

OAKLAND COUNTY DEMOCRATIC PARTY BYLAWS

(Adopted 7/28/20; Ratified 6/14/22; as Amended through 7/12/22)

PREAMBLE: The Oakland County Democratic Party believes, with the Michigan Democratic Party, in the Principle of People – giving service to the needs and aspirations of all people; and it believes in the Principle of Democracy – working for equal opportunity for access and full participation of all elements of society in all political and governmental processes.

Article I: NAME

This organization shall be known as the Oakland County Democratic Party and shall be referred to in these bylaws as OCDP.

Article II: PURPOSE

The purpose of the OCDP is to promote the philosophy of the Michigan Democratic Party, referred to in these bylaws as MDP, and to elect Democrats who support this philosophy, and, further, to unite and aid in the activities of party members, precinct delegates, committees, officeholders, candidates, and other Democrats working to promote wide and active participation in the OCDP.

Article III: MEMBERS

Section 1. The OCDP shall consist of General members of MDP who reside in Oakland County, Oakland County Precinct Delegates, OCDP Executive Committee members, and OCDP Officers Committee members and elected officials who represent areas in Oakland County.

Section 2. All public meetings of OCDP shall be open to all members of MDP residing in Oakland County, regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, gender expression, physical appearance, or disability.

Section 3. No test for membership in, nor any oath of loyalty to, OCDP shall be required or used, including those which have the effect of requiring prospective or current members of OCDP to acquiesce in, condone, or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, gender expression, physical appearance, or disability.

Section 4. OCDP shall support the broadest possible participation without discrimination on grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, gender expression, physical appearance, or disability.

Section 5. Multiple-position offices, such as OCDP Executive Committee members, and Officers at Large must be elected by one of the methods approved for implementing proportional representation, as specified in MDP Bylaws, and Rules for Voting and Elections.

Section 6. All rules and bylaws of OCDP shall be consistent with the rules of MDP and shall be available on the OCDP website.

Section 7. The unit rule is prohibited in any OCDP elections as defined in the MDP bylaws.¹

Section 8. No rule shall be adopted by OCDP which would require a person to cast a vote or be recorded as voting contrary to that person's judgement.

Section 9. The Statutory Vice Chair of any unit, Committee, Caucus, or Convention of OCDP shall identify as a different gender from the Chair of such unit, Committee, Caucus or Convention ²

Section 10. Votes shall not be taken by secret ballot at any meeting of the OCDP.

Article IV- OFFICERS COMMITTEE

Section 1. The Officers Committee shall serve as the primary decision-making body of OCDP. The Officers for OCDP shall be elected in accordance with the rules of MDP within thirty days of the Executive Committee's election and shall constitute a committee known as OCDP Officers Committee.

Section 2. The Officers shall include:

1. Chair
2. Statutory Vice-Chair
3. Three Additional Vice-Chairs
4. Recording Secretary
5. Corresponding Secretary
6. Treasurer
7. Parliamentarian
8. Congressional District Representatives
9. Six at-large Officers appointed by the Chair
10. Up to six additional at-large Officers, as elected by the Executive Committee
11. Immediate Past Chair³

Section 3. The Officers Committee shall:

1. Approve the hiring and termination of any OCDP employee staff upon the recommendation of the Chair by majority vote.
2. Form an Audit Subcommittee with at least three newly elected officers at the beginning of the election cycle.
3. Have the authority to obtain suitable insurance coverage, including Workers Compensation, Property Damage, and Public Liability, and Fidelity Bonds.

¹ 6/8/21 – “As defined in the MDP bylaws” added.

² 6/8/21 – “Identify as a different gender” added.

³ 2/9/21 – Immediate Past Chair added as Officer.

4. Have the authority to commit the resources of OCDP, either in cash or in-kind to any candidate, campaign committee, or ballot proposition committee.
5. Perform other duties as prescribed by the Chair, these bylaws, and by the parliamentary authority adopted by OCDP.

Section 4. The Chair shall:

1. Preside at all meetings of the Officers Committee, Executive Committee, and the General Membership.
2. Oversee execution of all motions and resolutions approved by the Executive Committee, the Officers Committee, and General Membership.
3. Establish, with the consent of the Executive Committee, all standing and special committees of OCDP, as well as to nominate chairs for these committees.
4. Serve as an ex-officio member of all OCDP committees, except any nominating committee should one be convened.
5. Act as the official spokesperson of OCDP.
6. Each March propose, in consultation with the Officers Committee, a one-year budget and an estimated budget for the following year and present to the Executive Committee for approval.
7. Provide a surety bond for a sum sufficient to protect the organization from loss. The cost of this bond shall be borne by OCDP.
8. Hire, manage, and terminate staff of OCDP, pursuant to Article IV, Section 3, Subsection 1.
9. Provide all records necessary for the Compensation Subcommittee to fulfill its duties.
10. Perform other duties as prescribed by these bylaws, and by the parliamentary authority adopted by OCDP.
11. The Chair may appoint a Sergeant at arms at their discretion.

Section 5. The Statutory Vice-Chair shall identify as a different gender than that of the Chair.

The Statutory Vice-Chair shall:

1. Assume the Chair's role in their absence.
2. Report to the Officers Committee on the progress of committee(s) to which they are assigned
3. Perform other duties as prescribed by the Chair, these bylaws, and by the parliamentary authority adopted by OCDP.

Section 6. The three additional Vice-Chairs shall:

1. Assume the Chair's role in the absence of both the Chair and Statutory Vice-Chair, in elected order (as determined by the proportional voting results as the time of the last regular OCDP election).
2. Perform other duties as prescribed by the Chair, these bylaws, and by the parliamentary authority adopted by OCDP.

Section 7. The Recording Secretary shall:

1. Keep an accurate record and minutes of the Officers Committee, the Executive Committee, and the General Membership meetings.
2. Keep and preserve all records of the OCDP.

3. Make the minutes and records available to members upon written request.
4. When the Recording Secretary vacates their position, the individual vacating the position shall forthwith deliver to the new Secretary, or designated officer, all items kept and preserved by them during their tenure in office.

Section 8. The Corresponding Secretary shall:

1. Ensure that proper notification of meetings and related information is given to all members of the OCDP in a timely manner and in compliance with MDP Rules and these bylaw rules.
2. Report all changes in OCDP Executive Committee Membership to the MDP.

Section 9. The Treasurer shall:

1. Be responsible for the financial receipts and disbursements of budgeted expenditures for OCDP at the direction of the Chair and/or Officers Committee.
2. Ensure that all funds of OCDP are deposited in banks or credit unions, and draw funds by a financial mechanism that can be tracked, with the approval of two of the following officers: Chair, Statutory Vice-Chair, Recording Secretary, Corresponding Secretary, or Treasurer. One or more of the two officers shall be the Chair or Treasurer.
3. Make written financial reports to the Officers Committee, Executive Committee, and General Membership at each regularly scheduled meeting. These reports shall include, at a minimum, income and expenditures itemized by categories as appropriate to summarize the sources of income and areas of expenditures.
4. Abide by all applicable campaign finance legal requirements, including the submission of all campaign finance reports in a timely manner.
5. Upon the end of a Treasurer's term, or if the position is otherwise vacated, transfer to the new Treasurer all items kept and preserved during their tenure in office. The Treasurer whose term has ended shall cooperate in transferring signing authority for all bank and/credit union accounts to the new Treasurer.
6. Provide a surety bond for a sum sufficient to protect the organization from loss. The cost of this bond shall be borne by OCDP.

Section 10. The Parliamentarian shall advise the Chair, Officers committees, and members on matters of parliamentary procedure.

Section 11. The highest-ranking Congressional District Democratic Party officer of a Congressional District lying in whole or in part within the boundaries of Oakland County, or their designee who shall be a resident of Oakland County, shall sit as a member of the Officers Committee of OCDP.

Section 12. The Immediate Past Chair shall be an officer with the same privileges as the other officers and shall serve until there is a new Immediate Past Chair. The Immediate Past Chair shall perform other duties as prescribed by the Chair, these bylaws and by the parliamentary authority adopted by the OCDP.

Section 13. Vacancies shall be handled as follows:

1. Vacancy of any at-large officer position shall be appointed by the Chair subject to the approval of the Executive Committee.

2. The process for filling a vacancy of any elected or appointed Officer shall begin at the next regularly scheduled Executive Committee meeting.
3. At said meeting the Chair, or the highest-ranking member of the Officers Committee present, shall call for nominations to replace the vacated officer position(s). On the next Executive Committee meeting notice, the names of the nominees and the rules of the election to fill these positions will be stated.

Section 14. Elected and appointed Officers may be removed for neglect of office by a two-thirds (2/3) vote of the majority membership of the Executive Committee. The vote for the removal of an elected or appointed officer shall be taken at a meeting specifically called for this purpose.

1. A meeting with the purpose of removing an officer shall be called by a majority of the Executive Committee.
2. The notice of such a meeting must indicate the specific time and place of the meeting, and the basis upon which the action is founded. Notice must be provided at least seven days before the meeting.
3. The motion to remove must carry by a two-thirds vote of the total Executive Committee.

Article V: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall serve as the body representing the interests of the Executive Committee and the General Membership.

Section 2. One-third (1/3) of the Executive Committee shall automatically consist of the most recent Democratic nominees for county-wide office, county commission, state house, state senate, and U.S. House of Representatives, whose districts include all or part of Oakland County. The OCDP Convention shall elect the balance of the Executive Committee, which shall consist of twice the number of automatic members.

Section 3. Within twenty (20)⁴ days following the November election in each even numbered year, the delegates to the OCDP Convention, as selected in accordance with MDP and OCDP bylaws, shall convene at the call of the OCDP Chairperson for the purpose of electing the balance of the Executive Committee.

Section 4. If a vacancy occurs in the position of the delegate-elected members of the OCDP Executive Committee, the remaining delegate-elected members shall vote to fill the vacancy.

Section 5. The Executive Committee shall:

1. Vote for the Officers of the OCDP.
2. Approve the OCDP Annual Budget.
3. Approve minutes of all Executive Committee meetings.
4. Approve the six at-large officers appointed by the Chair by majority vote of the Executive Committee.

⁴ 3/9/21 – 30 days changed to 20 days to comply with Michigan Election Law and MDP Rules.

Article VI: MEETINGS⁵

Section 1. The regular meetings of the OCDP Executive Committee shall be on the second Tuesday of each month unless ordered by the Officers Committee, for unusual circumstances, on a different date to be announced in the notice. At least seven days' notice shall be given of the date, time, and location or electronic meeting platform of the meeting. The notice may be given by mail, electronic mail, or posted on the OCDP website. A quorum shall exist at an Executive Committee meeting when twenty-five (25) members of the Executive Committee are present.

Section 2. The date, time and location or electronic meeting platform for all public meetings of the OCDP shall be publicized fully and in such a manner as to reasonably assure seven days' notice to all interested persons. Such meetings must be held at a location or on an electronic meeting platform accessible to all OCDP members and large enough to accommodate all interested persons.

Section 3. The OCDP shall publicize fully and in such a manner as to reasonably assure seven day notice to all interested parties a full description of the legal and practical procedures for selection and qualifications of OCDP officers and representatives. Publication of these procedures and qualifications shall be done in such a fashion that all prospective and current members of the OCDP may be fully and adequately informed of the pertinent procedure and qualifications in time to participate in each selection procedure of the OCDP organization.

Section 4. The Officers Committee meeting may be called as needed by the Chair, or by a majority of the members of the Officers committee. At least seven days' notice shall be given of the date, time, and location or electronic meeting platform of the meeting. Notice may be given by mail, electronic mail, or posted on the OCDP website. A quorum shall exist at an Officers Committee meeting when seven members of the Officers Committee are present.

Section 5. Special meetings of the Executive Committee may be called by the Chair of the OCDP or by a majority of the members of the Executive Committee. At least seven days' notice shall be given of the date, time, and location or electronic meeting platform of the meeting. Notice may be given by mail, electronic mail, or posted on the OCDP website.

Section 6. The full OCDP general membership shall meet quarterly, at the call of the chair, to be informed of, discuss and review the activities of the OCDP Executive Committee, and conduct such other business as may be of interest to the general membership. At least seven days' notice shall be given of the date, time, and location or electronic meeting platform of the meeting. Notice shall be provided as set forth in Section 1. A quorum shall exist at a general membership meeting when twenty-five (25) members, as defined in Article III, Section 1, are present.⁶

Section 7. Meetings of the OCDP Executive Committee and OCDP General Membership shall generally be held in person at a designated location. Members who are not present in person may have the right to participate by electronic and/or telephonic means, technology and budget permitting, subject to any limitations established in rules adopted by the OCDP to govern such participation. The

⁵ 6/8/21 – “Electronic meeting platform” added to sections 1, 2, 4 and 6.

⁶ 5/11/21– Quarterly General Membership meetings added.

Chair of the OCDP may direct meetings be held electronically or hybrid in person/electronic,⁷ subject to any limitations established in rules adopted by the OCDP to govern such participation. Meetings of the Officers Committee, Standing Committees, and Special Committees need not be in person, and may be held electronically and/or telephonically at the call of the appropriate chair.⁸

Section 8. When meetings of the OCDP are held electronically or hybrid in person/electronic,⁹ except as otherwise provided in these bylaws, meetings shall be conducted through use of Internet meeting services designated by the OCDP Chair that support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by the OCDP, to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the OCDP.¹⁰

Article VII: STANDING COMMITTEES

Section 1. The Chair shall appoint the following Standing Committees and Committee Chairpersons, subject to the approval of the majority of the Executive Committee, for the work of OCDP. The Chair shall be ex-officio of all Standing committees.

Section 2. Standing Committees shall include the following:

1. Rules and Bylaws Committee –The committee shall serve as an advisory committee on matters pertaining to the rules and bylaws of the OCDP. The committee recommends to the membership such changes in the rules and bylaws, as it deems appropriate for the operation of the OCDP. The committee is responsible for reviewing all questions related to the rules and bylaws and for reporting its findings to the OCDP Executive Committee for action.
2. Finance Committee – The committee is charged with conducting fundraising activities and periodic review on how the budget is operating through the creation and coordination of subcommittees for Fundraising and Budget oversight. The Finance Committee will also create a Compensation sub-committee to review and recommend approval of salaries by the Officers Committee.
3. Membership Committee – The committee shall work to recruit and retain members of OCDP.
4. Resolutions Committee – The committee shall receive and review proposed resolutions for study and recommendation. No resolution shall conflict with the MDP State Platform.
5. Communications Committee – The committee shall establish strategies and tactics for communicating internally and externally. Activities include, but are not limited to newsletters, events, web and e-mail communication.

⁷ 7/12/22—Authorizing hybrid meetings and removing the unusual circumstances requirement for electronic meetings.

⁸ 6/8/21– New Section 7 added.

⁹ 7/12/22—Authorizing hybrid in person/electronic meetings.

¹⁰ 6/8/21– New Section 8 added.

6. Political Organizing Committee – The committee shall work to conduct and support all candidate and organizing activities of OCDP. Activities include but are not limited to Precinct Delegate recruitment and allocation; voter registration and outreach; candidate recruitment and screening; and assigning credentials for Election Day poll checkers and challengers.
7. Diversity, Equity, and Inclusion Committee—The committee has the purpose of ensuring that the OCDP represents and supports the broadest possible participation without discrimination on grounds of actual or perceived bias, including but not limited to race, color, creed, age, national origin, economic status, religion, ethnic identity, ancestry, physical appearance, or disability. The committee is tasked with 1) creating education and training programs for the OCDP; 2) identifying ways to support rights groups in these areas; and 3) identifying ways that the OCDP can improve upon its representation, including but not limited to membership recruitment, event participation, and leadership diversity, with the approval of the executive committee.^{11 12}
8. Community Support Committee – The committee shall work to conduct and support all charitable and service activities of the OCDP. The committee is responsible for identifying areas of need and community service activities that OCDP could promote, donate to, or participate in, with the approval of the executive committee.¹³
9. Young Democrats Committee – The committee, composed of democrats under the age of 29, shall work to expand participation and involvement of young people in the Democratic Party and the electoral process. The committee is tasked with identifying ways that the OCDP can improve upon youth membership recruitment, event participation, leadership development, and in other ways, with the approval of the executive committee.¹⁴
10. Women’s Rights Committee—The committee has the purpose of ensuring that the OCDP represents and supports the broadest possible participation without discrimination on grounds of actual or perceived bias, including, but not limited to, sex, marital status or economic status. The committee is tasked with 1) creating education and training programs for the OCDP; 2) identifying ways to support women’s rights groups; and 3) identifying ways that the OCDP can improve upon its representation, including but not limited to membership recruitment, event participation, and leadership diversity, with the approval of the executive committee.¹⁵
11. LGBTQIA Rights Committee—The committee has the purpose of ensuring that the OCDP represents and supports the broadest possible participation without discrimination on grounds of actual or perceived bias, including, but not limited to, sexual orientation, gender identity, gender expression or economic status. The committee is tasked with 1) creating education and training programs for the OCDP; 2) identifying ways to support LGBTQIA rights groups; and 3) identifying ways that the OCDP can improve upon its representation, including but not limited to membership recruitment, event participation, and leadership diversity, with the approval of the executive committee.¹⁶

¹¹ 2/9/21 – Committee added.

¹² 8/10/21—Modified to conform with creation of separate Women’s Rights Committee and LGBTQIA Committee; also, grammatical correction.

¹³ 2/9/21 – Committee added.

¹⁴ 2/9/21 – Committee added.

¹⁵ 8/10/21—Committee added.

¹⁶ 8/10/21—Committee added.

12. The African American Committee - The committee shall serve to advance, protect, tackle African American issues, and advance the interests of African Americans in Oakland County. The committee will work to ensure that more African American candidates are part of the political process in Oakland County, and work towards greater participation from African Americans in the Oakland County Democratic Party. The committee is tasked with 1) creating education and training programs for the OCDP; 2) identifying ways to support African American rights groups; and 3) identifying ways that the OCDP can improve upon its representation, including but not limited to membership recruitment, event participation, and leadership diversity, with the approval of the executive committee.¹⁷
13. Committee meetings may be conducted at a date, time and location or electronic meeting platform as designated by the committee chair.¹⁸

Article VIII: ENDORSEMENT PROCEDURE

Section 1. The OCDP Chair will establish an Endorsement Screening Committee that consists of an odd number of members, appointing no less than 5 members of the OCDP. The screening committee shall be a special committee that shall cease to exist at the end of each election cycle.

Section 2. The Chair shall appoint co-chairs (of different gender identity) for the Endorsement Screening Committee. The persons so appointed shall be members of the OCDP.

Section 3. The Endorsement Screening Committee shall look to the OCDP Endorsement and Screening Policy (OCDP Standing Rule #1) for endorsement principles, policies, processes and guidance in carrying out its responsibilities, and in determining whether or not to endorse in any given race.

Section 4. Endorsement recommendations, if any, shall be referred to the Executive Committee for approval pursuant to the OCDP Endorsement and Screening Policy (OCDP Standing Rule #1). Endorsements of the OCDP are only made on recommendation by the Endorsement Screening Committee and approval by the Executive Committee. The Executive Committee may not amend, change, or replace an endorsement recommendation of the Endorsement Screening Committee.¹⁹

Article IX: PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order Newly Revised* shall apply to questions of procedure for which there is no applicable rule of procedure under the Rules of the MDP or these bylaws.

Article X: AMENDMENTS

Section 1. Proposals for changes or amendments to these bylaws may be made by motion, without debate, at any meeting of the OCDP Executive Committee, and all proposed amendments shall first

¹⁷ 9/14/21— Committee added.

¹⁸ 6/8/21— New Sub-Section added to Section 2.

¹⁹ 6/14/22—New Article VIII added

be referred to the Rules and Bylaws Committee which shall report its recommendation at the next succeeding regular meeting or special meeting called for that purpose.

Section 2. These bylaws may be amended by a two-thirds ($\frac{2}{3}$) affirmative vote when a quorum is present at a meeting of the OCDP Executive Committee, provided that written notice setting forth the proposed amendment has been given to all Executive Committee members seven days prior to the date of the meeting.

Section 3. These bylaws shall be in full force and effect upon their adoption, and they shall supersede all motions and policies of a contrary nature, with the exception of those provisions of Michigan Statutes which apply to the Statutory structure of Political Parties in the State of Michigan and the MDP Rules.

Article XI: DISSOLUTION

In the event of dissolution of the OCDP, all real and personal property will revert to the benefit of the MDP.

These bylaws were adopted by an electronic meeting of the Executive Committee of the OCDP on July 28, 2020, and witnessed by members of the Executive Committee:



OCDP Chair



OCDP Recording Secretary

Introduced by the OCDP Rules and Bylaws Committee 7/28/2020

Committee Members
Sharon Person - Chair
Nina Abrams
Laurie Evans
Murray Gorchow
Aaron Green
Thora Hanses
Joseph Person
Tamara Williams

OAKLAND COUNTY DEMOCRATIC PARTY

Standing Rules Procedures

Standing Rules are adopted to implement provisions of the bylaws and to furnish guidelines for procedures for OCDP Officers and Executive Committee in the performance of their respective duties and activities.

Standing Rules may be:

1. Adopted by the Executive Committee members of OCDP by a majority vote of those present and voting.
2. Amended or rescinded by a two-thirds (2/3) vote without previous notice or by a majority vote after previous notice.
3. Suspended temporarily by a majority vote, provided the affirmative vote is not less than the negative of a two-thirds (2/3) vote.

Rule #1 (Adopted 6/9/20)

Endorsement and Screening Policy:

Endorsement Screening Committee Policy

Endorsement Principles:

The OCDP will be guided by these principles when considering endorsements and endorsement requests:

1. We will only consider endorsements in races where Oakland County voters have the opportunity to vote for the candidates being considered.
2. We will **not** knowingly endorse a non-Democratic candidate for elected office at any level, and, where practical, we will attempt to identify candidates in non-partisan races that share our Democratic values.
3. We will work with our local clubs to lead or support their endorsement processes, and coordinate the discussion.
4. We will only endorse in a contested Democratic primary if there is a clear and high threshold of support among the Executive Committee for that endorsement (see par. 7 of Endorsement process). We will strongly consider endorsements in a contested Democratic primary if there is clear evidence of foul play.
5. We will consider endorsements of all proposals, millages, and other ballot initiatives consistent with our values as Democrats.

Endorsement Process:

1. The OCDP Chair will establish an Endorsement Screening Committee that consists of an odd number, no less than five members of the Oakland County Democratic Party. In the event the Committee decides to hold interviews for a given office, the Endorsement Screening Committee membership will be used for all candidates screened for a given office.
2. Candidates must request an endorsement from the OCDP in writing (letter or email) submitted to the Chair or the Chair's designee by the date designated by the Chair on the OCDP website.
3. All candidates who request endorsement will be sent a candidate endorsement questionnaire which they will be asked to fill out by the dates designated by the Chair on the OCDP website and on the questionnaire. Those who are requesting an endorsement for a proposal will be

offered the opportunity to come before the OCDP Officers and Executive Committee with a presentation on why to support the proposal.

4. Interviews will only be held for candidates in contested races.
5. In races where we have only one Democratic candidate, we should review those candidate questionnaires, before recommending an endorsement.
6. If a candidate requests an endorsement from the OCDP for a local race (as specified in Types of Races Sec. 5), they will be referred to their local club area Chair.
7. All endorsements in contested races will require a recommendation to proceed from the Endorsement Screening Committee and a 2/3 vote of the Executive Committee to become official. Each contested race should be voted on individually and not in a block with other races. All endorsements in uncontested races will require a recommendation to proceed from the Endorsement Screening Committee and a simple majority vote from the Executive Committee to become official. Uncontested races can be recommended to be voted on as a block.
8. When candidates or proposals are endorsed, at the desire of the endorsed campaign, they shall be listed on the Website (OCDP.org), the OCDP App, in social media posts, and any slate pieces produced by the OCDP. They may work directly with party staff and utilize the party office at the discretion of the Chair for volunteer and campaign activities. They may also display their endorsement on any and all campaign promotions.
9. Upon adoption of this policy by a majority of the Executive Committee, it will remain in effect until a majority of the Executive Committee chooses to make changes.

Endorsement Process Conduct:

1. No OCDP Officer or Employee may use their title or position with the Oakland County Democratic Party for endorsement purposes unless the OCDP makes an endorsement per these guidelines.
2. Any Officer or Employee who uses their title in conjunction with an endorsement without approval may be subject to removal, discipline, or termination by the Executive Committee, if it is determined the endorsement with use of the title was done so with the approval of the person in question.
3. No member actively working for or with a campaign in a contested election may participate in the discussion of or recommendation of an endorsement for that campaign in any committee proceeding.

Types of Races: (all races we may be asked to consider within a 4-year cycle)

1. Partisan statewide or other multi-jurisdictional races where Democratic Candidate is decided in Special, Presidential, or August Primary
 - a. President
 - b. Governor
 - c. U.S. Senate
 - d. U.S. House
 - e. State Senate
 - f. State House
 - g. County Executive
 - h. County Prosecutor
 - i. County Sheriff
 - j. County Treasurer
 - k. County Clerk

1. County Water Resources Commissioner
 - m. County Commission
2. Partisan statewide where Democratic Candidate is decided in Party Convention
 - a. Attorney General
 - b. Secretary of State
 - c. State Board of Education
 - d. U of M Board of Regents
 - e. MSU Board of Trustees
 - f. Wayne State Board of Governors
3. Non-Partisan Regional multi-jurisdictional or Countywide Races
 - a. Judicial Seats – Circuit, Probate, Appeals
 - b. OCC Board
 - c. Schoolcraft Board
 - d. Mott Community College Board
4. State, Regional, Countywide, or Local: Proposals and Millages
 - a. Every two years statewide proposals are placed on the ballot, this year for example we may vote on a Fetal Heartbeat Proposal or an Update the Elliot Larsen Act to protect LGBTQ+ Michiganders.
 - b. We often are asked to vote on regional millages such as RTA, DIA, Detroit Zoo, SMART, etc.
 - c. Many Municipalities and School Districts will push millage increases and renewals
5. Local Elections
 - a. Partisan Races include
 - i. Township Board Positions
 - ii. Township Park Board Positions
 - iii. Township Library Board Positions
 - b. Non-Partisan Races include
 - i. Mayor and City Council Elections
 - ii. Village Elections
 - iii. School Board Elections
 - iv. District Court Races



Rule #2 (Adopted 7/12/22)

Rules For Electronic Meetings: Full Featured Internet, or Combination Internet/Telephone, Meeting Services That Integrate Audio (and Optional Video), Text and Voting Capabilities.²⁰

1. **Login information.** The Director of Operations or designee of the Chair, as needed, shall send by e-mail to every member, at least seven days before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Director of Operations shall also include a copy of, or a link to, these rules.

²⁰ Adapted from Robert's Rules of Order (RONR, 12th ed, pp. 639-641) Sample Rules for Electronic Meetings, Scenario A.

2. **Login time.** The Director of Operations or designee of the Chair, as needed, shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.

3. **Signing in and out.** Members shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.

4. **Quorum calls.** The presence of a quorum shall be established by registration of members with the Director of Operations at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

5. **Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

6. **Forced disconnections.** Participants will mute their microphone when not speaking. With the Zoom app (computer or electronic device), use the mute function in the meeting controls. With the telephone, press star 6 (*6) on the telephone keypad or use the telephone mute button. The Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

7. **Assignment of the floor.** To seek recognition by the Chair,

(a) To speak in debate or to make a motion: With the Zoom app, a member shall click raise hand; and wait for the chair's recognition. With a telephone key pad press star 9 (*9). Wait for the Chair's recognition.

(b) To move an interrupting motion (*e.g.*, Point of Order, Parliamentary Inquiry, Appeal, Division, Call for Orders of the Day, Request for Information, Call a Member to Order, *et al*): With the Zoom app, a member shall click raise hand; type the motion into the Chat function; and wait for the Chair's recognition a reasonable time before attempting to interrupt the speaker by voice. With a telephone key pad press star 9 (*9) to raise hand, unmute star 6 (*6), and state the motion (*e.g.*, Point of Order).

Upon assigning the floor to a member, the Chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the Chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

8. **Motions submitted in writing.** A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so

far posted during the meeting (e.g., “SMITH 3:”; “FRANCES JONES 2:”). Use of the online area designated for this purpose shall be restricted to posting the text of intended motions.

9. Display of motions. The Director of Operations or designee of the Chair, as needed, shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Director of Operations, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

10. Voting. Votes shall be taken by the voting feature of the Internet meeting service (e.g., Zoom poll function), unless a different method is ordered by the Chair or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call, audible roll call, or Google poll. The Chair’s announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

11. Video display. When using video, and where the number of participants is too large for all to be displayed simultaneously: The Chair, the Director of Operations, or their assistants shall cause a video of the Chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

12. Chat. The use of Chat will be restricted during the meeting to purposes authorized by these rules, the Chair, or the Executive Committee. The purpose of the Chat function is to request technical assistance and post information with the permission of the Chair. It is not for the members to engage in debate or rebuttal, to discuss the pending motion among themselves, or to greet or exchanges pleasantries or arguments with others. To do so distracts from the speaker who has been recognized by the Chair and has the floor. If a member wants to discuss a motion, they must seek and obtain recognition from the Chair according to these rules and the OCDP Bylaws.



Rule #3 (Adopted 7/12/22)

Rules For Electronic Meetings: In-Person Meeting with Some Members Participating by Telephone/Speakerphone.²¹

1. Login information. The Director of Operations or designee of the Chair, as needed, shall send by e-mail to every member, at least seven days before each meeting, the date, time and location of the meeting and the phone number and any access code needed to connect to the telephone conference call. The Director of Operations shall also include a copy of, or a link to, these rules.

²¹ Adapted from Robert’s Rules of Order (RONR, 12th ed, pp. 645-647) Sample Rules for Electronic Meetings, Scenario C.

2. **Call-in time.** The Director of Operations or designee of the Chair, as needed, shall schedule a telephone conference call, using equipment provided by the OCDP or a free service, to begin 15 minutes before the start of each meeting.
3. **Meeting-room equipment.** The OCDP shall provide a speakerphone at each meeting, which the Director of Operations shall connect to the telephone conference call at least 5 minutes before the start of the meeting.
4. **Location of Chair.** The Chair of the meeting must be present in the meeting room.
5. **Arrival announcements.** Members who participate in the meeting by phone shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
6. **Departure announcements.** Members who leave the telephone conference call or the meeting room before adjournment shall announce their departure but may not interrupt a speaker to do so.
7. **Quorum calls.** The presence of a quorum shall be established by registration of members with the Director of Operations at the beginning of the meeting, and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
8. **Obtaining the floor.** To seek recognition by the Chair, a member shall address the Chair and state his or her own name.
9. **Motions submitted in writing.** Members who participate in the meeting by phone may not submit motions in writing during the meeting but are entitled to make motions orally. Members may, however, submit motions in writing by sending them at least seven days before the meeting to the Director of Operations, who shall send any such pre-submitted motions by e-mail to all members in advance of the meeting and shall provide copies to the members present in person at the meeting.
10. **Voting methods.** All votes shall be taken by roll call. Unless the Chair or 1/5th of the members present orders a fully recorded roll-call vote, only the number of votes on each side and the number of members present but not voting (including members participating by phone) shall be entered in the minutes. Business may also be conducted by unanimous consent.
11. **Loss of meeting-room connection.** Any business transacted while the meeting-room speakerphone is disconnected from the telephone conference call is null and void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.
12. **Other technical malfunctions and requirements.** Each member participating by telephone is responsible for his or her connection to the meeting. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

13. **Forced disconnections.** Member's participating by telephone will mute their phone when not speaking. With the telephone, press star 6 (*6) on the telephone keypad or use the telephone mute button. The Chair may order the Director of Operations to disconnect or mute a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.