

# **BYLAWS OF THE LEGISLATIVE DISTRICT 20 DEMOCRATIC COMMITTEE**

As adopted 27 July 2026, superseding all previous versions

## **ARTICLE I - NAME**

The name of this organization is “Legislative District 20 Democratic Committee.” This organization may be referred to in these Bylaws as the “Committee.”

## **ARTICLE II - ESTABLISHMENT AND PURPOSE**

The Committee is established under the auspices of Arizona Revised Statutes 16-823.

The purpose and objectives of the Committee shall be to promote and carry out the aims and objectives of the Democratic Party, to aid in the election of Democratic candidates for public office, to promote issues in the adopted platform of the Legislative District (LD), Pima County, or the Arizona Democratic Party, and to support the passage of propositions endorsed by the Democratic Party.

## **ARTICLE III - PARLIAMENTARY PROCEDURE**

The organization, procedure, powers and conduct of the Committee shall be regulated and governed in order of authority and precedence by these Bylaws insofar as said Bylaws are not in conflict with the Bylaws of the Arizona State Democratic Party, the Bylaws of the Pima County Democratic Committee, or the laws of the State of Arizona as enumerated in ARS Title 16. Meetings of the Committee shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised* to the extent to which they are applicable and where not inconsistent with these Bylaws or any special rules of order adopted by the membership.

## **ARTICLE IV - MEMBERSHIP**

### **A. Participation and Voting**

#### ***1. Membership***

The full participating membership of the Committee shall consist of all Democratic Precinct Committeepersons (PCs) residing in and registered to vote within Legislative District 20 (LD20) as defined by the most recent state districting.

#### ***2. Associate Membership***

Associate membership shall be available to other Democratic Party LD20 residents who have an interest in the activities of the Committee. Associate members may participate in activities but shall have no voting rights in the Committee.

### **B. Responsibilities**

#### ***1. General Duty to Support Committee Purposes***

All members have the responsibility to support the purposes of the Committee as outlined in these Bylaws.

## **2. Dues**

All members and associate members are encouraged to pay the annual dues which shall be set by a majority vote at a meeting of the Committee. Payment of dues is voluntary and non-payment shall not be grounds for any loss of participatory rights. Dues shall be for a single calendar year, and shall not be pro-rated regardless of the date of payment.

## **ARTICLE V - OFFICERS**

### **Structure**

The Committee shall consist of a general membership and an Executive Board. The Executive Board shall consist of the officers enumerated in A. below.

### **A. Officers**

Officers of the Committee shall consist of the following: Chair, First Vice-Chair, Second Vice-Chair, Recording Secretary, Corresponding Secretary, Treasurer, and two representatives to the Pima County Democratic Committee Executive Board (the "Representatives"). The foregoing officers other than the Representatives may be referred to herein as the "Executive Officers."

### **B. Duties of Officers**

#### **1. Chair**

The Chair shall preside at all meetings of the Committee (see Article VI) and of the Executive Board. The Chair shall make appointments to all committees and shall serve as an ex-officio member of all committees. The Chair shall set the agenda for all meetings, with the advice and consent of the Executive Board. Pursuant to the bylaws of the Pima County Democratic Committee, the Chair shall represent the Committee to the Pima County Democratic Committee Executive Board.

#### **2. First Vice-Chair**

The First Vice-Chair shall act as Chair in the absence or disability of the Chair. If a vacancy occurs in the office of Chair, the First Vice-Chair shall serve as Chair until a successor is selected. The First Vice-Chair shall have duties as assigned by the Chair and approved by the Executive Board.

#### **3. Second Vice-Chair**

The Second Vice-Chair shall act as Chair in the absence of both the Chair and First Vice-Chair. The Second Vice-Chair shall have duties as assigned by the Chair and approved by the Executive Board.

#### **4. Recording Secretary**

The Recording Secretary shall keep a written record ("minutes") of all meetings of the Committee and of all meetings of the Executive Board. The Recording Secretary shall also keep a record of attendance at all meetings of the Committee and of the Executive Board. The Recording Secretary shall be responsible for the determination of a quorum at all meetings where a vote is to be held.

#### **5. Corresponding Secretary**

The Corresponding Secretary shall be responsible for maintaining contact information for all LD20 members, notifying members concerning LD20 and Democratic Party events, and with the approval of the LD20 Chair, communicating on behalf of LD20 with County and State Democratic Party officials and committees. The Corresponding Secretary shall cause a current roll of Committee members to be kept.

## ***6. Treasurer***

The Treasurer shall have responsibility for the care and custody of the funds of the Committee, and shall deposit or cause funds to be deposited in the name of the Committee in a timely manner into an account in a financial institution as designated by the Executive Board. The Treasurer shall keep full and accurate records of all receipts and disbursements. These accounts shall be open to inspection by any member of the Committee upon reasonable notice. The Treasurer shall report on financial matters at all regular meetings of the Committee and of the Executive Board, and at the Biennial Meeting.

The Treasurer is the officer responsible for the timely and accurate filing of all legally required reports to the appropriate governmental agencies. The Treasurer is also the officer responsible for ensuring that all disbursements and receipts are in accordance with all Federal and State laws regarding financial transactions. The Treasurer is required to attend training courses provided by the Arizona Secretary of State, the Democratic Party, or other entities furnishing such training, as appropriate.

## ***7. Budget and Spending***

a. The LD20 Executive Board shall propose to the Committee (LD20 Membership) an annual budget in the first quarter of the calendar year. The budget will be based on an estimate of funds that will be available and will list expenditures to be made by the Committee by category and subcommittee.

1. The proposed budget will be subject to amendment and adoption by the Committee by majority vote at a regular meeting with a quorum.
2. A revised budget may be proposed at any time by the Executive Board and adopted or amended by majority vote of the Membership at any regular meeting with a quorum.
3. The adopted budget shall authorize and guide spending of the Committee and all Standing and Special Committees.

b. Disbursements authorized by the adopted budget may be made by check, debit card, or electronic payment from the financial institution at which the Committee's funds are deposited by any of the Officers or any Member designated by the Chairperson.

c. Funds spent in accord with an adopted budget, including recurring, monthly, or annual expenses, require approval by the Chair and the Treasurer based on available funds.

d. Spending by the Standing and Special Committees in excess of \$100 above budgeted amounts, or transferred between budgeted line items, must be approved by the Executive Board and reported to the Committee by the Treasurer at the next Membership Meeting.

e. Cumulative spending in excess of \$500, including spending under section d., beyond budgeted expenditures, or transfers between budgeted line items, must be proposed by the Executive Board as a revised budget and adopted or amended by majority vote of the Committee at a regular meeting with a quorum.

f. If a donor wishes to fund a specific purpose not listed in the budget, that purpose must be approved by the Executive Board before the funds can be received. Once the purpose is approved, funds donated and directed to a specific purpose need not be included in the budget and require no additional authorization to be spent for the donor-specified purpose. Such funds will be segregated and accounted for by the Treasurer and reported to the Membership in the Treasurer's report.

## ***8. Representatives to the Pima County Democratic Party Executive Board***

The Representatives shall attend all meetings of the Pima County Democratic Party Executive Board whenever possible and shall report the actions of the Pima County Democratic Party Executive Board to the Committee and the Executive Board at the next meetings of these groups. The Representatives may also report (in the absence of the Chair) to the Pima County Democratic Party Executive Board on the actions of the Committee.

## **C. Election of Officers, Term of Office, Removal of Officer, Vacancy**

### ***1. Election***

Officers shall be elected at the biennial organizational meeting (“Biennial Meeting”) which shall be held within the time period designated by Arizona law (ARS 16-823). Only PCs elected at the primary election immediately preceding the Biennial Meeting may nominate, vote, or be elected to an office at the Biennial Meeting. Officers shall be elected by a secret ballot (unless the number of candidates does not exceed the number of seats available for a given office), and to be elected, must receive an affirmative vote of a majority of PCs present and voting. In any election, if no candidate receives a majority, a run-off election shall be held. The lowest vote-getter from the previous ballot shall be eliminated from each successive run-off until a winner is elected.

## ***2. Term of Office***

The term of office for all officers is two years. The term shall begin immediately following the election at the Biennial Meeting or at any special election (including a reorganization due to redistricting) and shall end at the time any one of the following occurs:

- a. The officer resigns the position;
- b. The officer dies;
- c. The officer ceases to hold valid status as an LD20 PC;
- d. The officer is removed from office under the provisions of subparagraph 3, Removal From Office, below.
- e. The two-year term of office ends at the next Biennial Meeting.

## ***3. Removal From Office***

Any officer may be removed from office upon a two-thirds vote of PCs present and voting by secret ballot at a regularly scheduled meeting. Written notice of intent to remove an officer must be sent to all PCs in LD20 at least one week prior to the meeting at which the action is to be voted upon. Electronic notification is sufficient.

## ***4. Vacancy & Replacement***

A vacancy shall exist in an office when any of the events in subparagraph 2 above occurs. The vacancy must be filled by a special election at a regularly scheduled meeting of the Committee within ninety (90) days following the occurrence of the vacancy. All precinct committeepersons in LD20 (elected and appointed) may participate in this election. Written notice of the election to fill a vacancy shall be sent to all members of the Committee at least 30 days prior to the election by electronic means and by postcard to those without electronic means of communication. Voting shall follow the same procedures as in subparagraph 1. The term of office of a person elected to fill a vacancy shall be the unexpired term of the replaced officer.

# **ARTICLE VI - EXECUTIVE BOARD**

## **A. Membership**

Membership of the Executive Board shall consist of the Officers of the Committee enumerated in Article V, Paragraph A.

## **B. Duties of Executive Board**

The Executive Board shall make recommendations to the full Committee about matters to be voted upon at meetings of the Committee. The Executive Board shall advise the Chair on the setting of the agenda for future meetings. In emergency situations, the Executive Board may take actions between regular meetings of the full Committee which would normally require action by the full Committee. The full Committee may ratify or contravene any action of the Executive Board at the next regular meeting of the full Committee following such action.

# **ARTICLE VII - MEETINGS**

## **A. Regular Meetings**

Regular meetings shall be held monthly at a time and place determined by the Committee. The Executive Board shall have the authority to postpone or cancel any regularly scheduled meeting except that there shall be at least 10 meetings annually and no more than two consecutive months shall elapse without a regular meeting.

#### **B. Special Meetings**

Special meetings may be called by the Chair, or by a majority of the Executive Board, or by at least 25% of the full voting membership of the Committee.

#### **C. Notice of Meetings**

Notice of Meetings: Written notice of meetings shall be sent electronically to all members and other interested parties, including officers of the Pima County Democratic Committee, no fewer than ten (10) days prior to the date of the meeting and shall include items of business to be discussed as well as program information. Members of the Committee may request the notice be sent by regular mail.

#### **D. Quorum**

No official business shall be conducted at any meeting until the presence of a quorum has been determined. A quorum for meetings of the full Committee shall be twenty percent of the voting membership. A quorum for meetings of the Executive Board shall be a majority of the members of the Executive Board.

### **ARTICLE VIII - STATE COMMITTEE**

#### **A. Election**

The selection of members of the Arizona State Committee from LD20 is ratified at the biennial organizational meeting of the Pima County Democratic Committee, per ARS 16-825; at the biennial organizational meeting of LD20, the LD20 PCs elected at the previous primary election may choose the new LD20 State Committee members. Election shall be by secret written ballot unless the number of nominees to the State Committee does not exceed the number of seats on the State Committee allocated to LD20. The Chair shall ask for nominees to the State Committee, and if the number nominated is greater than the number of seats available, the written ballot shall proceed. All voters may vote for a number of nominees no greater than the number of seats available. The highest vote-getters comprising a number no greater than the seats available shall be deemed elected. A tie vote resulting in a greater number than the seats available shall require a run-off election.

#### **B. Number**

The number of State Committee slots available to LD20 shall be determined by the Arizona State Democratic Party, and shall be based on 1/3 of the number of LD20 Pima County elected PCs (subject to the accounting for the overall Pima County allotment)

#### **C. Duties**

The duties of the State Committee members from LD20 shall be to attend all State Committee meetings in person or by proxy (preferably in person when possible), and to vote in the interests of LD20 and Pima County. Additional duties are specified in the Arizona State Democratic Party Bylaws.

#### **D. Vacancy**

A vacancy in the position of State Committee member shall occur upon resignation, death, or loss of valid Pima County PC status within LD20. A vacancy shall be filled by the State Chair with the advice and consent of the Pima County Chair and the LD20 Chair. The Committee may require an election by the full Committee to select the prospective appointee(s) for purposes of recommending such person for appointment by the officers listed above.

#### **E. Removal from Office**

A member of the State Committee may be removed from office under the provisions of the Arizona State Democratic Party Bylaws.

## **ARTICLE IX - ENDORSEMENTS**

Neither the full Committee nor its Executive Board shall endorse in any fashion any candidate of an opposing party for any office. A candidate of an opposing party is defined as a candidate who is not registered in the Democratic Party.

Neither the full Committee nor its Executive Board shall endorse any candidate in a primary election before the filing deadline has passed. If a race is contested after the filing deadline, there shall be no endorsement of any candidate. Committee officers shall remain publicly neutral if the race is contested. When providing an endorsement as an individual citizen, as is their right, an officer shall not use the title of their official affiliation with the Committee.

## **ARTICLE X - COMMITTEES**

### **A. Establishment**

With the advice and consent of the Executive Board, the Chair may establish Standing or Special Committees, as deemed necessary.

### **Powers.**

Standing and Special Committees shall make recommendations to the full Committee. The full Committee shall approve, modify, or reject such recommendations before any expenditure of funds or public expression on behalf of the full Committee may occur.

## **ARTICLE XI - PROXY VOTING**

Voting: Only Members of the Committee shall have the right to make motions, vote or exercise any other parliamentary rights at meetings of the Committee. Members of the Committee meeting pursuant to these Bylaws may vote by proxy, when prevented from attending. Such proxies shall be allowed at the Biennial Organizational Meeting of The Committee. A proxy may only be held by a qualified elector of LD20. No person may hold more than three proxies.

## **ARTICLE XII - AMENDMENT**

These Bylaws may be amended by a vote of not less than two-thirds (2/3) of the voting members of the Committee present and voting at any regular or special meeting of the Committee. The full text of any proposed amendment shall be sent electronically to all members of the Committee with the notice of the meeting at which the proposed amendment is to be discussed. Voting on the amendment shall take place at the next regular meeting of the full Committee following the meeting at which the amendment is scheduled for discussion.

These Bylaws supersede and replace all previous versions of the Bylaws of the Committee and any prior standing rules inconsistent herewith.

| <i>(signature)</i>                                                | <i>(date)</i> |
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|                                                                   |               |
| Chair, Legislative District 20 Democratic Committee               |               |
|                                                                   |               |
| Recording Secretary, Legislative District 20 Democratic Committee |               |