

**From: Bylaws Black Hawk County (Iowa) Democratic Party Central Committee
(Adopted June 11, 2023)**

Article VI County Party Officers

Section 1: Officers: The Officers of the Black Hawk County Democratic Party shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer.

Section 2: Election and Term of Office: The Officers of the Black Hawk County Democratic Party shall be elected at the first meeting of the Central Committee following the off-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.

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, shall preside over meetings of the Central Committee, appoint the Chairperson 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 upon the temporary absence of the Chairperson. This person 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 maintain and expand up-to-date file of volunteers, shall coordinate 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. This person shall: maintain files of correspondence between the Black Hawk County Party, its Central Committee, and other organizations and individuals; shall keep files of the reports of party officers as well as those of standing and special committees; shall prepare and maintain a membership roster of Central Committee members including addresses and telephone numbers; 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 under bond in the 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 relative to the status of the County Party treasury, shall perform other duties designated by the Chairperson and all duties required by state law.

Article VII – Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion committee chair shall be elected at the county convention for a term that expires at the next county convention. The chair will work with at least two or more additional members elected by the county Central Committee at the first regular meeting following their biennial organizational meeting. The committee will recruit new members and encourage full participation as stated by the governing documents of the Iowa Democratic Party.