

LOUISIANA DEMOCRATIC PARTY

BY-LAWS

Preamble

We, the members of the Louisiana Democratic State Central Committee (“DSCC” “State Party” or “Party”), in order to organize and perpetuate a representative, effective, and responsible Democratic Party and to uphold both human and civil rights and a constitutional government in the State of Louisiana, and to advance the interests of the Louisiana Democratic Party, adopt the following By-laws for the purposes of the organization, management, and administration of the Louisiana Democratic Party.

Article 1

Subordination of Bylaws

These By-laws are subordinate to the laws of the United States and the State of Louisiana, including R.S.18:441-18:447; the charter and rules of the Democratic National Committee; and the Constitution of the Louisiana Democratic Party, as amended. Should any conflict arise between any of the foregoing and these By-laws, the provisions of any law of the United States, State of Louisiana, Charter and rules of the Democratic National Committee or Constitution of Louisiana Democratic Party shall control.

Article 2

Governance of the Louisiana Democratic Party

The DSCC shall be the sole governing body for the Democratic Party of Louisiana and shall have sole responsibility for and authority over the affairs and finances of the Louisiana Democratic Party.

Article 3

Authority & Purpose of Democratic State Central Committee

Section 1 General Purposes and Authority.

The DSCC shall conduct such activities as it deems appropriate to:

- A. Elect Democratic candidates in national, state and local elections.
- B. Conduct the selection processes to fill the Louisiana delegation to the Democratic National Conventions and Democratic Party Conferences, according to rules established by the Democratic National Committee.
- C. Formulate and disseminate statements of the State Party policy on issues, proposed and actual legislative actions, and actions and activities of non-Democratic affiliated candidates and elected officials.
- D. Establish and maintain a state headquarters for State Party activities and maintain a staff to promote and build the State Party.

- E.** Maintain relations with local Democratic committees and affiliated bodies organized to promote Democratic Party activities.
- F.** Maintain relations with the Democratic National Committee.
- G.** Promote and encourage Party activities at every level.
- H.** Promote and encourage Party participation by voters and citizens of the State of Louisiana.
- I.** Raise funds and devise ways and means for the operation of Party activities and the election of Democratic candidates.
- J.** Establish, maintain, and support an adequate system of political, legislative, executive, judicial and administrative issue research.
- K.** Develop and maintain public relations, voter education and leadership programs.
- L.** Prepare, distribute and communicate Party information to Party members and the general public.
- M.** Develop programs for the coordination of Party committees, organizations, groups, public officials, and members to assist in the recruitment of and election of Democratic candidates and recruitment of new Democratic voters.
- N.** Approve the budget of the DSCC and authorize expenditures.
- O.** Establish standing and special committees of the DSCC.
- P.** Remove or censure members from the DSCC and the Party as provided in these By-laws.
- Q.** Take such action and conduct such activities as it deems appropriate, necessary and proper to carry out the provisions of the Louisiana Democratic Party Constitution and these By-laws, resolutions, and other official actions to achieve the objectives of the Party.

Section 2 Participation in National Party Affairs

The DSCC shall:

- A.** Implement and carry out the objectives and support the Democratic National Committee, when such objectives are not in conflict with the objectives of and issues supported by the Louisiana Democratic Party.
- B.** Work in cooperation with the Democratic National Committee to promote national, state, and local Party affairs.

- C. Support and actively work toward the election of the Democratic candidates for President and Vice President of the United States.

Section 3 Endorsements and Support of Candidates for Public Office

The DSCC may endorse Democratic candidates for all federal and statewide elections and in elections for Board of Elementary and Secondary Education (BESE) and the Public Service Commission (PSC). The DSCC may also support or oppose state Constitutional Amendments. The Democratic Parish Executive Committees (“DPEC’s”) may endorse in any other elections not stated above.

- A. Within 14 days after the close of qualifying for any regularly scheduled election the Chair, with input from any member of the DSCC, shall determine which races will be presented to the Executive Committee for possible endorsements. After receiving the recommendation by the Chair, the Executive Committee shall meet within ten (10) days to vote on the candidates to recommend to the DSCC for endorsements. The DSCC shall meet within ten (10) days after that Executive Committee meeting to officially consider the candidate endorsement recommendations of the Executive Committee. At a meeting to consider endorsements, the Executive Committee shall follow the following procedures in addition to normal meeting procedures:
 - 1. Each candidate or designee will have up to five minutes to speak.
 - 2. After all candidates or designees have spoken, the Executive Committee may go into executive session to discuss the race for fifteen minutes. However, all votes must be held in public outside of executive session.
 - 3. The Executive Committee may take up any other business after the conclusion of an Endorsement Meeting if the additional business has been properly noticed.
- B. The notice for any DSCC meeting called for the purpose of endorsing candidates (“Endorsement Meeting”) shall specify the office(s) and/or issue(s) for which endorsements shall be considered and a list of all Democratic candidates who have qualified for the offices. Each such candidate shall be notified of the Endorsement Meeting and its purpose and may be given the opportunity to address the DSCC prior to any vote at the discretion of the Chair. The chair shall give all candidates in the same race the same opportunity to be heard.

Any member of the DSCC may propose an endorsement for a specific office or Constitutional Amendment by filing a written request with the Chair at least five (5) days prior to the Endorsement Meeting.

- C. If there is a special election, the Chair shall, at the earliest opportunity, establish extraordinary procedures to cover the particular circumstances

- D. At any Endorsement Meeting, no member of the DSCC shall be permitted to wear any visible campaign paraphernalia.
- E. E. No member of the DSCC shall use the name of the DSCC or The Louisiana Democratic Party in opposing a candidate who has been endorsed by the Democratic State Central Committee

Article 4

Organization of Democratic State Central Committee

Section 1 Election of Officers

- A. Officers shall be elected in accordance with the provisions of LSA RS 18:443 as amended from time to time.
- B. B. Any officer, whether elected or appointed, may be removed from office by 2/3 vote of the Executive Committee, for any of the following:
 - 1. Committing acts of fraud, deceit, or criminal acts against the Party
 - 2. Participating in activities that are against explicit policies of the Party
 - 3. Failure to fulfill the duties of the office

All proceedings in accordance with this section shall be conducted in the same manner as those for *Censure or Suspension of Party Privileges* set forth in Article 7 below.

In the event an Officer is removed from office, immediately at the conclusion of the proceeding a replacement shall be named by the Executive Committee to fill the remainder of the term.

Section 2 Officers, Other Officials, and Their Duties

The DSCC shall have the following officers who shall have the following duties:

- A. The Chair shall be the chief executive officer of the DSCC and the chief Party official of the Louisiana Democratic Party. All appointments by the Chair are subject to the advice and consent of the Executive Committee, unless otherwise provided by law, in the Louisiana Democratic Party Constitution, or these By-laws. The Chair or the Chair's designee shall be the custodian of all books, records, and papers of the DSCC. All such records shall be stored and maintained at the office of the DSCC. The Chair shall serve until the election of a new Chair except as provided below.
- B. In the event of a vacancy in the office of Chair, the First Vice Chair shall discharge the duties of Chair until an election can be held to elect a new Chair. The First Vice Chair, in this capacity shall call a meeting of the DSCC within 90 days of the vacancy for the purpose of electing a new Chair.
- C. The Chair or the Chair's designee when the Chair is present, shall preside at any meeting of the DSCC. In the absence of the Chair, the First Vice Chair shall perform the Chair's duties. In the absence of the Chair and First Vice Chair, the Second Vice Chair shall

preside. In the absence of the Chair, First Vice Chair, or Second Vice Chair, there shall not be a meeting of the DSCC.

- D. The Second Vice Chair shall serve as a liaison between the DSCC and all federally elected or appointed officials.
- E. The Third Vice Chair shall serve as a liaison between the DSCC and all statewide elected or appointed officials (including state appointed board and commissions) except as delegated to other Vice Chairs.
- F. The Fourth Vice Chair shall serve as a liaison between the DSCC and all local elected or appointed officials.
- G. The Vice Chair of Elected Officials shall serve as liaison to the DSCC and all state legislators and all state legislative issues. The Vice Chair of Elected Officials must currently serve as a state legislator.
- H. The Treasurer shall be the chief financial officer of the DSCC. The Treasurer shall serve as Chair of the Budget Committee and shall:
 - 1. Maintain all financial records, maintain the budget as approved, and assist in the conducting of audits of the financial records and filing of all required reports on behalf of the DSCC.
 - 2. Assure that all DSCC funds are deposited in accounts in licensed banks or financial institutions.
 - 3. Receive and review the annual Budget Committee's Report and forward the report to the Executive Committee.
 - 4. Receive and review the annual financial reports of the DPEC's and forward to the Executive Committee
 - 5. Such other duties as may be assigned from time to time by the Chair, the Executive Committee, or the DSCC.
- I. The Secretary shall keep a record of the minutes of all proceedings of the DSCC and the Executive Committee. The Secretary shall work with the Chair to ensure that all minutes and committee reports are kept on file at the office of the DSCC.
- J. The Legal Counsel shall be an attorney-at-law admitted and licensed to practice law and in good standing with the Supreme Court of the State of Louisiana. The Legal Counsel shall be selected by the Chair and approved by the Executive Committee and shall serve as legal advisor to the DSCC, the Executive Committee, and any officer and committee of the DSCC on matters pertaining to the affairs of the DSCC. The Legal Counsel shall serve at the pleasure of the Chair. The Legal Counsel shall not be a member of the DSCC or any DPEC and shall not vote on any matters that come before the DSCC or the Executive Committee. Legal Counsel, subject to the approval of the Executive Committee, may appoint one or more attorneys-at-law, licensed to practice in the State of Louisiana, as assistant Legal Counsel to assist in the legal representation.

- K. The Clerk or designee shall keep the official membership roll and shall call the roll when it is required.
- L. The Parliamentarian shall ensure that all proceedings of the DSCC are conducted according to the official Constitution and these By-laws. If no rule governs, proceedings will follow Robert's Rules of Order, most recently revised. The Parliamentarian's rulings shall be final unless, in the opinion of Legal Counsel, they violate existing law.
- M. Compliance Officer. After consultation with the Executive Committee, the Chair shall appoint a Compliance Officer who is knowledgeable with laws and rules governing the acceptance of campaign donations, use of funds and donations in campaigns and for any other purposes, the disclosure of receipt of funds and donations and their use under the laws and rules of the State of Louisiana, the United States, and the National Democratic Committee, and all other laws and regulations that pertain to political parties. The Compliance Officer may not be employed by or contracted with any campaign or candidate for office in the State of Louisiana without prior approval by the Executive Committee. All compliance officer's reports shall also be transmitted to the Treasurer of the DSCC. The compliance officer shall be a non-voting member. This person shall not serve as an officer of the Executive Committee of the DSCC.
- N. Executive Director. There shall be an Executive Director, who shall exercise authority delegated by the Chair, DSCC and the Executive Committee in carrying out the day-to-day activities of the DSCC and the Louisiana Democratic Party. The Executive Director shall be selected as follows:
 - 1. ***Manner of Selection.*** As soon as practicable after notice of the termination or resignation of the Executive Director, the Chair shall appoint a Search Committee to seek and review resumes and interview potential candidates. No later than six months after notice of a vacancy, the Search Committee shall submit three (3) names and resumes to the Executive Committee. From this list the Chair shall recommend a person to be Executive Director, subject to majority vote of the Executive Committee. This time may be extended for periods of no longer than 2 months by 2/3 vote of the Executive Committee if additional time is needed.
 - 2. The Executive Director shall serve as the registered agent for service of process for the DSCC. The Executive Director shall sign all contracts on behalf of the DSCC. This authority is subject to review and rescission by 2/3 vote of the members of the Executive Committee.
 - 3. ***Employment at Will.*** The Executive Director shall be an at-will employee and may be removed for any reason by the request of the Chair.

Section 3 Committees:

- A. General rules for committees:
 - 1. Any DSCC member may attend any meeting, seminar, function, or activity of any committee and participate in any discussion of the committee as allowed by the Chair of that committee, but only members of each committee may vote on matters coming before

that committee.

2. Unless otherwise specified, the Chair of the DSCC shall appoint all members of committees and a Chair and Vice Chair for each Committee.
3. Except for the Treasurer of the DSCC, the Chair of the DSCC may at any time remove the Chair, Vice-Chair, or any member of any committee.

1. Executive Committee

- B. Members.** The Executive Committee shall be composed of (i) the officers of the DSCC; (ii) the Louisiana members of the Democratic National Committee and (iii) two members elected from each Congressional District Caucus (one male and one female).
- C. Duties.** The Executive Committee shall transact the business of the DSCC at times when the DSCC is not in session. By two-thirds vote the Executive Committee may overturn any decision of the Chair. All actions of the Executive Committee shall be subject to the review of the DSCC.
- D. Attendance & Participation at Meetings.** Any DSCC Member or person invited by the Chair may attend a meeting of the Executive Committee as an observer. Only voting members of the Executive Committee may participate in the meetings, *provided however*, the Chair may allow any person in attendance to participate but not vote, at the Chair's discretion.
- E. Meetings of the Executive Committee.** Except as otherwise provided, the chair may call a meeting of the Executive Committee. The Executive Committee may call itself into session by 2/3 vote of its members. All meetings of the Executive Committee must have at least seven (7) days prior notice.

2. Budget Committee:

- A. Members:** The Budget Committee shall be comprised of the Treasurer as Chair, at least four (4) other DSCC members appointed by the Chair of the DSCC, and such other persons as may be appointed by the Chair of the DSCC, who need not be members of the DSCC.
- B. Duties:** The Budget Committee shall prepare a proposed annual budget for the upcoming fiscal year. The proposed budget shall be submitted to the Executive Committee for approval no later than November 1 of each year, and must be approved by the Executive Committee no later than December 1 of each year for the following year. The current fiscal year begins on January 1. The Budget Committee shall also propose plans to raise additional funds for the Party.

Thirty (30) days prior to presentation of the budget to the Executive Committee, the Treasurer or designee shall send it by U.S. Mail and/or electronic mail to all members of the DSCC with a notice of the date, time and place of the meeting where the Executive Committee will consider the budget

The Budget Committee shall have other duties as may be prescribed from time to time by the Chair of the DSCC.

3. Rules and By-laws Committee:

- A. Members:** The Rules and By-laws Committee shall be comprised of the Parliamentarian, Legal Counsel, and any other members appointed by the Chair of the DSCC.
- B. Duties:** The Rules and By-laws Committee shall be responsible for reviewing and approving all proposed changes and amendments to the Louisiana Democratic Party Constitution and By-laws.

4. Resolutions Committee:

- A. Members:** The Resolutions Committee shall be comprised of members appointed by the Chair and the Secretary of the DSCC. The Resolutions Committee shall be responsible for reviewing and approving all proposed resolutions according to the provisions of these By-laws.
- B: Resolution process:** The DSCC may, as provided below, consider resolutions as follows:
- calling for either branch of the U.S. Congress or the State legislature, any Federal or State agency, or any non-Democratic elected official, appointee or candidate, to take or cease any action or activity in support of or in opposition to any proposed or enacted Federal or State legislative action or agency rule;
 - in support of or opposition to any Democratic elected official, Democratic appointee or Democratic candidate, their election, their actions, or their activities;
 - in support of or opposition to any issue or policy;
 - any other resolution that the DSCC deems appropriate.

Only members of the DSCC may submit resolutions for consideration by the Committee.

All proposed resolutions shall be submitted in writing to the Executive Director or designee and at least fifteen (15) days prior to the next scheduled DSCC meeting, at which the resolution will be considered. Resolutions may be submitted by US Mail or by email to the address on the DSCC website and will be deemed timely if postmarked or sent no later than fifteen (15) days prior to the date of the meeting as indicated above.

If a proposed resolution is properly submitted, the Resolutions Committee shall meet at least at least five (5) days prior to the next scheduled DSCC meeting. If the proposed resolution is approved, the Chair of the committee or designee shall send the resolution to all DSCC members with a report of the committee's recommendation and the reasons for the decision. These deadlines may be suspended or waived at the discretion of the Chair of the DSCC. Any resolution rejected by the Resolutions Committee can be considered by the DSCC if such consideration is approved by a majority vote of the DSCC at the meeting at which the Resolution would have been considered.

Section 4 Expenses

Officers, staff members, and members of the DSCC who represent the Louisiana Democratic Party on official business may be reimbursed for actual traveling expenses, provided funds are available

for such purposes. Travel expenses are to be paid in accordance with guidelines adopted by the Executive Committee and in no event may exceed the rates set by the Internal Revenue Service. The decision as to whether funds are available shall be made by the Chair.

Section 5 Filing Fees for Democratic Candidates

- A. Consistent with State law, the DSCC shall impose an additional filing fee for any state, local, or municipal candidate who qualifies as a Democrat.
- B. The amount of the additional filing fee shall be equal to one-half (1/2) the amount required by State law.

Fees collected shall be used solely for the operations of the DSCC and shall not be used for the direct benefit of any particular candidate for public office.

Article 5 *DSCC Meetings*

Section 1 Meeting

- A. The DSCC shall meet upon the call of the Chair or upon petition in writing of at least one third (1/3) of the DSCC membership. At least three (3) meetings per year shall be called, one of which shall be held in the State capital city (currently the city of Baton Rouge) before or during the regular state legislative session. At this meeting the Chair, after consultation with the Executive Committee, may submit Resolutions of support or in opposition for any proposed legislative action for consideration of and comment by the DSCC.
- B. All members of the DSCC, and DPEC Chairs and First Vice-Chairs, shall be notified of all regularly scheduled meetings no less than ten (10) days prior to the meeting. Notice may be by email or by US Mail.

The Chair and First Vice Chair of each DPEC may address any meeting of the DSCC as non-voting members on all issues before the DSCC.

Section 2 Quorum and Voting by Proxy

- A. In order for any business to be transacted by the DSCC or its committees or subcommittees, a quorum must be present in person or by proxy. A quorum will consist of a majority of the members.
- B. A member of the DSCC may cast a vote by proxy for an absent member, subject to the following conditions:
 - (1) No member shall exercise the proxy votes of more than three (3) other members at any meeting.
 - (2) Only a member of the DSCC shall hold and exercise a proxy.
 - (3) Each proxy shall be filed in writing with the Chair of the DSCC or appropriate committee chair prior to or at the time of a meeting.
 - (4) Except as otherwise specified, proxies shall be used to determine a quorum.

Section 3 Voting by Mail Ballot

The Chair, with prior approval by the Executive Committee, may call for a vote by written mail ballot on any issue that comes before a meeting of the DSCC. In such a case the ballot, along with a notice of the final date it must be returned and a detailed discussion of the proposed actions, shall be sent to all DSCC members.

Section 4 Attendance

Any member failing to attend three (3) or more consecutive meetings of the DSCC in person or by proxy shall be deemed to have resigned and vacated his or her office. The Chair may waive this requirement for good cause.

The Chair of the DSCC shall notify the former member and the Secretary of State, of any vacancy created under this Section.

Section 5 Executive Session

- A. Upon motion of any DSCC member stating the reason for the motion, and upon consent of the members in attendance in person or by proxy, a meeting of the DSCC or any committee may go into executive session for such time as determined by the pertinent Chair but not more than one hour, which may be extended upon motion and approval for a period not in excess of one half hour.
- B. No binding vote may be taken during an executive session, but there may be a vote on the language of a proposed resolution or action that will be presented in open session. Should language of a proposed resolution or action be adopted during an executive session, upon adjournment of executive session the proposed resolution or action shall immediately be brought to a vote of the appropriate membership. There shall be no discussion of or amendment to the proposed resolution or proposed action.
- C. The only persons who shall be present at an executive session are the members of the DSCC or the Executive Committee, and such persons permitted by the Chair or majority vote of the members.

Section 6 Authorization for emergency meetings

- A. After any emergency declaration declared by the Governor of Louisiana or President of the United States, the Chair may call an emergency meeting of the DSCC and any committees without adhering to other notice rules. At any such meeting the Chair shall provide procedures to all members present.

Article 6 *Membership*

Section 1 Membership

- A. The DSCC shall be constituted in accordance with the provisions of LSA R.S. 18:443.1 as amended from time to time.

- B. All Louisiana members of the Democratic National Committee and the DSCC Executive Committee who are not elected members of the DSCC shall be afforded all privileges accorded to members of the DSCC except the privilege of voting.

Section 2 Resignations of Members

Any member of the DSCC may resign by submitting written notice to the Chair.

Section 3 Vacancies-See LSA R.S. 18:444(f)

Section 4 Contest or Challenges

- A. Challenges to the credentials of a member of the DSCC may be made by any DSCC member and shall be submitted by certified mail (return receipt requested) with the Chair.
- B. In case of a contest or challenge to credentials, the Chair shall appoint an Ad Hoc Credentials Committee of nine DSCC members to consider and report to the full DSCC their recommendations.

Any member challenged will have 21 days to respond to the findings and recommendations of the Ad Hoc Credentials Committee. The response must be submitted in writing to the Chair of the DSCC who shall report to the full DSCC.

The findings and recommendations of the Ad Hoc Credentials Committee as well as the challenged member's response shall be considered and acted upon at the next regularly scheduled meeting of the DSCC.

Article 7

Censure or Suspension of Party Privileges

Section 1 - Grounds for Censure or Suspension of Party Privileges

Any member of the DSCC or any of its committees or any candidate who ran as a Democrat may be subject to censure or suspension of party privileges for taking any action in contravention of the governing law, Constitution, By-laws, or Rules of the DSCC.

Section 2 - Initiation of Proceedings

A censure or suspension proceeding may be initiated by any DSCC member by filing a petition signed by at least twenty (20) percent of the sitting members of the DSCC, setting forth with particularity the grounds. The petition must be sent via certified U.S. mail to the Chair of the DSCC.

Section 3 - Executive Committee Hearings

- A. Within three days after receipt, the Chair shall forward a copy of the petition to the Executive Committee along with notice of an Executive Committee meeting to consider

the petition, which must be held not less than seven (7) nor more than fourteen (14) days after the notice is sent.

- B. The person named in the petition and any member of the DSCC may appear before the meeting of the Executive Committee to present evidence and arguments with respect to the proposed censure or suspension of party privileges. The person named in the petition shall have the right to cross-examine any person who presents evidence against him/her.
- C. At the conclusion of the presentations, the Executive Committee may, by a two-thirds (2/3) vote, recommend censure or suspension of party privileges for a specified term. If, at the conclusion of the meeting, two-thirds (2/3) of the Executive Committee has failed to adopt a motion recommending censure or suspension of party privileges, the petition shall be dismissed and no further action taken.
- D. All proceedings under this article shall be confidential.
- E. Censure or suspension of party privileges of an officer or member of the DSCC shall result in the immediate removal of the officer from office for the remainder of his or her current term, after a final vote of the DSCC.

Section 54 - Action by the Democratic State Central Committee

- A. If the Executive Committee recommends censure or suspension of party privileges, the Chair shall call a meeting of the DSCC to be held not less than seven (7) nor more than fourteen (14) days thereafter for the purpose of considering the censure petition.

When the petition comes before the DSCC, side shall have thirty minutes to present their evidence and arguments.

- B. At the conclusion of the debate, the DSCC shall have a roll call vote. Approval of the Executive Committee's recommendation must be by 2/3 vote of those present. If two-thirds of the members present of the Committee fail to approve the Executive Committee's recommendation, the DSCC may take other actions by two-thirds vote.
- C. At any meeting of the DSCC called under this section, proxy voting will not be allowed.

Section 5 - Effect of Censure or suspension of party privileges

Immediately after the adoption of a censure or suspension recommendation, the DSCC shall notify the Democratic National Committee and all Democratic elected officials in Louisiana of the result. Any person censured by action of the DSCC shall be ineligible to receive political contributions or any form of political support from the DSCC. Any person suspended by action of the DSCC shall be ineligible to receive political contributions or any form of political support from the DSCC and shall be suspended, for the time specified, from all committee assignments, including or not limited to the Executive Committee. By a two-thirds vote, the DSCC may agree on other penalties as it deems appropriate.

Article 8

Affiliation of other Democratic Organizations

Section 1 Who Must Affiliate

Organizations organized to promote the Louisiana Democratic Party must apply for and obtain affiliation with the Democratic State Central Committee.

Section 2 Procedures for Affiliation

- A.** Organizations wishing to affiliate with the DSCC shall submit to the Chair the following:
 - (1) A resolution or motion passed by their organization requesting affiliation;
 - (2) A copy of the constitution, by-laws and all other corporate documents, if adopted;
 - (3) All other information as requested by the DSCC.
- B.** An organization may be recommended for affiliation by the Executive Committee and must be approved by the DSCC at the next regularly scheduled meeting.
- C.** The DSCC may revoke or deny affiliation of any organization that is found not to be in compliance with the rules of the DSCC.

Article 9

Amendments to By-laws

Section 1 Submission of Amendments.

Any member of the DSCC may request that an amendment to these By-laws be considered at the next regularly scheduled meeting. The amendment and an explanation of the proposed amendment, the parts of these By-laws to be amended, and the reason and purpose for the change shall be submitted to the Chair in writing no later than 45 days prior to the next DSCC meeting.

Section 2 Review & Approval by Rules & By-laws Committee.

All changes and amendments to these By-laws must be reviewed and approved by the Rules and By-laws Committee within 20 days of the receipt of the proposed amendment or change.

Section 3 Notice to Members and Action on Recommendation.

The recommendation of the Rules and By-laws Committee shall be sent to all DSCC members no later than fourteen days prior to the meeting at which it will be considered. The change must be approved by vote of the DSCC.

ARTICLE 10

Democratic Parish Executive Committees

Section 1 Duty and Powers

Democratic Parish Executive Committees (DPECs) shall operate in accordance with LSA RS 18:444 et seq. as amended from time to time. DPECs shall have general responsibility for the affairs of the Democratic Party on the parish level.

Section 2 Membership

A. DPECs shall be composed of membership as provided by state law, LSA RS 18:444.

B. If only one member is elected to serve on any DPEC after the primary election, that member may appoint one person to a vacancy. Afterwards, a majority of those may appoint another person to a vacancy. A majority of those members may appoint a member to a vacancy and so on, until all vacancies are filled.

Section 3 Meetings

A. The newly elected members of each DPEC shall meet in accordance with LSA R.S. 18:444(c) as amended from time to time. At the organizational meeting of any DPEC, a temporary Chair shall be elected to conduct the meeting, at which the members shall elect a Chair, First Vice Chair, Secretary, and Treasurer. The members may elect any other officers by majority vote. The duties of each officer shall be determined by majority vote. The newly-elected Chair of each DPEC shall certify the full names, complete mailing addresses, and telephone numbers of the newly-elected officers to the Chair of the DSCC within three (3) days of the election.

After the election of the officers and at the next meeting of the DPEC, a majority of the newly-elected members shall constitute a quorum for the purpose of organizing and filling any vacancies which may exist due to death, ineligibility, or failure to fill a vacancy by election. In the event that no person qualifies for membership on the DPEC, or not enough people qualify to fill offices of Chair, First Vice- Chair, and Treasurer, the Chair of the DSCC shall institute such procedures as he/she deems appropriate according to LSA RS 18:444(F).

B. The DPEC shall meet at least four times a year at a time and date to be determined by the DPEC's Chair.

Section 5 Affiliation with the Democratic State Central Committee

A. The DPEC is an integral part of the Democratic Party, and under the jurisdiction of the DSCC in accordance with state law and the rules of the Democratic National Committee.

- B.** No DPEC may adopt any constitution, by-laws, Articles of Incorporation, Articles of Association, Articles of Organization, rules or file any document with any state or local official without prior approval of the Executive Committee of the DSCC, at its next regular scheduled meeting.
- C.** The DPEC shall inform the DSCC of changes in its membership, and submit copies of minutes of its official meetings within 30 days.
- D.** At any meeting called for the endorsement of a candidate, no member of the DPEC shall be permitted to wear any visible campaign paraphernalia.

Section 6 Fund Raising and Maintenance of Financial Records

- A.** In compliance with state law, the DPEC shall raise funds through the assessment of fees and other methods for Democratic Party operations, under the following conditions:
 - (1) Each DPEC shall establish a separate account at a licensed bank, requiring two signatures, for the deposit of all funds received by the assessment of qualifying fees from Democratic candidates. The signatures required shall be of the DPEC's Chair and Treasurer.
 - (2) Funds received by the assessment of such fees shall be used solely for the operations of the DPEC and shall not be used for the direct benefit of any candidate for public office.
 - (3) Funds from sources other than the assessment of qualifying fees may be used in direct support of Democratic candidates. In no event shall a DPEC make an expenditure other than in direct support of Democratic candidates, Democratic Party activities, or to maintain operations of the DPEC.
- C.** Records of collections and expenditures of funds received by the assessment of qualifying fees shall be submitted to the Chair of the DSCC no later than February 1 of each year covering the period from January 1 through December 31 of the previous year.
- D.** If a DPEC raises or expends funds in excess of five hundred dollars (\$500.00) annually from sources other than the assessment of fees, it shall file a statement of income and expenditures with the Chair of the DSCC no later than February 1st of each year covering the period from January 1 through December 31 of the previous year.

Section 7 – Formation of a DPEC where no Committee has been elected – See LSA R.S. 18:445

Section 8 - Affiliation of Local Organizations

A local Democratic organization may receive affiliation only after approval by the members present at a meeting of the DPEC and by majority vote of the Executive Committee of the DSCC.

Section 9 Attendance

Any member failing to attend in person or by proxy three consecutive meetings of a DPEC shall be deemed to have vacated his or her office. When such a vacancy is created, the Chair of the DPEC shall notify the former member of the DPEC and the Louisiana Secretary of State of the vacancy, the DPEC shall fill the vacancy as provided below. The Chair of the DPEC may waive this requirement for good cause shown.

Section 10 Enforcement

When the Chair of the DSCC receives an allegation that any DPEC is not in compliance with the laws, Constitution, or the By-laws of the DSCC, the Chair of the DSCC may appoint the DSCC Parliamentarian or Legal Counsel to investigate the allegation. The investigator must report to the DSCC Executive Committee within thirty days of the appointment. If the Executive Committee finds the allegations to be correct, then the Chair may take any action necessary to bring the DPEC in compliance, including but not limited to suspending the chair of the DPEC

Section 11 Endorsement by a DPEC

All DPECs must conduct their endorsement meetings in a manner identical to that of the DSCC subject to the rules and provisions of these By-laws.

Section 12 Vacancies within a DPEC

Upon notification of any vacancy within an established DPEC, the DPEC Chair shall notify the chair of the DSCC and the Louisiana Secretary of State within fourteen (14) days. All vacancies must be filled in accordance with LSA R.S. 18:444(f).

ARTICLE 11

Louisiana Democratic Party Convention

- A.** A Louisiana Democratic Party Convention may be held as determined by the Executive Committee of the DSCC.
- B.** The delegate selection process for the Louisiana Democratic Party Convention is as follows:
 - (1) The members of the DSCC and all DPEC Chairs and First Vice Chairs shall be voting delegates. Any other registered Democrat is welcome to attend the convention.

In addition to the DPEC Chairs and First Vice Chairs, each parish shall receive two (2) voting delegates and one (1) additional voting delegate for every 10,000 registered Democratic voters within the parish, as of the date of the call of the convention. The DPECs shall elect these delegates.

- (2) Democratic elected officials who are members of Congress, statewide elected officials, state senators, and state representatives, by virtue of their offices, shall serve as voting delegates.

- C. The officers of the DSCC shall serve as officers of the Louisiana Democratic Party Convention.
- D. All resolutions for consideration shall be submitted in writing to the Chair at least thirty (30) days prior to the opening date of the convention. Resolutions and other matters of reference shall be assigned to the appropriate committees.
- E. All resolutions and other actions approved by the membership of the Louisiana Democratic Party Convention shall be submitted to the DSCC for final approval.
- F. The Chair of the DSCC shall appoint a convention planning committee.

Article 12

Congressional District Caucuses

Section 1-Purpose of Congressional District Caucuses:

The purpose of the Congressional District Caucuses is to assist in electing Democratic candidates to local and congressional offices. A Congressional District Caucus shall be subordinate to the DSCC and shall not endorse candidates for public office.

Section 2 Congressional District Caucuses Membership A Congressional District Caucus shall be comprised of members of the DSCC and Chairs and First Vice Chairs of DPECS who reside in and are registered to vote in the Congressional District. All Caucus members shall be eligible for election as officers of the Caucus or as a Congressional District Representative to the Executive Committee of the DSCC.

Section 3 Congressional District Caucuses Officers: Officers of each Congressional District Caucus shall be a Chair, a Vice Chair, who shall be of the opposite sex of the Chair, and a Secretary. Two members, one male and one female, shall represent each Caucus on the Executive Committee of the DSCC. The Chair, Vice Chair, and Secretary of a Caucus may also be elected to serve as a Caucus Representative to the Executive Committee of the DSCC.

Section 4 Vacancies: Any vacancy for the Congressional District Caucus office of Chair, Vice Chair, Secretary, and Caucus Representative to the Executive Committee of the DSCC shall be filled by majority vote of the members of that Congressional District Caucus at a meeting called by the Chair of that Congressional District Caucus.

Section 5 Organizational Meeting: The Chair of the DSCC shall call a meeting of each Congressional District Caucus no later than sixty (60) days following the organizational meeting of the DSCC on a date and at a place to be designated by the Chair. Members of the Caucuses shall be given at least ten (10) days advance notice of the date, time, and place of the meeting and shall be provided with the name, address, and to the extent possible, the telephone number of each Caucus member in his/her respective District when notice of the meeting is given. Caucus members present at the time of the meeting shall constitute a quorum.

Section 6 Congressional District Caucuses Meetings

The Chair of the Congressional District Caucuses may call a meeting of the Congressional District Caucus upon 15 day written notice to the members of the Caucus.

Article 12

Miscellaneous

- A. Except as otherwise specified, all votes of the DSCC or any of its committees shall be by majority vote of those present in person or by proxy.
- B. Except as otherwise specified, all writings under the terms of these By-laws must be transmitted by US mail or by email. Written requests or other communications transmitted by other means, including but not limited to text or sms messages or social media posts will not be accepted or considered.
- C. At the discretion of the Chair of the DSCC or of any committee including but not limited to the Executive Committee, a meeting may be held by telephonic conference or other electronic means as long as all members have the opportunity to speak to and hear one another.

Article 13

Effective Date

These amended By-laws shall become effective upon majority vote of the Louisiana State Democratic State Central Committee.

Approved at a Duly Called Meeting of the Louisiana DSCC on the ____ day of _____, 2022 by Majority Vote.

Chair
Louisiana Democratic State Central Committee

Secretary
Louisiana Democratic State Central Committee