

**BYLAWS (3.16.26)**  
**BLACK HAWK COUNTY (IOWA)**  
**DEMOCRATIC PARTY CENTRAL COMMITTEE**

Note: **red indicates changes**; black current language.

**Preamble**

The Black Hawk County Democratic Party Central Committee is the governing body of the Black Hawk County Democratic Party (BHCD), which comprises a diverse coalition of Iowans. The Central Committee is affiliated with, and subordinate to, the Iowa Democratic Party Central Committee.

The purpose of BHCD is to seek, support, and elect to public office people who embrace our shared commitment to democratic governance; to a strong economy; to economic opportunity and social justice for all; to an outstanding public education; to a safe, secure community and healthy environment; to a fair system of taxation; and to an honest, accountable, and transparent government that is firmly grounded in Constitutional law.

BHCD welcomes all people who share its purpose, values, and principles to participate in its public activities regardless of their age, place of residence, or political affiliation. However, only registered Democrats residing in one of Black Hawk County's established voting precincts are eligible to participate in precinct caucuses or in the County Convention, and only members of the Central Committee (CC) as described in Article III, Section 1.1 of these Bylaws may vote in meetings of the Central Committee.

**To view our Principals and Priorities statement see**  
[www.blackhawkdemocrats.com/priorities.](http://www.blackhawkdemocrats.com/priorities)

**Article I Name and Affiliation**

This organization shall be known as the Black Hawk County **Democratic Central Committee (CC)**. It is affiliated with the Iowa Democratic Party (IDP) and subject to that organization's rules and regulations.

**Article II Purpose and Duty**

The Black Hawk County Democratic **Central Committee shall perpetuate an effective Democratic Party between county conventions. The CC is charged with** promoting the principles of democratic government, social justice, civil liberties, and civic responsibility, **and electing to public office Democrats who embrace these principles. It is responsible**

for organizing and administering precinct caucuses and county conventions, pursuant to the provisions of *Code of Iowa* Chapter 43.

### Article III Membership

**Section 1.1 Voting Members:** The voting membership of the Black Hawk County Democratic Central Committee shall be composed of two elected Precinct Committee Members (PCM) from each voting precinct within the county. **When an elected PCM is unable to cast a vote at an official meeting of the CC, a qualified alternate (see Article IV: Section 1.1(A)) from the same precinct may vote in that person's stead.**

**Section 1.2 Ex officio Non-voting Members:** **Unless they are also Precinct Committee Members,** non-voting members of the Central Committee shall be:

- The executive officers of affiliated organizations;
- All elected officers of the CC;
- All publicly elected Democratic officials from Black Hawk County;
- All Standing Committee Chairpersons;
- Any Democratic State or District Committee member whose legal residence is in Black Hawk County.

**Section 2: Vacancies:** **If** a vacancy occurs **in** the voting membership of the Black Hawk County Democratic Central Committee **between caucuses,** the **CC** shall elect an individual from the constituency of the voting precinct in which the vacancy occurs. The **CC** may declare a position vacant by a two-thirds affirmative vote of the members voting "aye" or "nay." Individuals elected to fill vacancies will serve for the remainder of the term. **If** a vacancy cannot be filled by an individual residing in the precinct in which the vacancy occurs, the **CC** may elect by simple majority up to one at-large Precinct Committee **Member** for every two such vacancies that occur within the county. At-large Precinct Committee **Members** shall be assigned a precinct by the County Chairperson.

### Article IV Membership Meetings

**Section 1: Precinct Caucuses:**

**Section 1.1: Caucuses in even-numbered years:**

- A. Upon instruction from the Chair of the IDP, the BHCD County Chairperson shall call to convene a precinct caucus for each precinct within the county. The CC shall arrange for the caucus site or sites in accordance with dates and rules laid out in *Code of Iowa* Section 43.4 and in the IDP Constitution. Those members of BHCD in attendance, who are eligible to vote at a caucus, shall elect by majority vote in each precinct two committee members to the CC and as many representatives to the County Convention as are permitted by IDP regulations. They may also elect any number of alternates to serve on the CC when an

elected representative is unable to do so. Additionally, they shall elect by majority vote members of the Platform Committee and the Committee on Committees for the County Convention to represent and cast the votes to which the precinct is entitled, and they may elect alternates to serve if an elected representative is unable. They shall then conduct any other business to come before them.

- B. When there are fewer caucus sites than precincts, each precinct convening at a communal site shall conduct its own separate caucus.

### **Section 1.2 Caucuses in odd-numbered years**

- A. Upon instruction from the Chair of the IDP, the County Chairperson will call for a caucus or caucuses to be held during the first Quarter of odd-numbered years. The CC shall determine where each precinct will meet, within individual precincts or jointly in one or more centralized, convenient locations within the county.
- B. By majority vote of those members of BHCD in attendance, each precinct shall discuss and may indicate priorities regarding platform resolutions of such issues of national, state, and local interest as those in attendance may determine, and forward such resolutions to the County, District, and State platform committees as the members may wish to take; discuss organizing plans in accordance with the strategic plan of the CC; by majority vote elect a committee member to fill a vacancy on the CC from that precinct (the newly elected representative will not be seated on the CC until approved by a majority vote of the CC at its next scheduled meeting); by majority vote elect alternate committee members to the CC.

**Section 2: County Convention:** The Black Hawk County Democratic Party Convention shall, pursuant to the provisions of *Code of Iowa Chapter 43*, convene in even-numbered years following the precinct caucuses at a **date** and time established by IDP and at a place designated by the **BHCD** Central Committee. The **BHCD** Party Chairperson, or a designee, shall call the County Convention to order, and shall conduct an election of a permanent Chairperson who shall preside over the County Convention until adjournment. Delegates to the County Convention shall enact a Black Hawk County Democratic Party platform, they **shall** elect delegates to the district and state party convention meetings according to the rules established by the IDP, they **shall** elect delegates to the district and state party convention meetings according to the rules established by the **IDP**, they **shall** elect members of various district convention committees, and they **shall** conduct other business deemed to be in the interest of the BHCD.

**Section 3: Special Conventions:** The Black Hawk County Democratic Central Committee when empowered by the Iowa Democratic Party shall call conventions of the Black Hawk County Democrats. The Central Committee must give adequate notice not less than four, nor more than twenty, days of the impending special convention through both print and electronic media.

**Section 4: Central Committee Meetings:** The Black Hawk County Democratic Central Committee shall meet monthly at a scheduled date, time, and place identified by the CC unless the CC chooses to suspend or shift the meeting date by a two-thirds affirmative vote of members voting “aye” or “nay” at a regularly scheduled meeting. In case of emergency, the Chairperson at **their** discretion may cancel and reschedule the Central Committee meeting.

**Section 5: Quorum:** Twenty percent (20%) of members (excluding vacancies) shall constitute a quorum for the purpose of conducting business at a regularly scheduled meeting of the CC.

## **Article V Offices**

**Section 1: Officers:** The Officers of the Black Hawk County Democratic **Central Committee** shall be Chairperson; Vice-Chairperson; Secretary; Treasurer; **and Diversity, Equity, and Inclusion (DEI) Chair.**

**Section 2: Election and Term of Office:** The Chairperson, Vice-Chairperson, Secretary, and Treasurer of the Central Committee shall be elected at the first meeting of the CC following the **odd**-year caucus. They shall assume office upon election and serve a two-year term between Central Committee organizational meetings, or until their successors have been chosen. **The DEI Chair shall be elected at the County Convention in even-numbered years.**

### **Section 3: Duties of Officers**

**Section 3.1: Duties of Chairperson:** The Black Hawk County Democratic Chairperson shall be the principal spokesperson for the Democrats of Black Hawk County. This person shall preside over all Conventions of the County Democratic Party **as provided for in Article IV, Section 2**; shall preside over meetings of the CC; shall coordinate with the Vice-Chair the activities of affiliated organizations with those of the Central Committee; shall appoint the Chairpersons and members of standing committees with the approval of the Central Committee; shall appoint members of those special committees deemed necessary for the effective development of the County Party; shall engage or discharge personnel compensated by the Central Committee; shall present to the Central Committee for approval any matter deemed necessary for the effective operation of the County Party; and shall perform other duties designated by the Central Committee.

**Section 3.2: Duties of Vice-Chairperson:** The Black Hawk County Democratic Vice-Chairperson shall assume the duties of the Chairperson during the temporary absence of the Chairperson. Vice-Chairperson shall assume all duties of the Chairperson in the event the Chairperson is unwilling or unable to serve until another Chairperson can be elected; shall coordinate with the Chair the activities of affiliated organizations with those of the Central Committee; and shall perform other duties designated by the Chairperson.

**Section 3.3: Duties of Secretary:** The Black Hawk County Democratic Secretary shall record and publish the minutes of all conventions and all meetings of the Central Committee; shall prepare those documents, files, and records necessary for the operation of the Central Committee; shall prepare and maintain a membership roster of Central Committee members including contact information; and shall perform other duties designated by the Chairperson.

**Section 3.4: Duties of Treasurer:** The Black Hawk County Democratic Treasurer shall be the custodian of all funds of the County Party and may be placed under bond in an amount determined by the Central Committee. This person shall determine where the County Party funds shall be deposited; shall make receipts and disbursements of funds according to Central Committee policy; shall draw upon the treasury to pay bills due within thirty days after receiving authorization for payment; shall make a report at each Central Committee meeting on the status of the County Party treasury; and shall perform other duties designated by the Chairperson and all duties required by state law.

**Section 3.5: Duties of the Diversity, Equity, and Inclusion (DEI) Chair:** The DEI Chair shall lead the BCHD's efforts to promote the recruitment of new members into the BCHD and shall chair the DEI Committee.

**Section 3.6: Executive Board:** The Executive Board shall include all elected officers and may include, at the officers' discretion, Committee Chairs and Team Leaders who are not elected officers. The Executive Board is responsible for:

- a) Preparing the agenda for all meetings of the CC and distributing the agenda to the members of the CC at least one week prior to the scheduled meeting.
- b) Considering any proposal received from an individual member of the BHCD at least two weeks prior to a scheduled meeting and determining its fitness to be placed on the agenda for that meeting.
- c) Reviewing such recommendations as have been received from established Committees and Teams at least two weeks before a scheduled meeting and ensuring that the recommendations are placed on the agenda together with the Executive Board's approval, disapproval, or concern.
- d) Advising and assisting the Chairperson in the efficient operation of the organizational machinery of the BHCD.

## Article VI Committees

**Section 1: Standing Committees:** The Central Committee may establish Standing Committees and Special Committees as required for the effective operation of the BHCD.

**Section 2: Diversity, Equity, and Inclusion (DEI) Committee:**

**Section 2.1: Members:** Black Hawk County Democrats are committed to Diversity, Equity, and Inclusion and shall maintain a committee dedicated to these principles, as

mandated by the IDP. The CC shall elect two members to this Committee at its first regular meeting following the biennial organizational meeting or convention. The committee may recruit additional members.

**Section 2.2: Duties:** The DEI Committee shall promote recruitment of new members into BHCD and encourage their full participation in caucuses, central committees, conventions, platform development, and delegate selection processes, with particular outreach to those groups which have been historically under-represented within the BHCD.

### **Article VII Ad Hoc Teams**

The CC may authorize *ad hoc* Teams to address particular issues, interests, and/or problems affecting the efficiency and wellbeing of the organization in its attempt to fulfill its Purpose and Duties as defined in Article II of these Bylaws. An *ad hoc* Team's membership and term of service may be fixed or fluid as necessary to accomplish its mission. A Team will choose its leader, who shall take notes of its meetings and convey its recommendations to the Executive Board.

### **Article VIII Amendments to Bylaws**

The Bylaws of the Black Hawk County Democratic Party Central Committee may be amended-at any Central Committee meeting by a two-thirds vote of the members present, providing that the amendment has been submitted in writing at the previous meeting and included in the meeting notice. The Bylaws may also be amended by a two-thirds affirmative vote of delegates voting "aye" or "nay" at a regular Black Hawk County Democratic Convention.

### **Article IX Parliamentary Authority**

All questions of parliamentary practice not determined by federal or state law, the rules of the national Democratic Party, the rules of the Iowa Democratic Party, or the Bylaws of the Central Committee shall be decided by the current edition of *Robert's Rules of Order*.