

CONSTITUTION

OF THE

WEBER COUNTY DEMOCRATIC PARTY

Last amended: March 2, 2019

ARTICLE I GENERAL PROVISIONS

- A. The Weber County Democratic Party ("Party") shall be open to all who support it, choose to associate with it, and participate in good faith. The Party encourages broad participation.
- B. Discrimination in the conduct of Party affairs on the basis of race, gender, gender identity, age (if of voting age), color, creed, national origin, religion, ethnic identity, sexual orientation, socio-economic status, or disability is prohibited.
- C. All meetings shall be open to the public, except as provided in this constitution, any bylaws, or Utah state law. Anyone recognized may voice opinions but only members may vote.
- D. Each eligible person shall have only one (1) vote regardless of the number of positions the person holds.
- E. Voting by proxy shall not be permitted.
- F. No person shall be mandated to vote contrary to his, her, or their conscience.
- G. No person shall be nominated to any Party office unless they provide their express consent in writing before the nomination, or in person during a meeting where nomination for Party office is being decided. No person may be elected to any Party office without being nominated.
- H. Every reasonable effort shall be made to ensure Party events are fully accessible, including accessible parking, paths to meetings, rooms, and restrooms, and to grant requests for reasonable accommodations.
- I. Should any part of this constitution be determined by a qualified public official to be in violation of the laws of the United States, the laws of the State of Utah, or a Weber County ordinance, or determined by the Democratic National Committee or the Utah State Democratic Party to be in violation of their governing documents, only that part alone shall cease to have effect and all other parts shall be considered wholly severable and remain in complete force. If such a determination is made, the Executive Committee shall be empowered to remedy the situation until the Central Committee resolves the matter.

ARTICLE II EXECUTIVE COMMITTEE

- A. Only qualified electors who reside in Weber County may serve as members of the Executive Committee.
- B. The following shall be voting members of the Executive Committee:
 - 1. Elected positions:
 - a. Chair,
 - b. Vice Chair,
 - c. Secretary,
 - d. Treasurer;
 - 2. House district chairs;
 - 3. Senate district chairs;
 - 4. Immediate past chair as of the conclusion of the previous Executive Committee's term;
- C. The following shall be non-voting members of the Executive Committee:
 - 1. Auxiliary positions nominated by the Chair and confirmed by a majority vote of the voting members of the Executive Committee and removed by a majority vote of the voting members of the Executive Committee, including:
 - a. Communications Director,
 - b. Outreach Director,
 - c. Finance Director,
 - d. Parliamentarian,
 - e. Chief Legal Counsel, and
 - f. Other positions as determined necessary by the Executive Committee.
 - 2. The following *ex officio* members:
 - a. Immediate past vice chair, treasurer, secretary as of the conclusion of the previous Executive Committee's term;
 - b. One (1) chair of an Issue or Identity Caucus, as appointed by the chairs of the Issue and Identity Caucuses;
 - c. Any Democratic elected official to partisan office or their staff designee;
 - d. Party staff or subject matter experts, as needed and invited by a majority vote of the voting members of the Executive Committee, on an *ad hoc* basis.
- D. The fulfillment of all appointed positions shall be made with strong consideration given to ensuring the greatest amount of diversity among members of the Executive Committee.
- E. Meetings of the Executive Committee
 - 1. Public notice of each regularly-scheduled meeting, including time and location, shall be provided at least seven (7) days in advance.

2. The Executive Committee shall meet at least once per month, except if deemed unnecessary by the committee at the previous meeting.
 3. Quorum of the Executive Committee shall be a majority of currently-serving voting members.
- F. Should a voting member of the Executive Committee fail to appear at two (2) Executive Committee meetings in a calendar year without communicating their absence to the county party Secretary, their position is voluntarily vacated.
- G. The Chair, Vice Chair, Secretary, Treasurer, Communications Director, Outreach Director, and Finance Director shall:
1. Be registered as affiliated with the Democratic Party;
 2. Meet consistently, as a committee, at least once per month to maintain a viable, working organization;
 3. Represent Weber County Democrats in public and private matters involving the Democratic Party, keeping in mind that they represent the Party in all matters and at all times;
 4. Act in their respective capacities with national, state, and other Democratic organizations;
 5. Plan and organize County conventions;
 6. Plan and organize Precinct caucus meetings;
 7. Not support any Democratic candidate over another Democratic candidate in a race for public office before there is a nominee, using inequitable provision of party resources;
 8. Establish and implement a process for distributing lists of delegates and Central Committee members and their contact information to candidates for public or party office, as appropriate;
 9. Resign their positions should their schedule become such that they can no longer adequately perform the requirements of their position;
- H. All members of the Executive Committee shall:
1. Serve to the best of their abilities,
 2. Actively encourage and promote the county party,
 3. Advocate for Democratic policies and values,
 4. Be familiar with all governing documents relevant to the day-to-day workings of the party, and
 5. Serve a term that shall expire at the adjournment of the next Organizing Convention.
- I. The Chair shall:
1. Preside at all meetings of the Central and Executive Committees;
 2. Coordinate the activities of the county party;
 3. Preside at Organizing Conventions and Nominating Conventions, when not a candidate for public or party office;
 4. Mediate disputes involving elected officials or representatives of the Party;

5. Serve as a party liaison between the Party and elected Democratic public officials and/or government bodies;
 6. Nominate a Communication Director, Outreach Director, Finance Director, and may nominate additional auxiliary Executive Committee members;
 7. Facilitate the orientation of new members to the Executive Committee, including but not limited to providing access to relevant documents and information, ensuring the creation of any necessary digital accounts, and advising all members of their duties under this constitution;
 8. Act as an *ex officio* member of all other standing committees; and,
 9. Delegate specific duties to other members of the Executive Committee as needed.
- J. The Vice Chair shall:
1. Perform the duties of the Chair in the temporary absence of that officer;
 2. Act as interim Chair in the event of the resignation, death, or other disqualification of that officer;
 3. Serve as chair of the Rules Standing Committee, if committee is formed;
 4. Assist the Chair with the specific duties of that office, as instructed;
 5. Keep informed of election laws and amendments thereto in consultation with the Chief Legal Counsel and notify relevant individuals and groups as necessary; and
 6. Meet quarterly with and advise House District officers of their responsibilities and duties as prescribed by this constitution, any bylaws, and other governing documents as appropriate.
- K. The Secretary shall:
1. Take minutes at all meetings of the Executive Committee and Central Committee, and at conventions and special elections;
 2. In coordination with others as necessary, be responsible for the compilation and maintenance of lists, including:
 - a. All Precinct and House District officers with their positions, Precincts, House Districts, addresses, telephone numbers, and email addresses, as well as any vacant positions;
 - b. All Weber County Democratic Party Central Committee members and all of Weber County's members of the Utah State Democratic Party's Central Committee with their positions, Precincts, House Districts, addresses, telephone numbers, and email addresses, as well as any vacant positions;
 - c. All delegates and alternate delegates to County conventions and all of Weber County's delegates and alternates to Utah State Democratic Party conventions with their Precincts, House Districts, addresses, telephone numbers, and email addresses, as well as any vacant positions;

3. Provide lists of Weber County's state delegates and State Central Committee members to the Utah State Democratic Party in compliance with their constitution and any other governing documents;
 4. Promptly transfer all physical and digital records to the succeeding Secretary, including any relevant usernames and passwords for digital accounts;
 5. Ensure that notice of Executive Committee meetings, Central Committee meetings, conventions, and special elections is provided as required by this constitution and any relevant rules;
 6. Accept and verify the eligibility of candidate filings for regular and special elections, as outlined in this constitution and as required by law, and make public the list of qualified candidates filed for each office; and
 7. Certify all candidates selected by the Nominating Convention to the County Clerk or other official as instructed by law and other governing documents.
 8. Serve as chair of the Communication and Platform Standing Committee;
 9. Assist the Chair with the specific duties of that office, as instructed; and
 10. Meet quarterly with and advise the Issue and Identity Caucus chairs of their responsibilities and duties as prescribed by this constitution, any bylaws, and other areas as appropriate.
- L. The Treasurer shall:
1. Be responsible for and maintain the Party's financial records, which shall account for all funds received and their expenditure;
 2. Prepare an annual budget to be approved by the Executive Committee and the Central Committee at the fourth-quarter Central Committee meeting of each year;
 3. Submit the following financial reports to the Central Committee:
 - a. With any digital notice of each quarterly meeting: a balance sheet and income statement with year-to-date and year-over-year budget comparisons through the preceding quarter;
 - b. At the quarterly Central Committee meeting: a quarter-to-date report of the balance sheet and income statement current to within one (1) week of the meeting;
 4. Make financial records available for audit;
 5. Serve as the chair of the Finance Standing Committee;
 6. In consultation with the Chair and any relevant staff, be responsible for submitting financial disclosure reports as required by law to the State of Utah and other required bodies;
 7. Issue and co-sign checks with either the chair, vice chair, or secretary per GAAP;
 8. Assist House District officers and Issue or Identity Caucus officers in any and all fiscal responsibilities, as requested;

9. Keep informed of applicable campaign finance laws and amendments thereto in consultation with the Chief Legal Counsel and notify relevant individuals and groups as necessary; and
10. Promptly transfer all physical and digital records to the succeeding Treasurer, including any relevant usernames and passwords for digital accounts.

M. The Parliamentarian shall:

1. Be familiar with Utah laws governing political parties and activities, this constitution and any bylaws, the constitution and any bylaws of the Utah State Democratic Party, the current edition of Robert's Rules of Order, any convention standing rules, and any other rules issued by the party;
2. Attend all Executive Committee meetings, Central Committee meetings, and conventions to render advice as to the rules of order and procedure to the chair of those meetings or conventions;
3. Serve as a non-voting member of the Judicial Standing Committee; and
4. Be available to render advice as to the rules of order and procedure to Executive Committee members, standing committees, Issue or Identity Caucuses, and other official party meetings, as requested in advance.

N. The Chief Legal Counsel shall:

1. Hold an active license to practice law with the Utah State Bar;
2. Provide legal counsel in the interest of the Party; and
3. Serve as chair of the Judicial Standing Committee.

O. Any vacancy of an elected position on the Executive Committee shall be filled through a special election of the Central Committee.

1. Written notice of the vacancy shall be provided to the Central Committee within forty-eight (48) hours of the vacancy occurring. This notice shall include procedures for filing with the Secretary to run to fill this vacancy.
2. The election process shall be conducted in accordance with the provisions of Article VIII, Section B, with a victory threshold of fifty percent plus one (50% + 1).
3. The Rules Standing Committee may propose special election rules to the Central Committee. The Central Committee may amend proposed rules and shall adopt any rules by majority vote.
4. The filing period shall be open for at least ten (10) days and shall close fourteen (14) days before the special election shall be held.
5. A replacement Vice Chair, Secretary, or Treasurer shall be elected no later than sixty (60) days following the vacancy. A replacement Chair shall be elected no later than thirty (30) days following the vacancy.
6. The special election shall occur at either a regularly-scheduled quarterly Central Committee meeting or at a special meeting called for the purpose of filling the vacancy.

7. The newly-elected officer shall assume office immediately upon the adjournment of the Central Committee meeting at which elected, filling the remainder of their predecessor's term.
8. No member of the Executive Committee or region chairs of House Districts shall be permitted to run for partisan office without resigning their leadership position in the county party.
9. A member of the Executive or Central Committees shall not hold more than one position in either body at a given time.

ARTICLE III CENTRAL COMMITTEE

- A. The Central Committee is the governing policy- and decision-making body of the Party between conventions. All decisions made by the Central Committee shall be referred to the Executive Committee with timelines for implementation and reporting requirements.
- B. Only qualified electors who reside in Weber County may serve as members of the Central Committee.
- C. The following shall serve as members of the Central Committee:
 1. All current voting and non-voting members of the Executive Committee;
 2. All current region chairs of the House Districts wholly or partly within Weber County;
 3. All current Precinct chairs and Precinct vice chairs;
 4. One (1) person appointed by each Issue or Identity Caucus in good standing.
- D. The Executive Committee shall serve as the officers of the Central Committee.
- E. Quorum shall be one-twentieth (1/20) of the members of the Central Committee.
- F. The Central Committee shall meet at least once each quarter.
 1. The dates of meetings shall be set by the Executive Committee. Personal written notice of any meeting, with the preliminary agenda, shall be sent to all members at least ten (10) days prior to the meeting.
 2. Items for the agenda of a regular meeting may be submitted by any member of the Central Committee to any Executive Committee member at any time before the meeting.
 - a. Items submitted before the preliminary agenda is sent shall be included in the preliminary agenda; additional items may be added to the agenda as amendments after the preliminary agenda is sent.
 - b. Notice of proposed amendments to this constitution shall appear on the preliminary agenda at least ten (10) days in advance of the meeting.
 - c. Any item not on the agenda shall not be discussed at that meeting except when presented by a member of the Central Committee and approved by a majority vote of members in attendance.

3. An emergency meeting of the Central Committee may be called by any four (4) Executive Committee members or by written petition of twenty (20) members of the Central Committee. A *bona fide* attempt shall be made to give at least one (1) day's notice of an emergency meeting to all members.
- G. The following shall report at each quarterly meeting of the Central Committee:
1. The Chair;
 2. The Vice Chair;
 3. The Treasurer, who shall present a balance sheet and income statement as outlined in Article II, Section K.
- H. Special Elections
1. A special election shall be held to:
 - a. Fill a vacancy of any elected position on the Executive Committee;
 - b. Fill a vacancy in a County elected office as permitted by state law; or
 - c. To select a replacement candidate for public office as permitted by state law.
 2. No changes to slate of Central Committee members shall be made fewer than fourteen (14) days before a special election.
 3. The Secretary shall send personal written notice to all Central Committee members at least ten (10) days prior to the special election, unless notice of a vacancy of a candidate for public office is given to the Executive Committee fewer than 14 (fourteen) days before the deadline to replace the candidate.
 4. If the special election is to take place during a quarterly Central Committee meeting, the special election shall be included on the preliminary agenda, unless notice of a vacancy of a candidate for public office is given to the Executive Committee fewer than 14 (fourteen) days before the deadline to replace the candidate.
 5. Vacancies in districts that do not include the entire County:
 - a. When state law allows, only Central Committee members who reside in that district shall vote. Quorum shall be one-twentieth (1/20) of the Central Committee members residing in that district. No other Central Committee business may be conducted.
 - b. Otherwise, the Central Committee shall create an *ad hoc* subcommittee of the Central Committee, composed only of members who reside in the district where the vacancy occurs, who shall then vote. The results shall then be presented to the entire Central Committee, who shall vote to ratify the results and certify the name of the winner.
 6. Candidates running unopposed shall be selected via voice vote.
 7. For races with two or more candidates, the election shall be conducted via the voting procedure in Article VIII. The victory threshold shall be fifty percent plus one (50% + 1).
 8. The Chair shall serve as the party liaison and submit the name of one (1) nominee for each vacancy to the appropriate entity.

- I. A member may resign from the Central Committee by submitting written notice to the county party Secretary. Unless otherwise specified, the resignation shall be effective immediately. A Precinct chair or Precinct vice chair shall be deemed to have resigned from office if such member moves out of the House District from which elected.
- J. The Judicial Standing Committee shall refer recommendations for resolution of complaints to the Central Committee for review.
 - 1. At least ten (10) days' notice must be given to the Central Committee before it may consider any matter referred to it by the Judicial Standing Committee.
 - 2. The Central Committee shall enter closed session to consider any matter referred to it by the Judicial Standing Committee.
 - 3. After the Judicial Standing Committee presents its recommendations, the Central Committee shall either:
 - a. Vote to approve the recommendation;
 - b. Vote to determine a different action to be taken; or
 - c. Recommit the matter to the Judicial Standing Committee for further investigation or deliberation.
 - 4. Appeals permitted by governing documents shall be heard by the Central Committee or the Central Committee may empanel a trial subcommittee to consider the appeal. The trial subcommittee shall determine the action to be taken and report back to the Central Committee at the next quarterly meeting.

ARTICLE IV LEGISLATIVE DISTRICTS

- A. Each House and Senate District, that reside wholly or partially in Weber County, shall elect its officers at the Organizing Convention as outlined in Article VIII, Section D.
- B. Only qualified electors who reside in Weber County may serve as Legislative District officers.
- C. The Senate District officer shall be a Chair.
 - 1. The Senate District chair must reside within that Senate District and shall not be affiliated with any other political party.
 - 2. The terms of Senate District officers shall expire at the adjournment of each Organizing Convention.
 - 3. Officers shall consult with the Executive Committee to determine the time and place of their Senate District meeting.
 - 4. The Senate District Chair shall resign their position should their schedule become such that they can no longer adequately perform the requirements of their position.
- D. The House District officers shall be a chair and three (3) region chairs.

1. House District officers must reside within that House District and shall not be affiliated with any other political party.
 2. The terms of House District officers shall expire at the adjournment of each Organizing Convention.
 3. Officers shall consult with the Executive Committee to determine the time and place of their House District meeting.
 4. One of the three (3) region chairs delegated by the House District chair shall act as chair in the absence of the chair.
 5. House District officers shall resign their positions should their schedules become such that they can no longer adequately perform the requirements of their position.
 - a. A failure to communicate absence at two (2) consecutive Central Committee meetings.
 - b. A House District chair shall submit their resignation to the Executive Committee.
 - c. Any other House District officer shall submit their resignation to the House District chair.
- E. The duties of a Senate District chair shall be to:
1. Communicate with Democratic candidates running in their district and coordinate campaign activities between the campaigns and Precinct officers;
 2. Communicate with Democratic candidates running in their district and coordinate campaign activities between the campaigns and Precinct officers;
 3. Coordinate with candidates and the Executive Committee to provide Precinct officers with materials to canvass the Precincts within the district;
 4. Encourage and promote qualified Democratic candidates running to represent their respective districts;
 5. Cultivate relationships with Democrats in their district and inform voters in their district on the rules and procedures of the Democratic Party;
 6. Serve as an Executive Committee and Central Committee member, and attend all meetings of those committees
- F. The duties of a House District chair shall be to:
1. Serve as voting members of the Utah State Democratic Party Central Committee, as defined by their constitution, and attend those meetings and
 2. Respond to requests from Precinct officers in their House District.
- G. The duties of a House District chair and a House District region chair shall be to:
1. Serve as voting members of the Central Committee and attend Central Committee meetings;
 2. Review and understand information provided by the Executive Committee and send such information to Precinct officers within their district;
 3. Communicate with Democratic candidates running in their district and coordinate campaign activities between the campaigns and Precinct officers;

4. Coordinate with candidates and the Executive Committee to provide Precinct officers with materials to canvass the Precincts within the district;
 5. Encourage and promote qualified Democratic candidates running to represent their respective districts;
 6. Cultivate relationships with Democrats in their district and inform voters in their district on the rules and procedures of the Democratic Party; and
 7. Meet or communicate regularly with Precinct officers within their district.
- H. If a Legislative District officer moves out of the district, resigns, dies, or otherwise becomes disqualified, or if any Legislative District fails to elect a chair, the vacancy shall be filled by a qualified individual as follows:
1. If the vacant position is the House District chair:
 - a. House District region chair(s) shall have the option to become the chair by submitting their intent to the county party Secretary. Following their submission, a vote would be held at the next regularly-scheduled Central Committee meeting
 - b. If a region chair does not wish to become the chair, the Executive Committee shall recommend a new chair, to be approved at the next regularly-scheduled Central Committee meeting
 2. If the vacant position is any other House District officer, the House District chair shall nominate a replacement and submit the name to the Executive Committee for confirmation at the next regularly-scheduled Executive Committee meeting.
 3. If the vacant position is the Senate District Chair, the Executive Committee shall recommend a replacement, to be approved at the next regularly-scheduled Central Committee meeting.
 4. The Executive Committee shall notify any existing Legislative District officers in the district of any appointments within forty-eight (48) hours.

ARTICLE V PRECINCTS

- A. Precincts are the smallest organizing area used by the County Party. Precinct maps may be obtained from the Weber County Clerk's website. The County clerk sets Precinct boundaries and major revisions may follow the US Census. Precincts are then aggregated into House Districts and other electoral districts.
- B. Precinct Caucus Meetings: All Precincts shall hold a Precinct caucus meeting during even-number years to elect Precinct officers and, if applicable, Precinct delegates.
 1. All Precincts located within the same House District shall meet concurrently at the location designated for their House District meeting. The time and place of each House District meeting shall be determined by the Executive Committee in consultation with the House District officers.

2. The House District and Precinct caucus meetings shall be conducted in accordance with any rules approved by the Central Committee.
 3. Each House District meeting shall be chaired by their House District chair or a replacement selected by the House District officers or Executive Committee. The first order of business of the House District meeting shall be reading the Call to Order, agenda, and rules issued by the Central Committee. Following the completion of House District business, but no sooner than thirty (30) minutes from the reading of the Call to Order, the chair shall release attendees to their respective Precinct Caucus Meetings.
 4. At each Precinct caucus meeting:
 - a. A Precinct chair, vice chair, and any additional Precinct delegate positions shall be elected according to the following procedure:
 - i. Nominations shall be taken from the floor;
 - ii. Self-nominations are permitted;
 - iii. No vote may be taken that would disenfranchise a qualified individual's right to be nominated for a position under this process; and
 - iv. A person not in attendance at the Precinct caucus meeting may be nominated, provided written evidence of the nominee's willingness to serve is provided.
 - b. Voting for Precinct elections shall be held open for at least one (1) hour after reading the Call to Order of the House District meeting. No qualified elector residing in the Precinct shall be denied the right to vote within that time for any reason, including failure to attend the entire Precinct caucus meeting.
 - c. Elections conducted within a Precinct caucus meeting may be challenged. The aggrieved party shall file a written complaint with the County Party Vice Chair within four (4) days after the Precinct caucus meeting, specifying the reason for the challenge. The Rules Standing Committee shall promptly investigate all complaints and rule on challenged elections.
 5. The newly-elected Precinct chair shall ensure that a list of the names, addresses, phone numbers, and email addresses of attendees and the election results are recorded and submitted to the House District meeting chair. The House District meeting chair shall promptly submit election results and other required records to the Party Secretary.
- C. Precinct officers
1. General provisions
 - a. Each inhabited Precinct shall have a Precinct chair and Precinct vice chair, whose terms expire at the adjournment of the subsequent Precinct caucus meeting.
 - b. Only qualified electors who reside in Weber County may serve as Precinct officers.
 - c. Precinct officers shall resign their positions should their schedules become such that they can no longer adequately perform the requirements of their positions.
 - i. A Precinct chair shall submit their resignation to the House District chair.
 - ii. A Precinct vice chair shall submit their resignation to the Precinct chair.

- d. All elected Precinct officers must be residents of the Precinct in which they serve.
- 2. The duties of a Precinct chair shall be to:
 - a. Serve as a County Delegate;
 - b. Serve as a voting member of the Central Committee and attend Central Committee meetings;
 - c. Serve as an elector of House District officers at the Organizing Convention;
 - d. Review and share information provided by the Executive Committee and House District officers;
 - e. Serve as a liaison between the residents of the Precinct and the Party;
 - f. Get to know Democrats in the Precinct and recruit volunteers from the Precinct for party work, such as volunteering for a campaign, contacting voters in their Precinct, or volunteering with the party;
 - g. Coordinate with House District officers, candidates, and the Executive Committee to canvass the Precinct using provided materials;
 - h. Encourage and promote qualified Democratic candidates running to represent their Precinct;
 - i. Fill any vacancy for the Precinct vice chair by appointment and promptly notify the House District chair;
 - j. Fulfill the duties pertaining to holding the Precinct caucus meeting:
 - i. Upon election, ensure that a list of attendees with their names, addresses, phone numbers, and email addresses, and the election results are recorded and submitted to the House District meeting chair;
 - ii. In coordination with House District officers, ensure that the time and place of the next Precinct caucus meeting is communicated to residents of their Precinct at least seven (7) days before the Precinct caucus meeting; and
 - iii. Chair the subsequent Precinct caucus meeting.
- 3. The duties of the Precinct vice chair shall be to:
 - a. Serve as a voting member of the Central Committee and attend Central Committee meetings;
 - b. Serve as an elector of House District officers at the Organizing Convention;
 - c. Assist the Precinct chair as needed; and
 - d. Become the Precinct chair in the event of a vacancy or notify the House District chair of the vacancy so it may be filled by appointment by the House District chair.
- 4. Removal of Precinct officers:
 - a. House District officers may, by majority vote, file a recommendation to remove Precinct officers with the Executive Committee.
 - b. The Executive Committee, upon receipt of such complaint, shall contact the Precinct officer to give notice of the recommendation for removal and request a response in writing.

- c. The Executive Committee shall vote on the recommendation for removal at a meeting following either a response from the Precinct officer or ten (10) days without a response from the Precinct officer.
- d. A two-thirds (2/3) vote of the Executive Committee shall be required to remove a Precinct officer.
- e. The Executive Committee shall notify the House District officers and the Precinct officer of the decision within forty-eight (48) hours of the vote.

ARTICLE VI DELEGATES

- A. The number of county delegates shall be determined through a Delegate Allocation Plan prepared by the Rules Standing Committee and approved by the Central Committee at least thirty (30) days before the Precinct caucus meetings or earlier if required by the Utah State Democratic Party or state law.
- B. State delegates are elected at the nominating convention according to the Delegate Allocation Plan.
- C. All delegates represent the house district in which they live.
- D. Only qualified electors who reside in Weber County may serve as delegates.
- E. The following shall serve as delegates:
 - 1. All county delegates as defined in Article V and
 - 2. The following Party Leader and Elected Official (PLEO) delegates:
 - a. All current voting and non-voting members of the Executive Committee and current paid staff;
 - b. The former Chair, Vice Chair, Secretary, Treasurer, Communication Director, Outreach Director, Finance Director, Parliamentarian, and Chief Legal Counsel of the Executive Committee as of the conclusion of the previous Executive Committee's term;
 - c. The current chair, vice chair, secretary, treasurer, the two (2) elected DNC Committee Members of the Utah State Democratic Party Executive Committee, and any current paid staff;
 - d. All current elected officials who are elected on the Democratic ticket, whose district or offices are wholly or partially in Weber County;
 - e. All current chairs of the House Districts wholly or partly within Weber County, or for those who are delegates by virtue of holding another position, their designee who also serves as an officer of the same House District; and

- f. All current chairs of County Issue or Identity Caucuses, or for those who are delegates by virtue of holding another position, their designee who also serves on that Caucus's board.
- F. Duties of delegates:
 - 1. Attend and vote at all County conventions;
 - 2. Attend and vote at any special elections when eligible to vote, as called by the Executive Committee; and
 - 3. Notify their House District chair if unable to attend a convention.
- G. Alternate delegates
 - 1. The Secretary shall compile lists of alternate delegates for any Utah State Democratic Party conventions.
 - 2. Each House District shall be allocated alternate delegates to any state convention numbering ten percent (10%), rounded up to the nearest whole delegate, of their delegate allotment plus any additional PLEO delegates who live in that House District.
 - 3. House District chairs shall provide a list of alternate delegates for their district to the Secretary by 5 p.m. fourteen (14) days prior to any convention.
 - 4. If all delegates in a House District have not registered by the time any convention is called to order, alternate delegates from the same House District may also register to fill any vacancies.
 - a. Once all state delegate positions have been filled by alternates for a House District, alternate delegates may then register to fill vacancies for delegate positions within other House Districts within Weber county.
 - b. The number of delegate credentials issued in a House District shall be no greater than the number of delegates allocated to that House District by the Delegate Allocation Plan.
 - c. Alternate delegates who receive credentials shall remain credentialed until the completion of that convention, at which point their delegate status expires.
 - 5. House District chairs may submit a list of alternate delegates to the Party Secretary for any Utah State Democratic convention in accordance with guidelines set forth by the Utah Democratic Party. If a list is not submitted, the list provided for the previous County convention shall be used.
 - 6. Alternate delegates may register at any Utah Democratic Party convention, provided that a delegate registration vacancy exists among Weber County state delegates at that time, in accordance with the Utah State Democratic Party Constitution and any rules for such convention.

ARTICLE VII ISSUE AND IDENTITY CAUCUSES

- A. Any Democratic caucus may be chartered by the Central Committee, provided that:
 - 1. Its constitution and/or bylaws are in compliance with the law and with the rules and regulations of the Democratic National Committee, the Utah State Democratic Party, and the Weber County Democratic Party;
 - 2. The organization reasonably cooperates with the Central Committee to promote the objectives of the Democratic Party by supporting and promoting Democratic principles, candidates, or issues.
- B. Any Democratic organization wishing to affiliate with and be chartered by the Party may petition the Party Secretary for chartering, provided that:
 - 1. The membership of the petitioning organization consists exclusively of registered Democrats or those unaffiliated with a political party;
 - 2. The petition includes the names, addresses, email addresses, phone numbers, and signatures of at least ten (10) members who reside in Weber County;
 - 3. The petitioning organization submits a copy of their bylaws or other governing documents for approval; and
 - 4. The petitioning organization submits a list of their officers.
- C. Upon receipt of a petition for charting, the Party Secretary shall verify the residency of the petition signers and refer it to the Executive Committee for certification within fourteen (14) days.
- D. The Executive Committee shall consider the application at its next regularly-scheduled meeting and certify that it meets the requirements for chartering. If the application fails to be certified, it shall be returned to the petitioning organization with a list of issues to resolve.
- E. Following the certification of an application, the Party Secretary shall present the application for chartering at the next monthly Executive Committee meeting.
 - 1. The Executive Committee may, by a majority vote, charter the proposed organization as a caucus of the Weber County Democratic Party;
 - 2. Caucus leadership shall submit contact information of one (1) member to serve on the Central Committee.
 - 3. Only the Executive Committee shall have authority to charter an organization.
- F. Good Standing
 - 1. A caucus maintains good standing by submitting any changes to leadership or governing documents to the Party Secretary within thirty (30) days of the change.
- G. Suspension
 - 1. A caucus shall be suspended if:
 - a. The caucus fails to qualify for good standing,
 - b. The caucus fails to meet at an Organizing Convention,
 - c. The caucus fails to meet at a Nomination Convention, or

- d. It is suspended by the Executive Committee for offenses including but not limited to:
 - i. Bringing discredit to the Democratic Party;
 - ii. Being unable to conduct its business in an orderly fashion;
 - iii. Endorsing or supporting anyone other than a Democratic candidate for partisan elective office; or
 - iv. Failing to maintain the Executive Committee's minimum requirements for membership.
 2. When a caucus is suspended:
 - a. The Party Secretary shall notify the caucus's leadership on file of its suspension and the causes;
 - b. Any member, who by virtue of their membership in the suspended caucus, serves on the Executive Committee, the Central Committee, standing committees, or any other committees shall be suspended from those committees;
 - c. The caucus shall not be provided meeting time or space at any meeting of the Party, including conventions.
 3. To apply for a return to good standing, a suspended caucus shall submit the following to the Party Secretary:
 - a. The names, addresses, email addresses, phone numbers, and signatures of at least ten (10) members who reside in Weber County;
 - b. A copy of their bylaws or other governing documents;
 - c. A list of the organization's officers;
 - d. A letter explaining how it has remedied the causes of suspension as well as how it has satisfied any additional requirements that were placed upon the caucus by the Executive Committee.
 4. Upon receipt of an application for a return to good standing, the Party Secretary shall verify the residency of the membership provided and refer it to the Executive Committee for certification within fourteen (14) days.
 5. The Executive Committee shall consider the application at its next regularly-scheduled meeting and certify that it meets the requirements for a return to good standing. If the application fails to be certified, the application shall be returned to the petitioning organization with a list of issues to resolve.
 6. Following the certification of an application, the Party Secretary shall present the application for a return to good standing at the next monthly Executive Committee meeting.
- H. Revocation
1. Any caucus may be subject to revocation of their charter, which revokes and severs all affiliation with the Party.
 2. A revocation shall require a two-thirds (2/3) vote of the Central Committee.

3. The motion for revocation must be placed on the preliminary agenda and be included in the meeting notice to the Central Committee members.
4. The caucus chair and secretary on file shall be given notice through direct personal communication.

ARTICLE VIII CONVENTIONS

A. General Provisions

1. A convention is the governing body of the Party while in session.
2. The Chair shall call a convention every year according to the constitution and bylaws of the Utah State Democratic Party no later than two (2) weeks before the Utah State Democratic Convention of that year. This date may be changed in the case of unique circumstances as deemed necessary by a two-thirds (2/3) vote of the Executive Committee.
 - a. The Chair shall call a Nominating Convention each even-numbered year.
 - b. The Chair shall call an Organizing Convention each odd-numbered year.
3. The Chair shall act as the convention chair or may appoint a convention chair. The convention chair shall not be a candidate for public or Party office.
4. The delegates named in Article VI as of 5 p.m. fourteen (14) days prior to a convention shall be full delegates to that convention. Once certified, the list of state delegates from Weber County to that year's State Convention is closed, per the Utah State Democratic Party's governing documents.
5. The Rules Standing Committee shall propose convention rules to the Central Committee. The Central Committee may amend proposed rules and shall adopt convention rules by majority vote.
 - a. Proposed rules shall include provisions for the running of the balloting room, victory threshold, candidate guidelines, and other items as needed to ensure fairness and transparency in the conduct of the convention.
 - b. In the absence of other provisions, a convention shall be governed by the latest edition of Robert's Rules of Order.
6. The Executive Committee, Central Committee, Communication and Platform Standing Committee, or Rules Standing Committee may propose agenda items and present motions from the floor for consideration by the convention. Delegates may present motions from the floor with a two-thirds ($\frac{2}{3}$) majority of those delegates present

7. Quorum for a convention shall be one-fourth (1/4) of the registered county delegates at the time of the Call to Order.

B. Method of Election

1. Candidates running unopposed for a position elected by delegates at a convention shall be selected via voice vote.
2. All other positions to be elected by delegates at a convention shall be selected via paper ballot.

C. Nominating Convention

1. The Executive Committee shall issue a call to convention by personal written communication to all delegates no later than twenty-one (21) days before the convention. The notice may be sent as few as seven (7) days before the convention in the case of unique circumstances as deemed necessary by the Central Committee. The call shall include the date, time, location, and agenda of the Nominating Convention along with the races to be decided at that convention.
2. The Nominating Convention shall hold elections among candidates for County elected offices and legislative offices with districts wholly within the county for those offices that will appear on that year's general election ballot.
3. The victory threshold for voting at a Nominating Convention shall be sixty percent (60%).
 - a. A candidate who reaches the victory threshold shall be the victor of convention and shall either:
 - i. Be the party's nominee for that office if no other candidate has qualified for the primary election; or
 - ii. Proceed to the primary election.
 - b. If no candidate meets the victory threshold, the top two (2) vote getters shall proceed to the primary election.

D. Organizing Conventions

1. The Executive Committee shall issue a call to convention by personal written communication to all delegates and Precinct officers no later than twenty-one (21) days before the convention. The notice may be sent as few as seven (7) days before the convention in the case of unique circumstances as deemed necessary by the Central Committee. The call shall include the date, time, location, and agenda of the Organizing Convention along with a list of offices to be filled.
2. Those wishing to seek any offices to be filled at the Organizing Convention shall file written notice with the Secretary by 5:00 p.m. on the thirtieth (30) day prior to the convention, not including the date of the convention.
3. Delegates shall elect the Chair, Vice Chair, Secretary, and Treasurer using the procedures outlined in Section B. The victory threshold shall be fifty percent plus one (50% + 1).

4. Precinct officers and current House and Senate District officers in each district shall elect their new House District chair and House District region chairs. The Executive Committee shall provide for the House and Senate Districts to meet as a District caucus at the Organizing Convention to hold elections and conduct other Legislative District business.
 - a. If no candidate has filed for a Legislative District office prior to convention, nominations may be taken from the floor of the Legislative District caucus meeting.
 - b. The method of voting shall be determined by a majority vote of those eligible to vote in that election.
 - c. The candidate receiving the highest number of votes shall win.
 - d. The Rules Standing Committee may adopt specific rules for the election of House District officers and the running of House District caucus meetings.
5. The Communication and Platform Standing Committee shall submit a proposed platform and a party platform shall be adopted by the delegates at the organizing convention.

ARTICLE IX STANDING COMMITTEES

A. General Provisions

1. The standing committees of the Central Committee shall be the Finance Standing Committee, the Rules Standing Committee, the Communication and Platform Standing Committee, and the Judicial Standing Committee.
2. A meeting of a standing committee may be called by the committee's chair or by any four (4) members after due notice to its members.
3. In the absence of the chair at a meeting of a standing committee, a chair *pro tempore* shall be elected for that meeting by those in attendance.
4. Membership of all standing committees shall be made publicly available and provided upon request to the Executive Committee.

B. The Finance Standing Committee:

1. Shall be chaired by the Treasurer and include the Finance Director, four (4) other members nominated by the Treasurer and approved by the Executive Committee;
2. A nominee for each vacancy shall be submitted for consideration at the next monthly Executive Committee meeting following the vacancy;
3. Shall raise funds for the Party;
4. Shall coordinate with state and national fundraising operations for every level of the Party;
5. A quorum shall be a simple majority of the committee members; and
6. Terms shall expire at the completion of the first quarterly Central Committee meeting following an Organizing Convention.

7. The chair of the Finance Standing Committee may recommend a member of the committee for removal to the Executive Committee. The Executive Committee will hold a simple majority vote to approve or reject the committee chair's proposal.
- C. The Rules Standing Committee:
1. Shall be chaired by the Vice Chair and include no more than six (6) other members nominated by the Vice Chair and approved by the Executive Committee;
 2. Shall submit County convention rules, the Delegate Allocation Plan, and any special rules to the Central Committee for approval;
 3. Shall submit enforcement recommendations as a part of all rules presented to the Central Committee;
 4. Shall monitor compliance with the rules that are set forth and submit alleged violations to the Judicial Standing Committee if not otherwise addressed through applicable rules and procedures;
 5. Shall receive challenges to the Precinct Caucus elections and to the elections of House District officers then promptly investigate and rule on those challenges; and
 6. A quorum shall be a simple majority of committee members.
 7. The chair of the Rules Standing Committee may recommend a member of the committee for removal to the Executive Committee. The Executive Committee will hold a simple majority vote to approve or reject the committee chair's proposal.
- D. The Communication and Platform Standing Committee:
1. Shall be chaired by the Party Secretary, and include at least four (4) other members, the Communications Director, and approved by the Executive Committee;
 2. Shall submit a proposed platform to the Organizing Convention;
 3. Shall create task forces as needed to study issues for the Party, and make their findings available to candidates and members of the Central Committee;
 4. A quorum shall be a simple majority of committee members;
 5. Terms shall expire at the completion of the first monthly Executive Committee meeting following an Organizing Convention.
 6. The chair of the Communication and Platform Standing Committee may recommend a member of the committee for removal to the Executive Committee. The Executive Committee will hold a simple majority vote to approve or reject the committee chair's proposal.
- E. The Judicial Standing Committee:
1. Shall be chaired by the Chief Legal Counsel, and include no more than six (6) members with legal experience or credentials in criminal justice nominated by the Chief Legal Counsel and approved by the Executive Committee;
 - a. The Parliamentarian, as a non-voting member.
 2. Terms shall expire at the completion of the first quarterly Central Committee meeting following an Organizing Convention.

3. A nominee for any vacancy shall be submitted by the Chief Legal Counsel for consideration at the next monthly Executive Committee meeting following the vacancy.
4. The fulfillment of these positions shall be made with strong consideration given to ensuring the greatest amount of diversity among members of the Judicial Standing Committee.
5. Shall investigate, in closed session, disputes brought to it ensuring all sides of an issue are heard and considered in a fair and just manner, and present their recommendations to the Central Committee.
6. A quorum shall be a simple of currently-serving voting members.
7. In the event that a complaint is filed against any member of the Judicial Standing Committee, that member shall be excluded from all meetings and other proceedings related to that matter.

ARTICLE X DISCIPLINARY ACTION

- A. Disciplinary action may be taken against:
 1. Any current delegate, Central Committee member, Executive Committee member, person elected on the Democratic ticket whose district or office is wholly or partially in Weber County, or Democratic candidate for a public office in Weber County.
 2. Any person who attends a Party event or participates in official Party digital spaces, for behavior at those events or in those spaces.
- B. The following conduct may be subject to disciplinary action:
 1. For any current delegate, Central Committee member, Executive Committee member, person elected on the Democratic ticket whose district or office is wholly or partially in Weber County, or Democratic candidate for a public office in Weber County:
 - a. Aiding a candidate of an opposing political party using endorsements to be made on behalf of the Party, or allow a Party title to be used in support of any candidate(s) other than official nominee(s) or person(s) seeking nomination of any recognized Democratic Party;
 - b. Failing to perform the duties of office as specified by this constitution and/or breaching the trust afforded by their office;
 - c. Knowingly and with malicious intent violating rules of the Party; or
 - d. Any offense of moral turpitude.
 2. For any past delegate, Central Committee member, Executive Committee member, person elected on the Democratic ticket whose district or office is wholly or partially in Weber County, or Democratic candidate for a public office in Weber County: an offense of moral turpitude that occurred at the time the person held that position.
 3. For all individuals, while at a Party event or in official Party digital spaces:

- a. Knowingly violating provisions of the rules of the Democratic Party,
 - b. Disruptive behavior, or
 - c. Harassing and/or abusive behavior.
- C. Any person may submit a written complaint regarding alleged violations of these provisions to:
 - 1. Any member of the Judicial Standing Committee or
 - 2. Any member of the Executive Committee, who shall forward the complaint to the Judicial Standing Committee.
- D. No person shall publicly disclose that a complaint has been filed, including:
 - 1. Any person who submits a complaint;
 - 2. Any person against whom a complaint has been filed;
 - 3. Any person who is notified by any member of the Judicial Standing Committee as part of an investigation;
 - 4. Any member of a trial committee formed to adjudicate any complaint; or
 - 5. Any member of the Judicial Standing Committee, with the exception of making limited, private disclosures as necessary to conduct an investigation or to present recommendations to a closed session of the Central Committee.
- E. Violations of Section D may subject the offending individual(s) to disciplinary action.
- F. The Judicial Standing Committee shall, within fourteen (14) days of receiving a complaint, select lead investigators from among its membership, who shall:
 - 1. Interview the person who submitted the complaint,
 - 2. Attempt to contact the person(s) against whom the complaint has been filed for an interview, and
 - 3. Consider interviewing relevant witnesses.
- G. Within seven (7) days of completing Section F, the full Judicial Standing Committee shall meet to consider all evidence gathered and:
 - 1. Vote on whether a violation has occurred or
 - 2. Extend the investigation period for a period of not more than fourteen (14) additional days.
- H. If the Judicial Standing Committee finds that no violation has occurred, they shall dismiss the complaint and notify both the person who submitted the complaint and the person(s) accused.
- I. If the Judicial Standing Committee finds that a violation has occurred, they shall recommend action be taken by the Central Committee against the accused, including but not limited to:
 - 1. No penalty, by majority vote of those present;
 - 2. Censure, by majority vote of those present;
 - 3. Withdrawal of all support, by majority vote of those present;
 - 4. Suspension, by a two-thirds (2/3) vote of those present;

5. Expulsion or disqualification, by two-thirds (2/3) vote of those present with respect to delegates, Central Committee members, or Executive Committee members; or
6. A public call for impeachment or public statement of opposition to the candidacy of the individual, by a two-thirds (2/3) vote of the members present with respect to elected officials or candidates.

ARTICLE XI PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall govern the Party in all parliamentary situations not provided for by law, this constitution, the governing documents of the Utah State Democratic Party, or adopted special rules of order.

ARTICLE XII AMENDMENTS

- A. An amendment to this constitution may be considered at any regular meeting of the Central Committee, provided the amendment has first been submitted in writing to the Rules Standing Committee chair and bears the signatures of at least five (5) members of the Central Committee.
- B. The Rules Standing Committee chair shall present the proposed amendment as written, allowing discussion and amendment from the floor. No further amendments may be made to the proposed amendment following the adjournment of the Central Committee meeting at which it is introduced.
- C. The final proposed amendment shall then appear for a vote to accept or reject on the preliminary agenda of the next quarterly meeting of the Central Committee following presentation.
 1. The full text of the amendment shall be sent to all members of the Central Committee by personal written communication no fewer than ten (10) days in advance of the meeting at which it shall be voted upon.
 2. The amendment shall require a two-thirds (2/3) vote of those members of the Central Committee present at said meeting for passage.