be subject to the same privileges and obligations of other members of the county committee. If they do not meet these obligations, the county committee may petition the State Central Committee for their removal, provided that the Chair, Vice-Chair, and Treasurer of the State Executive Committee are exempted from the attendance requirement of the county committee.

### ARTICLE IV. STEERING COMMITTEE

- A. Within thirty (30) days after the election of officers, a Steering Committee shall be formed. It will be comprised of the following membership:
  - 1. The five elected officers of the Leon County Democratic Executive Committee;
  - 2. The Chair of the Ways and Means Committee, Credentials Committee, Publicity Committee, Elected Officials, Liaison Committee, and the Party Organization Committee;
  - 3. District members elected by a majority vote from each single member County Commission District;
  - 4. The State Executive Committeeman and Committeewoman; and the immediate past Chair of the Leon County Democratic Executive Committee if that person is a member of the Leon County Democratic Executive Committee.
- B. The Chair of the Leon County Democratic Executive Committee shall automatically be the Chair of the Steering Committee.
- C. The Steering Committee shall meet at least ten days prior to each regular meeting of the Leon County Democratic Executive Committee. At least three (3) days notice shall be given to all members of the Steering Committee. The Steering Committee shall assist the Chair in the planning and coordinating of the activities of the Leon County Democratic Executive Committee. In the event of emergency business of the Leon County Democratic Executive Committee, the Steering Committee shall have authority to act for the full Committee until such time as a meeting of the Executive Committee can be held. Minutes of the Steering Committee shall be kept and read at the next or following meeting of the Leon County Democratic Executive Committee.

#### ARTICLE V. MEMBERS

- A. The Chair of the Leon County Democratic Executive Committee shall call at least one meeting of the full Committee each quarter and as many additional meetings as required or desired, at the call of the Chair or the Steering Committee, after giving the members of the Committee at least seven (7) days written notice prior to the date of the called meeting, outlining the purpose of said meeting. In the event the Chair or the Steering Committee fails or refuses to call a meeting of this Committee, one-third (1/3) of the membership can call a meeting on seven (7) days written notice by signing a petition making such a call. All meetings of the Leon County Democratic Executive Committee, at all levels, shall be open.

#### ARTICLE VI. QUORUM

- A. A number not less than forty percent (40%) of the total voting membership of the Leon County Democratic Executive Committee and Steering Committee shall constitute a quorum for the transaction of business, provided the entire membership has written notice of said meeting seven (7) days prior to said meeting or three (3) days notice prior to said meeting of the Steering Committee.

#### ARTICLE VII. COMMITTEES

- A. There shall be five (5) standing committees. Each committee shall be comprised of not less than three (3) members, and also include a Chair who shall be appointed by the elected Chair of the Leon County Democratic Executive Committee.
- B. The standing committee shall be as follows: Ways and Means Committee; Credentials; Publicity; Elected Officials; Liaison and, Party Organization. The Chair may appoint special committees as may be necessary or desirable to the accomplishment of the purpose of the Democratic Party.
- C. The duties of the committees shall be as outlined in the By-Laws.

#### ARTICLE VII. CANDIDATES ENDORSEMENTS/RATING PROCESS

- A. The Leon County Democratic Executive Committee may interview, evaluate, endorse and/or rate candidates in local, State, City, County and School Board elections. Each member of the Leon County Democratic Executive Committee shall have a vote in the endorsement and/or rating process. The Steering Committee and five additional Committee members, elected by the membership, shall act as the Interview Team and make recommendations to the Leon County Democratic Executive Committee membership. A two-thirds (2/3) majority of the membership present shall be required for Leon County Democratic Executive Committee endorsement and/or rating. A simple majority of the membership present shall be required to allocate funds to support endorsed and/or the highest rated candidate.
- B. If the candidate evaluation process is begun, after a recommendation by, the Steering Committee and an affirmative vote of the Committee, the following steps shall be followed during the process:
  - 1. Establish political and legislative priorities;
    - a. The priorities of the Leon County Democratic Executive Committee shall be identified and prioritized through the use of an open-ended questionnaire used to survey all members of the Committee.
    - b. Other sources of information which may be used to identify and order the Leon County Democratic Executive Committee's political and legislative priorities, including but not limited to:
      - (1) Official national, state and local platforms; and,
      - (2) Positions on issues which have been formally adopted by the Leon County Democratic Executive Committee.

2. Analyze the community service record of all candidates and the voting record of incumbent candidates.
  - a. The Chair shall appoint an Ad-Hoc Endorsement Committee to complete the voting record analysis. The analysis shall, at a minimum, cover votes cast during the last year of the incumbent's term.
  - b. The Ad-Hoc Committee shall prepare a candidate profile for use by the Interview Team. At a minimum the profile shall include:
    - (1) Candidate biography/voting record/party affiliation history summary;
    - (2) Candidate election record (if appropriate) including:
      - (a) How long in elected office; offices held;
      - (b) Last election results, name(s) of opponent(s).
    - (3) In order for the Leon County Democratic Executive Committee to endorse and/or rate in a given election, the profiles shall be presented to the Interview Team, prior to the candidate's interview.
  - c. The voting record analysis shall be made available to the Interview Team and the incumbents prior to the interview.
  - d. Members of the Interview Team who serve as either paid staff or on the Steering Committee of a candidate being interviewed for endorsement and/or rating, shall not vote on any Interview Team recommendation(s) being made for the office that candidate is seeking.
3. Determine in writing, positions of candidates on the priority issues of the Leon County Democratic Executive Committee. This shall be done through the use of questionnaires sent to all Democratic candidates.
4. Interview all Democrats who have qualified for the office. Each qualified Democratic candidate shall be invited, in writing, to participate in an interview. The interview shall be conducted by the Interview Team. All interviews shall be tape-recorded. All interview sessions shall be open to all members of the Leon County Democratic Executive committee.
5. Prepare recommended endorsement/ratings.
  - a. The Interview Team shall score the candidate based on the following criteria:
    - (1) Zero to forty (0-40) points shall be given for responses received by the Committee from the candidate;
    - (2) Zero to twenty (0-20) points shall be given for support by the candidate of planks of an official party platform used by the Committee as an endorsement and/or rating standard, or for support by the candidate for formally adopted Leon County Democratic Executive Committee positions used as an endorsement and/or rating standard;
    - (3) Zero to twenty (0-20) points shall be given based on the electability of the candidate and,
    - (4) Zero to twenty (0-20) points shall be given for the candidate's expressed willingness to work with and support the Leon County Democratic Executive Committee.
  - b. Based on the interview and written material, the Interview Team shall make a recommendation to the Leon County Democratic Executive Committee with the reasons behind that recommendation being included. A summary of all the interview responses shall be sent to all members of the Leon County Democratic Executive Committee. The Interview Team's recommendation may be not to endorse any candidate(s) as well as to endorse a specific candidate or to rate the candidate(s) in order of preference.

6. Adopt the endorsement/rating. The Leon County Democratic Executive Committee shall formally and officially adopt or approve an endorsement and/or rating of candidates.

ARTICLE IX. AMENDMENTS

- A. The Constitution maybe amended by a two-thirds (2/3) vote of the members present, provided that written copies of the proposed amendment are sent to each member and are distributed at a regular meeting of the Leon County Democratic Executive Committee, or a special meeting held not less than thirty (30) days after the meeting in which the proposed amendment was read.

ARTICLE X. SEVERABILITY CLAUSE

- A. If any Article, Section or Subsection of this Constitution is found to be invalid for any reason, such finding or ruling shall not color or put in jeopardy either the complete Constitution or any other Article, Section or Subsection of the Constitution.

YEAR AMENDED: 2001

## BYLAWS OF THE

### LEON COUNTY DEMOCRATIC EXECUTIVE COMMITTEE

#### ARTICLE I. ORGANIZATIONAL MEETING

Pursuant to Florida Statutes, the outgoing Chair of each County Executive Committee, within fourteen days of December 1st of each Presidential Election year, after the committee members take office; call an organizational meeting for the purpose of electing officers.

- A. Procedure for Organizational Meeting: The outgoing Chair shall open the meeting and hold election of Chair pursuant to the Charter and By-Laws of the State Executive Committee. The newly elected Chair shall then preside and hold election for such other offices as may be necessary following procedures as outlined in Article Two (2) of the By-Laws, and then conduct such other business as deemed necessary.
- B. Reports: The Chair of the County Executive Committee shall, within fifteen (15) days after taking office file with the Supervisor of Elections of that County and the State Chair, the names and address of all officers and members of the committee.
- C. Oaths: Members of all political party committees, whether elected or appointed, shall, before taking office, establish by written oath or affirmation that during their term of office they will not actively and publicly oppose the election of any opposed member of their party running for public office on a general election ballot in this state.

#### ARTICLE II. ELECTIONS

- A. The Chair, Vice-Chair, Treasurer, Recording Secretary, Corresponding Secretary, State Committeewoman and State Committeeman shall be elected by nomination from the floor by a majority of a quorum determined by a roll call vote of the precincts as provided for in the Constitution and By-Laws. District Steering Committee persons shall be elected from single member districts in which only the Committee Members living in the district shall vote. The nominees, or one person in their behalf may make a three-minute nominating speech. If after the first ballot no candidate receives a majority of the votes cast, another election shall be held and the runoff ballot shall list those unsuccessful candidates who obtained a majority of the votes cast in the previous ballot. The balloting shall proceed without recess until one candidate shall receive a majority of the votes cast. In the event that a quorum is not present at the organizational meeting, or at the general election, then temporary officers shall be elected to serve until permanent officers are elected at the first meeting following at which a quorum is present. No officer shall hold more than one office.
- B. The term of these officers shall be a two year period and the next election of officers shall be held in December of the third year. The term of office for State Committeeman and State Committeewoman shall be a four year period.
- C. Vacancies: If the office of Chair, Vice-Chair, Corresponding Secretary, Recording Secretary, or Treasurer becomes vacant by reason of death, resigning, disqualification or otherwise, an election shall be held within thirty (30) days from such vacancy, and the members shall thereupon elect a successor or successors who shall hold office for the remainder of the unexpired term. In the event of a vacancy in the office of Chair, the Vice-Chair shall become acting Chair until such election is held to elect a successor. In the event of a vacancy in the office of Vice-Chair, Secretaries, Treasurer, or District Steering Committee Member, the Chair or acting Chair shall appoint a member of the committee to serve in such office until said election shall be held to determine a successor.
- D. In the event that a vacancy exists on the County Democratic Committee, the Chair shall notify all members of a meeting for the purpose of electing a member to fill a vacancy. Nominees must be a qualified party member residing in the precinct to be represented and approved by the Credentials Committee and the Steering Committee (Pursuant to Article II, Section E and F of the Constitution). Nominees to fill a vacancy must receive a majority vote of a quorum of the membership present.

- E. The Chair of the Leon County Democratic Executive Committee shall furnish the Supervisor of Elections and to the Chair of the State Executive Committee a list of the vacancies filled by election or appointment within ten days. No such appointee to fill a vacancy shall be deemed a member of the Leon County Democratic Executive Committee until these provisions have been complied with and until the member has taken the oath as prescribed herein and said oath has been filed with the Supervisor of Elections.
- F. In the event that there is not election or appointment, the State Chair may fill the vacancy after giving the County Chair sixty (60) days written notice by registered mail of the State Chair's intention to fill the vacancy.

### ARTICLE III. DUTIES OF OFFICERS

- A. Chair. It shall be the duty of the Chair to:
  - 1. Preside at all meetings of the Committee;
  - 2. Appoint all standing Committee Chairs;
  - 3. Appoint all special Committee Chairs;
  - 4. To advise the Corresponding Secretary of any special meetings in sufficient time for the Corresponding Secretary to send out notice of such meeting to the membership;
  - 5. Countersign all checks issued by the Treasurer;
  - 6. Submit reports and attendance reports to the State Democratic Executive Committee and the Clerk of the Circuit Court as required by law;
  - 7. Organize and coordinate the activities of the Executive Committee in fulfillment of the objectives and responsibilities of the Democratic Party;
  - 8. Serve as Chair of the Steering Committee;
  - 9. The Chair shall be bonded as required by Florida Statutes and the amount of the bond shall meet the requirements established by Florida Statutes.
  - 10. Assign District Steering Committee members to work with Committees.
  - 11. Arrange for an annual audit of the financial records by qualified examiners who are not members of the County Committee;
  - 12. With the Vice-Chair, State Committeeman and State Committeewoman, represent the Leon County Democratic Executive Committee at the State Democratic Party level; and,
  - 13. Ensure the financial health of the Committee.
- B. Vice-Chair. It shall be the duty of the Vice-Chair to:
  - 1. During the absence or inability of the Chair to render and perform the functions or exercise the powers as set forth in the Constitution or By-Laws under which the Democratic Executive Committee is organized, the same shall have all the powers and be subject to all the responsibilities thereby given to or imposed upon the Chair;
  - 2. Serve as a member of the Steering Committee;
  - 3. Serve as a member of the Party Organization Committee; and,
  - 4. With the Chair, State Committeeman and State Committeewoman, represent the Leon County Democratic Executive Committee at the State Democratic Party level.
- C. Treasurer. It shall be the duty of the Treasurer to:
  - 1. Deposit any and all funds in such bank or banks as the Committee may direct, and to be responsible for all funds of the Committee, as required by the Florida Statutes;
  - 2. Keep a record of all receipts and expenditures;
  - 3. Promptly pay all bills approved by the members of the Steering Committee;
  - 4. Render a written monthly accounting of all receipts and expenditures at meetings of the Steering Committee and Executive Committee;
  - 5. The Treasurer shall be bonded as required by Florida Statutes and the amount of the bond shall meet the requirements established by Florida Statutes;
  - 6. No bonds shall be released until all records have been transferred to the successors in office and until all accounts have been audited and approved by the Steering Committee, which shall be done annually;

7. Serve as a member of the Steering Committee; Serve as a member of the Ways and Means Committee;
8. Ensure the financial health of the Committee; and,
9. Countersign with the Chair all checks issued by the Committee.

D. Corresponding Secretary. It shall be the duty of the Corresponding Secretary to:

1. Keep and file all correspondence related to the Executive Committee and perform such other duties as the Chair shall direct;
2. Mail written notice of each regular or special meeting of the Executive Committee to each qualified member at least seven (7) days, except as otherwise provided, prior to the date of the meeting;
3. Notify members of the Steering Committee by any means available of any meeting of the Steering Committee;
4. Serve as a member of the Steering Committee; and,
5. Serve as editor-in-chief of the Leon County Democratic Executive Committee newsletter and shall be a member of the Publicity Committee.

E. Recording Secretary. It shall be the duty of the Recording Secretary to:

1. Attend and keep minutes and records of all meetings of the Executive Committee;
2. Serve as a member of the Credentials Committee and notify them whenever a vacancy occurs;
3. Furnish a roster of the Executive Committee members, officers and committee chairs to all Executive Committee members within thirty (30) days of any organizational meeting with revisions in said list included in the meeting notices whenever such revisions occur;
4. Serve as a member of the Steering Committee;
5. Minutes shall be kept of all meetings and shall be sent to the State Executive Committee; and,
6. Distribute written minutes of the Executive Committee and Steering Committee meetings at each Executive Committee meeting.

F. District Steering Committee Members. It shall be the duty of the District Steering Committee members to:

1. Serve as Committee members as assigned by the Chair;
2. Coordinate campaign activities within their districts;
3. Communicate with Committee Members within their districts; about Committee activities and,
4. Serve as a member of the Steering Committee.

G. State Committeeman and State Committeewoman. It shall be the duty of the State Committeeman and State committeewoman to:

1. Serve as members of the Steering Committee;
2. Serve as members of the Elected Officials Liaison Committee;
3. Serve as members of the Appeals Committee; and,
4. With the Chair and Vice-Chair, represent the Leon County Democratic Executive committee at the State Democratic Party level.

#### ARTICLE IV. ORDER OF BUSINESS

A. The order of business at all regular meetings shall be:

1. Call to order;
2. Roll call;
3. Presentation of written minutes of previous meeting (optional - may be filed without objection);
4. Presentation of the written Treasurer\*s report;
5. Reports of the
  - a. Steering Committee;

- b. Standing Committees; and,
    - c. Other Committees.
  - 7. Unfinished Business;
  - 8. New Business; and,
  - 9. Adjournment.
- B. The current edition of Robert's Rules of Order, Newly Revised, shall be the authority for rules of procedure not specified herein.

#### ARTICLE V. STANDING COMMITTEES

- A. Standing Committees. The Chair of the Leon County Democratic Executive Committee shall appoint the Chair for committees who shall serve at the pleasure of the Chair of the Leon County Democratic Executive Committee. The selection of the Standing Committee Chairs shall be made in such a manner as to achieve political, minority, economic, or other necessary representation on the Steering Committee. Upon the announcement of the appointed Chairs, a list of all standing committees shall be circulated to the entire membership, giving all members an opportunity to sign up for the committee of their choice.
- B. The duties of the standing committees shall be as follows:
  - 1. WAYS AND MEANS. The Ways and Means Committee shall supervise and maintain the financial affairs, study, report and recommend to the Steering Committee ways and means of raising funds for the purpose of maintaining this organization, and shall promote the campaigns of the Democratic nominees for office. This committee shall be responsible for all social functions and receptions as approved by the Executive Committee.
  - 2. CREDENTIALS. The Credentials committee shall submit recommendations to the Steering Committee of qualified Democrats to fill vacancies of the Leon County Democratic Executive Committee and check the credentials of any nominee to the Leon County Democratic Executive Committee and report findings to the Steering Committee. This committee shall also examine the Secretary's roll call record at least every three months and report members with three consecutive absences to the Steering Committee.
  - 3. PUBLICITY. The Publicity Committee shall promote the activities of the Executive Committee through press releases, radio, and television announcements and other communication as authorized by the Steering Committee.
  - 4. ELECTED OFFICIAL LIAISON. The Elected Official Liaison Committee shall make recommendations to the Steering Committee regarding particular bills which directly affect the Democratic Party and the people of Leon County. Upon approval of the Leon County Democratic Executive Committee, the Elected Officials Liaison Committee shall then take action. This committee shall maintain liaison with Democratic legislators.
  - 5. PARTY ORGANIZATION. The Party Organization Committee shall, without prejudice, work with precinct leaders and others to develop and strengthen precinct structure and communication, encourage full participation of all Democrats in Leon County without prejudice, promote voter registration drives, promote get out the vote drives, and develop the political potential of all Democrats.
- C. Reports. The Chair shall from time to time call for reports of standing committees.
- D. Steering Committee. The Steering Committee shall act as the Executive Board of the Leon County Democratic Executive Committee. It shall receive and pass upon all committee reports, resolutions, and expenditures. It shall develop and present to the Executive committee an annual affirmative action report.

#### ARTICLE VI. OTHER COMMITTEES

- A. The Chair may appoint such other and further committees as necessary or desirable to the accomplishments of the purposes of the Democratic Party.

1. CITIZENS ADVISORY COMMITTEE. The Citizens Advisory Committee shall devote time and energy to development of leadership skills, and to further the establishment of beneficial policies within the Democratic Party and its Executive Committee. Committee members shall stand ready to serve the Executive Committee as proxies, or as full members whenever a vacancy may occur.
2. APPEALS COMMITTEE. The County Chair, the State Committeeman and State Committeewoman shall constitute the Appeals Committee. This Committee shall convene as needed and shall hear all appeals.
3. CAMPAIGN COMMITTEE. The Campaign Committee shall be activated by April 1st in election years and shall plan a program and recommend a budget by July for the general election campaign. The Committee shall coordinate its activities with the State Democratic Party.
4. CONSTITUTION AND BY-LAWS. The Constitution and By-Laws Committee shall make revisions to the Leon County Democratic Executive Committee's Constitution and By-Laws as directed by the Chairperson and/or Steering Committee to be submitted to the entire membership as provided for by the current Constitution and By-Laws.

ARTICLE VII. VOTING

- A. The Chair shall declare all votes and may call for a vote on any question by voice vote, by show of hands, or by a call of the roll in the order of precincts. Upon the request of any member a rising vote shall be called or upon the showing of hands by five or more members, the Chair shall instruct the call of the roll by precincts, or by written open ballot. The vote on all questions before the committee shall be by majority vote of the members present, except where indicated otherwise in the Constitution and By-Laws.
- B. The holder of any proxy shall be a qualified Democratic voter not a member of the committee before which said proxy is to be presented. A member of the County Committee must designate a resident of the precinct in which he or she resides. A Steering Committee member must designate a member of the Leon County Democratic Executive Committee who is not also a Steering Committee member to serve as a Steering Committee proxy. The holder shall submit the proxy to the Chair of the County Committee prior to the meeting.
- C. All proxies shall be substantially in the following form:

1. Form One.

PROXY

I hereby appoint as my proxy, and in my stead to attend the Leon County Democratic Executive Committee meeting to be held in Tallahassee, Florida, on \_\_\_\_\_, 200\_\_, to vote on any and all matters and to do any and all acts which I could do if present.

\_\_\_\_\_  
Signature of Member

State of Florida  
County of Leon

Sworn to and subscribed before me this the \_\_\_ day of \_\_\_\_\_, 200\_\_, at Tallahassee, Florida.

\_\_\_\_\_  
Notary Public

2. Form Two.

PROXY

I hereby appoint \_\_\_\_\_ as my proxy, and in my stead to attend the Leon County Democratic Executive Committee meeting to be held in Tallahassee, Florida, on \_\_\_\_\_, 200\_\_\_\_, to vote on any and all matters, and to do any and all acts which I could do if present.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Witness Name and Address

\_\_\_\_\_  
Witness Name and Address

- D. Proxies may not account for more than ten percent (10%) in computing a quorum. Proxies shall not be considered in the fulfillment of attendance requirement. No person may hold more than one proxy.

ARTICLE IX. DISCIPLINE

- A. General. The Committee shall have general authority to discipline itself and the individual members thereof in such manner as may reasonably be necessary to carry out its lawful purposes. After two absences from a regular or special meeting of the Executive Committee or the Steering Committee during a calendar year, after appropriate notice, the Chair shall ask a member to show cause why he or she should not be suspended and removed. The Steering Committee shall thereafter make its recommendation to the Executive Committee. The Executive Committee may by a majority vote of those present remove said member from office.
- B. Procedure. The appropriate notice for impending removal for a bona fide member of the Executive Committee or officer due to excessive absences shall consist of a written notice, signed by the Chair, stating that the Steering Committee will take up the business of his or her removal at the next regularly scheduled meeting of such committee (the date to be included in the correspondence) and his or her presence is requested in defense of the impending vote on removal. If the member cannot be present, the defense may be presented in writing to the Chair prior to the scheduled meeting. If neither defense procedure is utilized it will be considered that the member no longer wishes to continue such membership.

ARTICLE X. COUNTY CONVENTION

- A. A Democratic County Convention may be called by the Leon County Democratic Executive Committee. The Convention shall be open to all Democrats in Leon County.

ARTICLE X1. BY-LAWS AMENDMENT

- A. The Committee may amend the By-Laws from time to time by majority vote, provided written copies of the proposed By-Laws amendments shall be sent to each member at least thirty (30) days prior to the meeting at which the proposed By-Laws amendments are presented for a vote.

ARTICLE XII. EFFECTIVE DATE

- A. Upon adoption, these By-Laws shall become a part of the permanent records of the Committee and shall be made available to the membership for all meetings of the Committee, and shall be effective when adopted.

ARTICLE XIII. SEVERABILITY

- A. If any Article, Section or Subsection of these By-Laws is found to be invalid for any reason, such finding or ruling shall not color or put in jeopardy either the complete By-laws or any other Article, Section or Subsection of the By-Laws.

TIME AMENDED: 2001