



**BYLAWS
OF THE
ADVISORY
COUNCIL**



Adopted September 1 2009

BYLAWS OF THE DCDP ADVISORY COUNCIL

INDEX

	<u>Page</u>
<i>Preamble to the Bylaws</i>	1
Article I Organization	2
Article II Basic Policies	2
Article III Membership and Election Process	3
Section A. Number of Members	3
Section B. Election of Members	3
Section C. Vacancies	3
Section D. Ex-Officio Members	4
Section E. Officers and Their Duties	4
Section F. Attendance Policy.....	4, 5
Article IV Meetings	5
Article V Committees	5, 6
Article VI Parliamentary Authority	6
Article VII Amendments to Bylaws	7
Oath of Affiliation	8
Resolution Establishing AC, December 2005	9-11
Resolution Passed 8/24/06, Election Process	12-13
Resolution Establishing AC, Amended 2006, 2008	14-17



Bylaws of the Advisory Council

Adopted September 1, 2009

PREAMBLE

The Dallas County Democratic Party is composed of members of our community that are committed to making government and politics work for all citizens. While we regularly elect leaders including our Chair to carry the message of our collective beliefs and guide the way forward, we understand that our Party is greater than any one person. We believe that a Party with our rich and storied heritage must create and maintain a forum where interested individuals can contribute their energy, talents, and resources to make a difference on behalf of our candidates and elected officials, on behalf of our positions on the issues of the day, on behalf of our values, and on behalf of our undying effort to grow our Party for the good of our community and its future generations. In this spirit, we have joined together to form an Advisory Council and the larger organized party structure that it represents. This empowered organization shall foster opportunities for all that are willing to contribute to the work of the Party. We do so in a manner that honors the power of “grass roots” organizing and our faith in the ability of our Party members to come together to achieve remarkable goals.

The Dallas County Democratic Party (DCDP) Advisory Committee (now “Advisory Council”) was created by the Dallas County Executive Committee (DCEC) on February 28, 2005. It was created to assist with the drafting and implementation of a DCDP Two-Year Plan for 2005-2006. The Two-Year Plan 2005-2006 included organizational directives in addition to political activities and oversight duties. The body was authorized to elect its own officers and engage in such other actions as are authorized by the Party Rules.

A key role of the body and its standing subcommittees was to provide advice and counsel to the Chair of the DCDP. In addition, the body’s purpose included the coordination of the development and adoption of policies, and the reporting of final recommendations to the Executive Committee with a statement as to whether adoption by the DCDP is recommended.

In early 2009, the Advisory Committee, as it was known at the time, created an ad hoc Rules Committee to review the existing structure of the standing subcommittees of the Advisory Committee and to make recommendations for revisions to the structure and overall organization. The structure outlined in this document reflects the efforts of the visionaries in 2005 and before, the ad hoc Rules Committee, the volunteers diligently working on behalf of the Party on subcommittees, the efforts and advice of the 2009 Advisory Council, and the Chair of the DCDP.

ARTICLE I ORGANIZATION

Section A. Name—The name of the organization shall be the Dallas County Democratic Party Advisory Council, hereafter referred to as the Council or AC.

Section B. Purpose— The purpose of the Council shall be to:

1. Accomplish the goals of the Council in an orderly manner with the least amount of intrusion on the day-to-day operation of the Party.
2. The goals include:
 - (a) provide advice and counsel to the Dallas County Democratic Chair;
 - (b) coordinate the development and adoption of policy;
 - (c) provide support to the DCDP as requested by the Party Chair or Executive Committee; and
 - (d) establish, govern and dissolve committees to assist with this support.

ARTICLE II BASIC POLICIES

Section A. Open Meetings—All meetings shall be open, per Article III of The Rules of the Texas Democratic Party (TDP), hereafter referred to as *The Rules*. “Open” means all Democrats are able to attend and listen. Open does not mean a right to participate or vote. A “Democrat” is any qualified voter 18 years of age or older who has voted in the Democratic Primary or signed an oath of affiliation in the voting year.

Section B. Voting Rights—Voting is a privilege of the Members of the Council with the method being a voice vote, by (standing) division of the house, by signed written ballot or by roll call vote. The method used shall be left to the discretion of the Chair, except that on request of any Member a standing division may be held or 10% of the Members present may require a roll call vote. (*See The Rules, Article III, General Rules, 5*). In the absence of the Member, the Alternate from the same House District may vote. Until the regular election of Members and Alternates of the Advisory Council in 2011, in the absence of a Member from a House District with two Alternates, if the Alternates are both present and do not agree on which one will vote in place of the absent Member, then the Alternate who gets to vote at the meeting shall be determined by lot or chance. Beginning with the regular election of 2011, the First Alternate from a House District with two Alternates shall have first choice of voting in the absence of a Representative from the House District.

Section C. Media Policy—All media contact shall be directed to the Dallas County Democratic Party (DCDP) County Chair or DCPD Executive Director.

Section D. Superior Authority—No action of the AC or of any Committee or Task Force shall replace or supersede the actions or authority of the DCDPEC as a whole, or of the AC, and any actions by the AC or by Committees or Task Forces shall be subject to review and revision by the superior authority of the full DCDPEC at its subsequent meeting.

ARTICLE III MEMBERSHIP AND ELECTION PROCESS FOR ADVISORY COUNCIL

Section A. Number of Members—The Council of 19 Members shall consist of Representatives from the 16 House Districts located in Dallas County. The number of Council Members from each of the Districts shall be elected based on the percentage of Democratic vote in the Districts from the most recent gubernatorial vote, thus requiring a recalculation after each gubernatorial election. Therefore, current **as of 2009** District representation will occur as follows:

House District 100	1 seat	House District 108	1 seat
House District 101	1 seat	House District 109	2 seats
House District 102	1 seat	House District 110	2 seats
House District 103	1 seat	House District 111	2 seats
House District 104	1 seat	House District 112	1 seat
House District 105	1 seat	House District 113	1 seat
House District 106	1 seat	House District 114	1 seat
House District 107	1 seat	House District 115	1 seat

Alternates for the Districts will be elected in the same manner.

Section B. Election of Members—

1. Date of Election—Election of the House District Representatives and Alternates of the AC shall be held at the first Dallas County Executive Committee meeting in odd-number years. In accordance with the rules of the DCEC that specify the requirement for at least one DCEC meeting each quarter, this meeting must occur within the first quarter of the year.

2. Method for Election—The DCEC shall caucus by Texas House District as a regular order of business, where only DCEC voting members (*i.e.*, only DCDP Precinct Chairs) shall vote to elect their Representative Members and Alternates from each District to serve on the Advisory Council. All DCDP Precinct Chairs and State Democratic Executive Committee (SDEC) members residing in Dallas County are eligible to be considered for election to the Advisory Council from the House District in which they reside. After nomination for House District Representative(s) of the Advisory Council, one vote will be taken. No separate votes shall be taken. Each House District Precinct Chair may cast the same number of votes equal to the number of House District Representatives allocated to each house district. Persons receiving the highest number of votes shall be the House District Representative(s) elected by that House District caucus. The same number of nominees next highest in the voting shall be the Alternates. In the case of a tie vote for House District Representative or Alternate, the House District Representative or Alternate shall be determined by lot or chance.

3. Designation of First Alternate—In House Districts with two Alternates, a record shall be kept of the vote totals, and the Alternate with the highest vote total shall be the First Alternate; in the event of a tie the First Alternate shall be determined by lot or chance at the same DCDPEC meeting at which they are elected; and the DCDPEC Secretary shall be so notified when the other results are reported. If a vacancy occurs in an Alternate position in such a district and is filled during that term, the senior Alternate from that House District shall be designated as First Alternate.

4 Publicizing of Results—The results, including the names of the elected Representative Members and Alternates, and vote totals of all candidates, shall be reported in writing to the DCDPEC Secretary for inclusion in the Minutes of and read aloud to the meeting in which the election takes place. The names of those elected House District Representatives and Alternates shall then be put on the Party web site, and updated when any changes occur.

Section C. Vacancies—

1. Vacancies Defined—A vacancy shall exist whenever a House District Representative or Alternate dies, resigns, is removed, or in any other way becomes ineligible for election to their position, including moving out of the pertinent House District.

2. Succession By Alternates—In the event of a vacancy in the position of Representative from a House District, the Alternate from that District shall become the Representative for the rest of that term, and there shall be a vacancy in the position of Alternate. In the event of a vacancy in the position of Representative from a House District with two Alternates, the First Alternate shall become the Representative and fill the vacancy for the rest of that term, and there shall be a vacancy in the position of Alternate which that person had held.

3. Filling Vacancies—Any vacant Alternate position, or any vacant House District Representative position for which there is no Alternate to fill it, must be filled by the same method

outlined in these Bylaws for elections at the next DCDPEC meeting, after the vacancy occurs. If any vacancies for House District Representatives or Alternates for any House District exist, the DCDP Executive Committee shall include a caucus for the pertinent House District in its regular agenda at each EC meeting until all vacancies are filled.

Section D. Ex-Officio Members—The DCDP County Chair, Executive Director and Treasurer shall be non-voting ex-officio members of the Advisory Council.

Section E. Officers and Their Duties—The elected Officer positions of the Council shall be those of Chair, Vice Chair and Scribe. An election to fill each of these positions shall be held every two years, at the first meeting of the newly elected Council Members in odd-numbered years. A majority of votes by the Members of the Council shall determine the elected Officers. In the event that any of these positions becomes vacant, another election shall be held by the Council Members to fill the vacated position, and the newly elected Officer shall serve until the next general election of the Council Officers. In case of a tie vote, the result shall be determined by lot or chance.

The Council may, from time to time, agree to create additional officer positions, as deemed necessary to carry out the objectives and work of the Council. The election process for and terms of such positions shall be the same as the ones stated in the immediately preceding paragraph of this Section. The Council shall publish to the Executive Committee the duties of such additional position(s).

The duties of each Officer shall be as follows:

1. Chair—

- (a) Administer the regular business of the Council.
- (b) Preside over all meetings of the House District Representatives and Alternates.
- (c) Maintain a current Roster of all Council Representatives and Alternates.
- (d) Inform the Executive Director of any changes in members' information.
- (e) Ensure that caucuses and elections are held at the next Executive Committee meeting to fill positions in each House District in which a Representative or Alternate vacancy occurs.

2. Vice Chair—

- (a) Assist the Chair in any and all projects as directed by the Chair.
- (b) Perform all the duties of the Chair in the absence of the Chair, or in any event that the Chair is unable to carry out his or her duties.

3. Scribe—

- (a) Keep accurate Attendance Records and take Minutes of all meetings of the Council and maintain them as the Record of the Council's business.
- (b) Prepare and distribute to the Representatives a copy of the Minutes from all Council meetings that have occurred since the last meeting, for the Council's review. The minutes may be distributed via facsimile or e-mail prior to the next regular Council meeting.
- (c) Retain and add to the Record of the Council any and all reports and/or meeting minutes submitted to the Council by any Committee.
- (d) Retain and add to the Record of the Council a copy of any and all Resolutions adopted by the Executive Committee.

Section F. Attendance Policy—To preserve the strength of the body and to ensure county-wide fair representation, it is important that House District Representatives elected to the Advisory Council maintain a good attendance record. If a Representative is absent without notifying the Chair and an Alternate from the same House District for three consecutive regular meetings, or if a Representative is absent for four consecutive months, the Representative will be removed automatically. The Chair will notify the per-

son removed of the removal. The Chair will announce the change in Representative before or at beginning of the next Advisory Council meeting.

Alternates have no attendance requirements.

ARTICLE IV MEETINGS

Section A. Meeting Schedules—The Advisory Council shall meet monthly. The day of the month, time and location are to be determined by the House District Representatives. Meetings whose regular schedules fall on a holiday or at conflict with election activity may be reset by the House District Representatives and Alternates at the previous month's meeting. If a regular date is changed, it is the Chair's responsibility to notify the office to change the calendar.

Section B. Meeting Cancellation Notice—

1. If the Chair determines there will not be a quorum or scheduling conflicts exist that will hinder the Advisory Council meeting, the Chair or designee may cancel a meeting with minimum 24 hour email notification. The Chair or designee must telephone those House District Representatives and Alternates not having email.

2. Emergencies due to weather, trauma, unexpected unavailability of meeting place or last-minute conflicting events, the Advisory Council Chair and/or designees shall notify all House District Representatives and Alternates by telephone and by e-mail of any changes to the time, date or place of a regularly-scheduled or specially-called meeting. This notice must be done by the Chair and/or designees to ensure the highest possible membership notification.

Section C. Special Meetings—Special meetings may be called by the Chair on an as-needed basis. Also, special meetings may be called by a petition in writing signed by at least 51% of the House District Representatives. For purposes of such petitions, "signed" includes concurrence by facsimile or email. If 51% or more Members submit a written request to the Chair for a Special Meeting, the Chair must call a meeting that meets the specifications of the petition and the Chair must notify all Members of the meeting. (See *The Rules Article III, General Rues 2.*)

Section D. Quorum—A quorum for the transaction of business at regular or special meetings shall be 40% of the Advisory Council membership. However, when meeting to elect officer(s) of the AC, quorum shall be 50%. Alternates filling in for an absent member shall count towards the quorum.

ARTICLE V COMMITTEES

Section A. Authority—The DCDPEC or the Advisory Council may establish, alter or dissolve Standing, or Special Committees, or Task Forces to:

1. advise the DCDPEC, the County Chair or the Executive Director;
2. develop and recommend policies, procedures and programs;
3. monitor implementation of adopted recommendations, or
4. engage in activities and operations for the Party.

Establishment or dissolution of a Standing Committee shall require a two-thirds vote and previous notice. The County Chair or the Executive Director may also establish Special Committees or Task Forces.

Section B. Statutory Committees—Committees which are required by law (such as a Primary Committee in Primary Election years), shall be established in such manner and operate as so required.

Section C. Definitions—Standing Committees meet on a regular basis and have ongoing goals and responsibilities continuing throughout the year. Special Committees and Task Forces have specific responsibilities which occur on an irregular basis, or which are limited in time or to particular tasks. A

Special Committee or Task Force may be established to exist only until a specific date or until the completion of specific tasks. The AC may designate an existing or newly created Committee as a Task Force.

Section D. Transition—Standing or Special Committees or Task Forces previously established by the DCDPEC or by the AC shall continue to exist unless altered or dissolved by either of those bodies. Standing or Special Committees or Task Forces previously established by the County Chair or the Executive Director, shall continue to exist unless altered or dissolved by those officials or by the AC or EC. The Chairs and members of previously established Committees and Task Forces may continue to hold their positions while eligible, subject to action of the body or official which established them, or of the AC, or the bylaws or rules of the DCDP or of the AC or of their own Committee or Task Force.

Section E. Eligibility—The Chair of each Standing Committee shall be a member of the AC or EC, and shall report to the AC on recommendations of that Standing Committee and on implementation thereof. The members of each Committee or Task Force must be accepted by the Chair thereof (or by the other members thereof, if that Committee or Task Force adopts such a provision), as Democrats having knowledge or expertise related to that specific Committee or Task Force and a commitment to the principles of the Democratic Party.

Section F. Roster—Each Committee or Task Force shall maintain a roster of its members and their contact information, and shall maintain an updated copy thereof with the Party office.

Section G. Meeting Notice —Each Committee or Task Force shall consult with the Party office about its availability for use for meetings, and shall notify the Party office of the date, time and place of each of its meetings.

Section H. Reports—Each Committee shall provide a copy of activity reports and minutes of each meeting to the AC Chair, before the next scheduled AC meeting. Each Task Force shall provide a copy of activity reports to the Advisory Council Chair, before the next scheduled Advisory Council meeting.

Section I. Governing Authority—The AC shall oversee and coordinate the development of policies, procedures, and programs by Committees, and shall report their proposals to the DCDPEC, stating whether or not adoption by the DCDPEC is recommended.

Section J. Governing Documents—Standing or Special Committees or Task Forces may adopt their own bylaws or rules. If they do so, these must be filed with and ratified by the AC whenever adopted or altered. These must not conflict with federal or state law, the Rules of the Texas Democratic Party or the Dallas County Democratic Party, or any special rules adopted by the DCDPEC or the AC.

Section K. Attendance—Standing Committees should expect regular attendance by their members at most of their meetings, and may adopt bylaws or rules to require this. Task Forces and Special Committees with limited particular tasks may choose not to impose such requirements.

Section L. Review of Bylaws—Committees or Task Forces shall review their rules, bylaws, and mission statements every two years, at their first meeting after the new members of the Advisory Council are elected.

Section M. Relationships Between Committees—Committees and Task Forces may and are encouraged to cooperate with each other in fulfilling their functions.

ARTICLE VI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, except where superseded by federal or state law or the Rules of the Texas Democratic Party, shall govern all meetings of the Advisory Council and all committees in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Dallas County Democratic Party Executive Committee, the Advisory Council, or committees may adopt.

**ARTICLE VII
AMENDMENTS TO BYLAWS**

These bylaws shall take effect upon adoption by, and may thereafter be amended only by, a two-thirds vote of a regular quarterly meeting of the Dallas County Democratic Party Executive Committee, following at least thirty days prior written notice to the members thereof.

End of Bylaws document

Oath of Affiliation

I swear that I have not voted in a primary election or participated in a convention of another party during this voting year. I hereby affiliate myself with the _____ Party. (See, The Rules, Article III, County Executive Committee, Part 3 Qualifications)

Dallas County Democratic Party Advisory Committee Overview and Job Descriptions December 2005

The Dallas County Democratic Party Advisory Committee was created by the Dallas County Democratic Party Executive Committee on February 28, 2005. It was created to assist with the drafting and implementation of a DCDP Two-Year Plan for 2005-2006. The Advisory Committee is authorized to elect its own officers and engage in such other actions as are authorized by the Party Rules. The Two-Year Plan 2005-2006 will include proposed organizational instructions in addition to political activities and oversight duties.

The DCDP Executive Committee authorized and established a Dallas County Democratic Party Advisory Committee composed of no more than 15 members, each of whom must be a resident of Dallas County – one SDEC member from each of the state Senate Districts wholly or partially in Dallas County if such SDEC member is eligible, and the remainder from the Dallas County Democratic Party Executive Committee, with two elected from each state Senate District, or three elected from each state Senate District if there is no eligible SDEC member.

The DCDP Advisory Committee shall coordinate the development and adoption of policy by the other standing committees, and shall report final recommendations to the Executive Committee with a statement as to whether adoption by the DCDP is recommended or not recommended. In addition, the Advisory Committee shall provide advice and counsel to the Chair of the DCDP. The Advisory Committee shall establish policies governing intra-standing-committee communications to facilitate coordinated recommendations by the various standing committees.

Standing Committees

A sub-committee structure was created at the first DCDP Advisory Committee meeting. The standing committees of the DCDP shall provide recommendations regarding formal policies, programs and procedures to the Advisory Committee, the Executive Committee, and Chair for the activities of the Party, and shall monitor implementation of adopted recommendations.

The Executive Committee and Chair may also constitute ad hoc committees as desirable to provide recommendations regarding policies not within the purview of a standing committee.

The Chair, or co-chairs, of each standing committee shall be a member of the Advisory Committee or Executive Committee, and shall be charged with reporting to the Advisory Committee and Executive Committee regarding recommendations of the standing committee of which he or she is chair. The members of each standing committee are accepted by the committee chair(s) as Democrats having knowledge or expertise related to the specific committee and a commitment to the principles of the Democratic Party.

The standing committees and their areas of operation shall be the following:

Strategic Planning Committee [incorporates both Party Strategy and Long-Range Planning Committees]The Strategic Planning committee shall make recommendations regarding the overall strategic direction of the party with a particular emphasis on determining the party's overall objectives and the relative priority of various activities that could be undertaken to assist in meeting those objectives. Both near-term (one or two forthcoming election cycles) and long-term (two or more election cycles) shall be considered.

Near-term planning shall include developing and maintaining a recommended overall plan for the next two year period integrating, prioritizing, and setting a timeline for implementation of activities. The recommended plan shall include those recommendations made by the other standing committees as well

Long-term planning shall include actions determined to be desirable to assist the party in its efforts in future elections, including party structure and operations, prioritization of development of programs, and other such matters. Where a long-term action is determined to be desirable, the Strategic Planning committee shall forward a request for recommendation to the appropriate standing subcommittee for development of a detailed recommendation.

Current operational responsibilities: at present, the committee shall monitor plan implementation and effectiveness.

Precinct Chair Recruitment and Support

The Precinct Chair Recruitment and Support committee shall make recommendations regarding the duties, recruitment, and training of precinct chairs.

Current operational responsibilities: The committee shall implement efforts to recruit, train, energize and retain precinct chairs, and take the lead in implementing the coordinated campaign plan on the precinct level.

Finance

The Finance committee shall make recommendations regarding the financial affairs of the Party, and shall oversee the implementation of adopted policies. Matters within the purview of the Finance committee shall include policies and procedures governing accounting and record keeping, standards for discretionary expenditures by the Chair or party staff from funds not expressly within a previously adopted budget authorization, and compliance with all applicable laws.

Party Operations

The Party Operations committee shall make recommendations regarding day-to-day operations of the Party and oversee implementation of adopted policies, programs, and procedures of the Party. Such recommendations may include office procedures, personnel procedures and policies governing hiring, evaluation, compensation, and firing, procurement and vendor selection, staff selection and training, and administrative reporting.

The committee shall provide advice and counsel to the chief administrative officer of the DCDP.

Where issues within the jurisdiction of other standing committees affect party operation, the Party Operations committee shall consult with the other standing committee to develop recommendations.

Current operational responsibilities: Most of these should be the subject matter of recommendations: oversight with respect to the operations of the party with a special focus on office procedures, party office staff and staff training, the party office and inventory. The committee shall also provide assistance to senate district convention chairs and with respect to the party's participation in the Texas state convention as may be necessary to ensure success in those endeavors including but not limited to compilation of delegate list and materials necessary to hold conventions.

Fundraising

The Fundraising committee shall make recommendations regarding fundraising policies, procedures, and programs, including developing and implementing a comprehensive fundraising plan for solicitation of funds to meet the budgetary needs of the Party. This committee may also take a leadership role in the implementation of those fundraising activities.

Current operational responsibilities: Most of these should be the subject matter of recommendations: from small and major donors, through a variety of means including but not limited to small events, large events, direct mail, telephone solicitation and in coordination with the technology committee, internet/web based contribution capabilities. Chief among the committee's goals shall be increasing the party's

finance council and sustaining memberships to the point where they will cover the party's routine monthly expenditures.

Technology

The Technology committee shall make recommendations regarding technology selection and application for Party operations and campaign support operations, and shall educate and advise the Chair and other committees with respect to possible technological tools, uses, and solutions.

Current operational responsibilities: but not limited to web site development, effective use of e-mail, voter file development and access, computer software purchase/lease/development and computer hardware purchase/lease.

Candidate Support

The Candidate Support committee shall recommend policies, procedures, and programs designed to identify, recruit and support qualified candidates for office.

Current operational responsibilities: In coordination with the party chair this committee shall assist in efforts to recruit candidates to run for partisan offices in elections wholly or partially within Dallas county and shall provide assistance with respect to the initial (pre-filing) efforts of such potential candidates.

Communications

The Communications committee shall recommend policies, procedures, and programs for the internal and external communications of the Party.

Current operational responsibilities: Most of these should be the subject matter of recommendations: the communications committee shall exercise oversight and assist in the implementation of efforts to effectively communicate the party's message to precinct chairs, volunteers, identified Democrats and to the Dallas County community including subsections thereof. The committee shall take a leading role in developing a media list and working with the Chair to ensure that our message is communicated to the media, developing rapid response capability, developing a speaker's bureau, and in developing website and e-mail content for the party's communications.

Elections Operations

The Election Operations committee shall recommend policies, procedures, and programs for the operation of elections, including but not limited to staff selection, procedures supplemental to those mandated by the election code, and election monitoring.

This committee shall also have responsibility for oversight of such activities as yard sign procurement and distribution and efforts at the party office to register voters and implement a vote by mail plan

Community Outreach [was Constituent Outreach]

The Community Outreach committee shall recommend policies, procedures, and programs for broadening and increasing participation in Party activities, and development of formal and informal relationships with groups to enhance the effectiveness of Party activities.

Issues [This formerly had been treated as a part of Communications]

The Issues committee shall identify issues of importance to the Party and its supporting community, and develop recommendations regarding the official position of the Party with respect to such issues.

Allied Groups

Allied groups of the DCDP that may add significantly to the overall work of the Party would include such groups as the DCDP Club Council, a coalition of Democratic Clubs in the county.

Recommendations for future action

create bylaws for the DCDP

consider making the Advisory Committee a Coordinating Committee

Dallas County Democratic Party Advisory Committee

Member Election Process

In accordance with the Resolution passed by the Democratic Party Executive Committee on February 28, 2005, the Dallas County Democratic Party has an elected advisory committee whose purposes and mission are outlined in that resolution. The following rules govern the structure for the committee, the election process, and other pertinent membership rules pertaining to the advisory committee. These rules will be in effect upon adoption and until amended by the Democratic Party Executive Committee.

MEMBERSHIP

The committee of 19 members shall consist of representatives from the 16 House Districts located in Dallas County. The number of committee members from each of the districts shall be elected based on the percentage of Democratic vote in the districts from the most recent gubernatorial vote thus requiring a recalculation after each gubernatorial election. Therefore, current District representation will occur as follows:

House District 100	1 seat	House District 108	1 seat
House District 101	1 seat	House District 109	2 seats
House District 102	1 seat	House District 110	2 seats
House District 103	1 seat	House District 111	2 seats
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House District 107	1 seat	House District 115	1 seat

Alternates for the districts will be elected in the same manner.

Date of Election - Election of the members and alternates of the Advisory Committee shall be held at the first Dallas County Executive Committee meeting in odd-number years. In accordance with the rules of the DCEC that specify the requirement for at least one DCEC meeting each quarter, this meeting must occur within the first quarter of the year.

Method for Election - The DCEC shall caucus by Texas House District as a regular order of business where only DCEC members (all DCPD precinct chairs) shall vote to elect their members and alternates from each district to serve on the Advisory Committee. All Precinct Chairs and State Democratic Executive Committee members residing in Dallas County are eligible to be considered for election to the Advisory Committee.

Filling Vacancies – Any vacancies on the Advisory Committee must be filled by the same method outlined above at the next DCEC meeting after the vacancy occurs.

Ex-Officio – The DCDP financial advisor shall be a non-voting ex-officio member of the Advisory Committee.

Standing Subcommittees

A sub-committee structure was created at the first DCDP Advisory Committee meeting. The standing subcommittees of the DCDP shall provide recommendations regarding formal policies, programs and procedures to the Advisory Committee, the Executive Committee, and Chair for the activities of the Party, and shall monitor implementation of adopted recommendations. Subcommittees include: Technology, Candidate recruitment and candidate support, Communications, Election operations, Financial planning, Fundraising, Party operations, Precinct recruitment, training and organization, Party strategies, Constituency contact, and Issues. Subcommittees are populated by Democrats on a voluntary basis. No elections are required for membership to subcommittees.

**Resolution Establishing The
Dallas County Democratic Party Advisory Committee
As Amended by the DCCEC August 2006, February 2008**

Overview

The Dallas County Democratic Party (DCDP) Advisory Committee was created by the Dallas County Executive Committee (DCEC) on February 28, 2005. It was created to assist with the drafting and implementation of a DCDP Two-Year Plan for 2005-2006. The Two-Year Plan 2005-2006 included organizational instructions in addition to political activities and oversight duties. The Advisory Committee is authorized to elect its own officers and engage in such other actions as are authorized by the Party Rules.

The DCDP Advisory Committee shall coordinate the development and adoption of policy by the other standing committees, and shall report final recommendations to the Executive Committee with a statement as to whether adoption by the DCDP is recommended or not recommended. In addition, the Advisory Committee shall provide advice and counsel to the Chair of the DCDP. The Advisory Committee shall establish policies governing intra-standing-committee communications to facilitate coordinated recommendations by the various standing committees.

Membership and Election Process

The committee of 19 members shall consist of representatives from the 16 House Districts located in Dallas County. The number of committee members from each of the districts shall be elected based on the percentage of Democratic vote in the districts from the most recent gubernatorial vote, thus requiring a recalculation after each gubernatorial election. Therefore, current District representation will occur as follows:

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Alternates for the districts will be elected in the same manner.

- 1) **Date of Election** - Election of the members and alternates of the Advisory Committee shall be held at the first Dallas County Executive Committee meeting in odd-number years. In accordance with the rules of the DCEC that specify the requirement for at least one DCEC meeting each quarter, this meeting must occur within the first quarter of the year.
- 2) **Method for Election** - The DCEC shall caucus by Texas House District as a regular order of business where only DCEC members (all DCPD precinct chairs) shall vote to elect their members and alternates from each district to serve on the Advisory Committee. All Precinct Chairs and State Democratic Executive Committee members residing in Dallas County are eligible to be considered for election to the Advisory Committee.
- 3) **Filling Vacancies** – Any vacancies on the Advisory Committee must be filled by the same method outlined above at the next DCEC meeting after the vacancy occurs.

- 4) **Ex-Officio** – The DCDP financial advisor shall be a non-voting ex-officio member of the Advisory Committee.

Standing Committees and Job Descriptions

A sub-committee structure was created at the first DCDP Advisory Committee meeting. The standing committees of the DCDP shall provide recommendations regarding formal policies, programs and procedures to the Advisory Committee, the Executive Committee, and Chair for the activities of the Party, and shall monitor implementation of adopted recommendations. The Executive Committee and Chair may also constitute ad hoc committees as desirable to provide recommendations regarding policies not within the purview of a standing committee.

The Chair or at least one of the co-chairs, of each standing committee shall be a member of the Advisory Committee or Executive Committee, and shall be charged with reporting to the Advisory Committee and Executive Committee regarding recommendations of the standing committee of which he or she is chair. The members of each standing committee are accepted by the committee chair(s) as Democrats having knowledge or expertise related to the specific committee and a commitment to the principles of the Democratic Party.

The standing committees and their areas of operation shall be the following:

Strategic Planning Committee [incorporates both Party Strategy and Long-Range Planning Committees]

The Strategic Planning committee shall make recommendations regarding the overall strategic direction of the party with a particular emphasis on determining the party's overall objectives and the relative priority of various activities that could be undertaken to assist in meeting those objectives. Both near-term (one or two forthcoming election cycles) and long-term (two or more election cycles) shall be considered.

Near-term planning shall include developing and maintaining a recommended overall plan for the next two year period integrating, prioritizing, and setting a timeline for implementation of activities. The recommended plan shall include those recommendations made by the other standing committees as well as elected Democratic officials and other knowledgeable Democrats.

Long-term planning shall include actions determined to be desirable to assist the party in its efforts in future elections, including party structure and operations, prioritization of development of programs, and other such matters. Where a long-term action is determined to be desirable, the Strategic Planning committee shall forward a request for recommendation to the appropriate standing subcommittee for development of a detailed recommendation.

Current operational responsibilities: at present, the committee shall monitor plan implementation and effectiveness.

Precinct Chairs Recruitment and Support

The Precinct Chair Recruitment and Support committee shall make recommendations regarding the duties, recruitment, and training of precinct chairs.

Current operational responsibilities: The committee shall implement efforts to recruit, train, **energize and retain** precinct chairs, and take the lead in implementing the coordinated campaign plan on the precinct level.

Financial Affairs

The Financial Affairs committee shall make recommendations regarding the financial affairs of the Party, and shall oversee the implementation of adopted policies.

Matters within the purview of the Finance committee shall include:

- policies and procedures governing accounting and recordkeeping,
- development of a budget for all expenditures of the party,

- standards for discretionary expenditures by the Chair or party staff from funds not expressly within a previously adopted budget authorization, and:
- compliance with all applicable laws.

Party Operations

The Party Operations committee shall make recommendations regarding day-to-day operations of the Party and oversee implementation of adopted policies, programs, and procedures of the Party. Such recommendations may include office procedures, personnel procedures and policies governing hiring, evaluation, compensation, and firing, procurement and vendor selection, staff selection and training, administrative reporting. The committee shall provide advice and counsel to the chief administrative officer of the DCDP. Where issues within the jurisdiction of other standing committees affect party operation, the Party Operations committee shall consult with the other standing committee to develop recommendations.

Current operational responsibilities: Most of these should be the subject matter of recommendations: oversight with respect to the operations of the party with a special focus on office procedures, party office staff and staff training, the party office and inventory. The committee shall also provide assistance to senate district convention chairs and with respect to the party's participation in the Texas state convention as may be necessary to ensure success in those endeavors including but not limited to compilation of delegate list and materials necessary to hold conventions.

Fundraising

The Fundraising committee shall make recommendations regarding fundraising policies, procedures, and programs, including developing and implementing a comprehensive fundraising plan for solicitation of funds to meet the budgetary needs of the Party. This committee may also take a leadership role in the implementation of those fundraising activities.

Fundraising shall be divided into two groups: fundraising for special events; and ongoing fundraising which would include the sustaining membership periodic get-togethers such as the Burger Bash.

- Current operational responsibilities: Most of these should be the subject matter of recommendations: from small and major donors, through a variety of means including but not limited to small events, large events, direct mail, and solicitation and in coordination with the technology committee, internet/web based contribution capabilities. Chief among the committee's goals shall be increasing the party's finance council and sustaining memberships to the point where they will cover the party's routine monthly expenditures.

Technology

The Technology committee shall make recommendations regarding technology selection and application for Party operations and campaign support operations, and shall educate and advise the Chair and other committees with respect to possible technological tools, uses, and solutions.

- Current operational responsibilities: but not limited to web site development, effective use of e-mail, voter file development and access, computer software purchase/lease/development and computer hardware purchase/lease.

Candidate Support

The Candidate Support committee shall recommend policies, procedures, and programs designed to identify and support qualified candidates for office.

- Current operational responsibilities: In coordination with the party chair this committee shall assist in efforts to support candidates to run for partisan offices in elections wholly or partially within Dallas Co and shall provide assistance with respect to the initial (pre-filing) efforts of such potential candidates.

Communications

The Communications committee shall recommend policies, procedures, and programs for the internal and external communications of the Party.

- Current operational responsibilities: Most of these should be the subject matter of recommendations: the communications committee shall exercise oversight and assist in the implementation of efforts to effectively communicate the party's message to precinct chairs, volunteers, identified Democrats and to the Dallas County community including subsections thereof. The committee shall take a leading role in developing a media list and working with the Chair to ensure that our message is communicated to the media, developing rapid response capability, developing a speaker's bureau, and in developing website and e-mail content for the party's communications.

Elections Operations

The Election Operations committee shall recommend policies, procedures, and programs for the operation of elections, including but not limited to staff selection, procedures supplemental to those mandated by the election code, and election monitoring.

This committee shall also have responsibility for oversight of such activities as yard sign procurement and distribution and efforts at the party office to register voters and implement a vote by mail plan

Community Outreach [was Constituent Outreach]

The Community Outreach committee shall recommend policies, procedures, and programs for broadening and increasing participation in Party activities, and development of formal and informal relationships with groups to enhance the effectiveness of Party activities.

Issues [This formerly had been treated as a part of Communications]

The Issues committee shall identify issues of importance to the Party and its supporting community, and develop recommendations regarding the official position of the Party with respect to such issues.

Allied Groups

Allied groups of the DCDP that may add significantly to the overall work of the Party would include such groups as the DCDP Club Council, a coalition of Democratic Clubs in the county.

Amendments to the Resolution

This resolution will be in effect upon adoption and until amended by the Democratic Party Executive Committee.