



BYLAWS OF THE PINELLAS COUNTY DEMOCRATIC EXECUTIVE COMMITTEE

As of 6/22/2026

ARTICLE I: Name

The name of this organization shall be the Pinellas Democratic Party. The governing body of this organization shall be the Pinellas County Democratic Executive Committee, hereinafter the County Committee.

ARTICLE II: Purpose

The objective of this organization shall be to promote the ideals of the Democratic Party, and elect Democrats to public office, and discharging Florida Democratic Party affairs within the county.

Article III: Supremacy of Florida Law and State Party Charter and Bylaws

Any provision of these Bylaws contrary to any provisions of the Florida Constitution or Statutes, or the Florida Democratic Party (FDP) Charter or its Bylaws shall be null and void and the superseding entity's provisions shall apply. When such a conflict is discovered, these Bylaws shall be amended to resolve the conflict per Article X Section 2.1 et. seq. These Bylaws, and any amendments thereto, shall be submitted to the State Chair of the Florida Democratic Party promptly upon adoption. The FDP Charter and Bylaws shall govern in all cases to which these Bylaws do not speak.

ARTICLE IV: Membership

Section 1. Elected Members

The elected membership of the County Committee shall consist of Precinct Committee Persons from each precinct who are registered Democrats, and who reside in, are registered to vote in, and are elected from the precinct they represent, in accordance with Article V, Section 1.1.2 of the Bylaws of the Florida Democratic Party. Elected members of the County Committee shall take office on the first day of the month following each presidential general election and shall serve for a term of four (4) years. All persons elected by the County Committee to fill vacancies occurring in the position of Precinct Committee Person constitute the elected membership of the County Committee.

Section 1.1. Procedure for Filling Vacancies

Any registered Democrat residing within a vacant precinct who wishes to fill that vacancy may submit a written application to the County Committee. The Credentials Committee shall review each application to verify that the applicant meets the eligibility requirements established by Article V, Section 1.4 of the



Bylaws of the Florida Democratic Party.

The Credentials Committee shall report its findings to the County Committee at the next regularly scheduled general meeting, identifying all applicants and stating whether each applicant meets the eligibility requirements. The County Committee may then elect from among the eligible applicants by majority vote of the members present and voting. A member elected to fill a vacancy pursuant to this section shall enjoy all rights and privileges of elected membership immediately upon election by the County Committee. Persons elected to fill precinct vacancies must be registered Democrats residing within the precinct to which they are elected.

An elected member moving to another precinct shall continue to enjoy uninterrupted voting and other rights, and, if no vacancy exists in the new precinct of residence, shall enjoy a Special At-Large status not to be counted against the total of allowable Appointed members.

Section 1.2. Appointed Members

Section 1.2.1. Provisions

The County Chair may appoint members to serve at-large from among registered Democrats residing in the County upon approval by a majority of the County Committee membership at a regular meeting. Appointed membership shall terminate after one year following the date of approval or immediately prior to the commencement of the organizational meeting of the next County Committee, whichever comes first. If after such automatic termination a member is renominated and reapproved at the next regular meeting, the membership shall be deemed to not have lapsed and the member immediately regains all rights and privileges previously accorded.

Section 1.2.2. Number of Appointed Members

The number of Appointed members shall not exceed ten percent (10%) of the total number of elected members to which the County Committee is entitled.

Section 1.2.3. Rights and Responsibilities

Appointed members shall have all privileges and responsibilities of membership except that they may not hold officer positions. Appointed members shall enjoy full voting rights upon approval of their appointment by the County Committee, in accordance with Article V, Section 1.3.1 of the Bylaws of the Florida Democratic Party, except that Appointed members shall not vote for officers at the organizational meeting.

Section 1.3. Automatic Members

All Democrats elected to partisan public office shall be automatic members of the County Committee. Automatic members who hold public office shall not be required to meet attendance requirements, shall not be counted in determining the presence of a quorum, and may not serve as officers of the County Committee.



Section 1.4. Associate Members

An associate member is a member who wishes to serve in a limited capacity. They may not vote, may serve on committees, and do not need to meet the attendance requirements. Associate members do not count toward quorum requirements.

Section 1.5. Gender Rules

Section 1.5.1.

For purposes of gender diversity, a person's gender is based on self-identification regardless of birth certificate gender.

Section 1.5.2.

These bylaws classify genders as male, female, and non-binary. A female person (a woman) is someone who identifies as female. A male person (a man) is someone who identifies as male. A non-binary person is someone who does not identify as either female or male. A non-binary person is considered to be of a different gender than a woman or a man.

Section 1.5.3.

The position of Precinct Committee Person (Committeewoman) may be filled by a woman or a nonbinary person. The position of Precinct Committeeperson (Committeeman) may be filled by a man or a non-binary person.

Section 1.5.4.

The gender rules in this section 1.5 apply to all County Committee positions in which gender is applicable to eligibility.

Section 2. Proxy Voting

Any eligible member of the County Committee who is unable to attend any meeting of the County Committee or any standing committee of the County Committee may vote by proxy in accordance with Article VI, Sections 5.4 through 5.4.3 of these Bylaws. Proxy voting is available at all general meetings, special meetings, the organizational meeting, and standing committee meetings. Proxies shall not be considered in the fulfillment of attendance requirements at any such meeting.

Section 3. Loyalty Oath

Before performing any duty as a member of the County Committee, each member shall file with the Secretary a notarized or witnessed Loyalty Oath in the form prescribed by the FDP.



Section 4. Vacancies and Removal of Members

Section 4.1.1. Automatic Vacancies

Except as otherwise provided by law or the FDP bylaws, when a member accumulates three (3) cumulative unexcused absences in any one (1) calendar year, their office shall be automatically vacant. An absence shall be excused for reasons of illness, business, being out-of-town, or other reasonable cause, provided the member gives prior notification to an officer of the County Committee before the meeting. Attendance by proxy shall not be considered fulfillment of the attendance requirement. Vacancies on a county Democratic Executive Committee shall be filled by action of the county Democratic Executive Committee within sixty (60) days. After a vacancy has existed for sixty (60) days, it may be filled by the State Chair.

Section 4.1.2. Reinstatement

A member whose office became vacant pursuant to Section 4.1.1 may reapply for membership in accordance with Article IV, Section 1.1 of these bylaws.

Section 4.2. Removal For Cause

Except as otherwise provided in these bylaws or the FDP bylaws, any member may be removed from County Committee membership for violating their oath of office. Removal from membership requires a two-thirds (2/3) vote of the entire membership at a regular or special meeting called for that purpose. For purposes of this section, "entire membership" means all members eligible to vote as of the date the notice of the removal meeting is issued. At least ten (10) days' written notice of the proposed removal must be provided to all members and to the individual subject to removal, which notice must state that a removal vote will be taken, identify the person and position at issue, and briefly describe the reasons for removal to be considered. The individual subject to removal must be given a reasonable opportunity to respond before the vote. A member removed pursuant to this section may file a written appeal with the FDP Judicial Council within thirty (30) days of removal.

Section 4.3. Code of Conduct and Grievance Policy

All members and officers of the County Committee shall be subject to the Code of Conduct and Grievance Policy of the Florida Democratic Party, as set forth in Articles IX and X of the Bylaws of the Florida Democratic Party and as amended from time to time. Disputes and grievances arising within the County Committee shall be resolved in accordance with those provisions.

Section 5. Obligations of Members

All members shall have the obligation of promoting the philosophy and interests of the Democratic Party in every manner available to them. It shall be the duty of each and every member, to the best of their ability, to protect the County Committee, its officers and members, and all Democratic candidates against any fraud, misrepresentation, or unethical practices.

ARTICLE V: Officers

The officers of the County Committee shall be elected from among the elected membership of the County



Committee and shall be the County Chair, Vice Chair (who shall not be of the same gender as the County Chair), the two Lead State Committee Members (see section 2.3), Secretary, Treasurer, and Sergeant-at-Arms. No officer shall hold more than one office in the County Committee, nor chair any committee whose chair sits on the Steering Committee. However, any officer, as an elected Precinct Committee Person, shall be eligible to serve as a member of the committee or committees of their choice.

Section 1. General Provisions

Section 1.1. Terms of Office

The County Chair, Vice Chair, Secretary, Treasurer, and Sergeant-at-Arms shall be elected in even-numbered years, and shall serve two-year terms beginning in December of even-numbered years upon their election to office and shall remain in office until the next scheduled election unless otherwise removed from office in accordance with Section 4 of this Article. The term of office of the State Committee Members shall be four years, commencing upon election and ending at midnight before the organizational meeting following the next Presidential election.

Section 1.2. Bonds

The requirement for a bond shall be reviewed by the Steering Committee annually. Bonds for officers if required, will be paid each January by the County Committee.

Section 1.3. Records

Each outgoing officer shall deliver to their respective successor all County Committee records, supplies, and equipment which are the responsibility of the office being vacated within thirty (30) days of the end of their term or the filling of the vacancy in their office.

Section 1.4. Succession

In the event the County Chair is absent, temporarily unable to perform the duties of the office, or the office of County Chair becomes vacant, the powers and duties of the County Chair shall be exercised on an acting basis in the following order: (1) Vice Chair; (2) Secretary; (3) Treasurer. An officer serving as Acting County Chair shall have all powers and responsibilities necessary to conduct the business of the County Committee, except the power of appointment, until the County Chair resumes their duties or the vacancy is filled in accordance with these Bylaws.

Section 1.5. Leave of Absence

Any officer of the County Committee seeking public office may take a leave of absence from their office. Such leave shall commence when the officer opens a campaign account for the public office sought and shall continue for the duration of the campaign. Taking such leave is optional. The vacancy created by a leave of absence shall be filled by the County Committee for the interim period in accordance with Section 5.3 of this Article.

Section 2. Duties and Powers

All officers shall act solely in accordance with the policy and decisions of the County Committee, and



within the provisions of these bylaws.

Section 2.1. County Chair

Section 2.1.1. Duties of the County Chair

The County Chair shall be the chief executive officer of the County Committee. The County Chair or their designee shall be the sole spokesperson of the County Committee.

The County Chair shall preside at all meetings of the County Committee and its Steering Committee and shall report on the state of the Pinellas Democratic Party.

The County Chair shall present a proposed annual budget to the County Committee for adoption within the first sixty (60) days of each calendar year, in accordance with Article XII, Section 1 of these Bylaws. The Chair shall authorize in writing all expenditures of Party funds in accordance with the adopted budget.

Section 2.1.2. Powers of the County Chair

The County Chair shall appoint from among the members of the County Committee chairs of Committees as provided elsewhere in these Bylaws; a Newsletter Editor, supervisor(s) of County Headquarters, and a Parliamentarian who shall serve at the pleasure of the County Chair

Section 2.1.3. Ex Officio Rights and Responsibilities

The County Chair shall be an ex officio member of all Committees of the County Committee, except the Credentials Committee, and of all Democratic clubs within the County. Such membership shall include voting rights, but not the right to hold office, or the obligation to pay any dues, and shall not be counted in determining the presence of a quorum.

Section 2.2. County Vice Chair

Section 2.2.1. Duties of the Vice Chair

The Vice Chair, who shall be of the opposite gender from the Chair, shall assume the duties of the Chair in the absence of the Chair, and shall serve as Acting County Chair on an interim basis if the office of County Chair becomes vacant, until a new Chair is elected in accordance with Section 5.1 of this Article. The Vice Chair shall be responsible for maintaining the membership records of the Committee, based on the information provided by the Credentials Committee, and providing membership information in timely fashion to the Secretary. The Vice Chair shall ensure that the minutes of all meetings are forwarded to the FDP within twenty days of their approval. The Vice Chair shall also ensure that timely notice is given to the membership of all meetings. Notice may be given to members who request it in writing, by reliable electronic communication. The Vice Chair shall keep an orderly record of all resolutions passed by the membership, updating it as needed, so that it reflects at all times the current policy of the County Committee. The Vice Chair shall appoint, subject to approval by the Board, an Administrative Assistant who shall assist the Vice Chair and the Secretary in their duties. The Vice Chair shall forward to the State Chair 1) a complete and updated membership list by January 31st of each year, and 2) any subsequent changes within ten days.



Section 2.3. State Committee Members

Section 2.3.1. State Committee Members Elections

The County Committee is represented on the FDP State Executive Committee by State Committee Members who are elected by the County Committee to a four-year term each presidential election year at the organizational meeting or at a special meeting for this purpose held subsequent to the organizational meeting but no more than seven days after the organizational meeting. The manner of conducting elections for State Committee Members must conform with standards prescribed in these Bylaws Art. VI Elections Sec. 3.3 Election of State Committee Members and Sec. 5. Voting.

Section 2.3.2. State Committee Members Allocation

The number of State Committee Members to be chosen is determined each presidential election year as described in FDP Charter Article II, Section 2, and shall be at least two.

Section 2.3.3. Lead State Committee Members

The first two State Committee Members elected, referred to as the Lead State Committee Members, will also serve as officers on the County Committee, as will anyone elected to replace them if they fail to serve to the end of their term. The Lead State Committee Members shall not be of the same gender.

Section 2.3.4. State Committee Members Eligibility

Eligibility to run for Lead State Committee Member is restricted to elected Precinct Committee Persons and Special-At-Large Members. For State Committee Member positions other than the Lead State Committee Members, County Committee members are eligible to run, and any registered Democrat residing in Pinellas County is eligible to run provided that they have submitted a Loyalty Oath in the form prescribed by the FDP and have submitted an application to join the County Committee. A State Committee Member must be a County Committee voting member.

Section 2.3.5. Duties of the State Committee Members

The State Committee Members shall represent the interests of the County Committee at all meetings of the State Committee, in accordance with the instructions of the County Committee and/or the County Steering Committee.

The Lead State Committee Members shall report to the membership in writing each month on all substantive matters which have occurred in the FDP during the previous months, and which are expected to occur in the following months.

State Committee Members are to attend meetings of the Florida Democratic State Executive Committee and any other state party committees on which they serve and to represent the county's Democratic voters on matters before the state party. Lead State Committee Members of different genders shall serve as liaison between the county DEC and the clubs; serve as members of the State Executive Committee and county Steering Committee; serve as members of the county DEC Campaign Committee and members of other committees as designated by the DEC Bylaws.



The Lead State Committee Members shall notify the County Chair, the Chair of the Rules and Bylaws Committee, and the Parliamentarian, and provide a written copy, of any changes or additions to the FDP Charter, Bylaws, rules, or regulations, and shall do likewise with reference to any rules published in connection with any event over which the FDP has jurisdiction, in which the County Committee may be involved.

Section 2.3.6. Ex Officio Rights of the State Committee Members

The two Lead State Committee Members shall be ex officio members of the Campaign Planning Committee.

Section 2.4. Secretary

Section 2.4.1. Duties of the Secretary

The Secretary shall keep an accurate and permanent record of the proceedings of all meetings of the County Committee and its Steering Committee. A synopsis of each record shall be made available at any general meeting which may occur after a Committee meeting. A copy of the approved meeting and Committee minutes shall be forwarded to the FDP within twenty (20) days of the minute's approval. The Secretary shall be responsible for handling the correspondence of the County Committee.

Section 2.5. Treasurer

Section 2.5.1. Duties of the Treasurer

The Treasurer shall deposit any and all County Committee funds in federally insured account(s) at financial institution(s) approved annually by a majority vote of the Steering Committee at its January meeting.

An accurate and permanent record shall be kept of all receipts and disbursements, and a current financial report shall be submitted at each Steering Committee and Membership meeting.

Section 2.5.2. Ex Officio Rights of the Treasurer

The Treasurer shall be an ex officio member of any committee or task force that is authorized to engage in fund-raising for the County Committee.

Section 2.6. Sergeant-at-Arms

Section 2.6.1. Duties of the Sergeant-at-Arms

The Sergeant-at-Arms shall ensure that the meeting place of the County Committee membership or Steering Committee is adequate to the needs of the meeting, and accessible to the handicapped. The Sergeant-at Arms shall ensure that the order required for deliberative discussion is maintained at all such meetings.

Section 3. Resignation of Officers

An officer may resign by submitting to the County Chair or Secretary a statement in writing of their intent to resign, stating whether effective immediately upon acceptance or for a future date, and if not stated,



effective immediately upon acceptance. The officer resigning shall forthwith submit to their successor all official records which he or she is charged by the Bylaws to maintain. The County Chair or Secretary shall acknowledge in writing the statement of the resigning officer, and the resignation shall be effective as of the date stated in the acknowledgment.

Section 4. Removal of Officers

Officers may be removed from office for violation of their oath of office, violation of the provisions of these Bylaws, including failure to perform their duties, and conviction of a felony. Officers may be removed from office for violation of their oath of office, violation of the provisions of these Bylaws, including failure to perform their duties, or conviction of a felony. Removal from office requires a two-thirds (2/3) vote of the entire membership at a regular or special meeting called for that purpose. For purposes of this section, "entire membership" means all members eligible to vote as of the date the notice of the removal meeting is issued. At least ten (10) days' written notice of the proposed removal must be provided to all members and to the officer subject to removal, which notice must state that a removal vote will be taken, identify the person and office at issue, and briefly describe the reasons for removal to be considered. The officer subject to removal must be given a reasonable opportunity to respond before the vote. An officer removed pursuant to this section may file a written appeal with the FDP Judicial Council within thirty (30) days of removal. The removal remains in effect during any appeal unless the Judicial Council orders otherwise.

Section 5. Vacancies

Section 5.1.

When the office of the County Chair becomes vacant, the Vice Chair shall temporarily assume the duties of that office, and send notice of the vacancy to the State Chair, within ten (10) calendar days, by certified mail or email. Within forty-five (45) days of the occurrence of the vacancy, a meeting shall be held, upon written notice to the members of at least fifteen (15) calendar days, and the vacancy filled by the election of a new County Chair. During the period from the time the County Chair position is declared vacant until a new County Chair is elected, no membership vacancies on the County Committee shall be filled. If a vacancy in the office of County Chair is filled by a person of the same gender as the Vice Chair, the requirement that the County Chair and Vice Chair be of different genders shall be waived for the unexpired term.

Section 5.2.

A vacancy in the office of State Committee Member or Lead State Committee Member shall be filled by the DEC by election within thirty (30) days of the creation of the vacancy. Notice of the vacancy and the election meeting shall be provided to all members at least ten (10) days in advance. If the DEC fails to act within thirty (30) days, the State Chair may fill the vacancy by appointing a Democrat residing within the County, with priority consideration given to elected Precinct Committee Persons.

Section 5.3.

A vacancy in any other office must be filled within forty-five (45) days by a qualified County Committee member for the unexpired term. A meeting to fill the vacancy shall be held within the forty-five (45) day period. Written notice of the meeting shall be provided to all members at least fifteen (15) days in



advance. Notice of the vacancy shall be sent in writing, by certified mail or email, to the State Chair within ten (10) days of the vacancy.

ARTICLE VI: Elections

Section 1. Schedule of Elections

Section 1.1.

The election of officers shall take place in December of each Presidential election year, at the organizational meeting.

Section 1.2.

The term of office for elected officers, other than the State Committee Members, being two years, an election of all other officers shall also be scheduled in December of even-numbered non-presidential election years.

Section 1.3.

Election of Delegates to Conventions. Election of delegates to State and National Conventions shall be governed by FDP rules. Whenever possible, the election of delegates shall be held at a regularly scheduled meeting of the County Committee.

Section 2. Eligibility of Voters

Section 2.1.

The Credentials Committee shall have sole authority to determine eligibility of members to vote, in accordance with the provisions of these bylaws.

Section 2.2.

All members elected as provided in the Florida Statutes whose four-year term of office begins on December 1st of a Presidential election year are eligible to vote in all elections, unless they have been removed from office as provided for in these bylaws.

Section 2.3.

Automatic members who are elected public officials shall be eligible to vote in all elections.

Section 2.4.

Other categories of membership (including elected to fill vacancies, Special At-Large, and Appointed) shall be eligible to vote in elections subject to the provisions of Article IV Membership. Notwithstanding the foregoing, Appointed members shall not vote for officers at the organizational meeting, in accordance with Article V, Section 4.1 of the Bylaws of the Florida Democratic Party. Appointed members shall retain full voting privileges for any office that becomes vacant during the term.



Section 3. Order of Elections

Section 3.1. Organizational Meeting & Election of Officers

The organizational meeting shall be held within thirty (30) days in the month of December, following each presidential general election, for the purpose of electing officers and State Committee Members.

The order of the organizational meeting shall be as set forth in the FDP bylaws, and be in conformity with any provisions of the Florida Statutes. A copy of the relevant portions of the FDP Bylaws and State Statutes shall be included in the notice sent to all those entitled to vote at the organizational meeting.

In non-presidential election years, following the gubernatorial general election, a meeting to elect officers, in accordance with Section 3.2 of this Article, shall occur within thirty (30) days during the month of December.

Section 3.2. Election of Officers

The order of the election of officers in non-presidential election years shall be: 1) County Chair 2) Vice Chair, who shall be of the opposite gender from the County Chair 3) Secretary 4) Treasurer 5) Sergeant-at-Arms.

Section 3.3. Election of State Committee Members

Section 3.3.1.

State Committee Members will be elected at the organizational meeting in presidential election years or at a special meeting up to seven days after the organizational meeting.

Section 3.3.2.

The State Committee Members shall be equally divided between men and women (determined by gender self-identification), but where this is not practicable the variance shall not be greater than one. Gender non-binary committee members shall not be counted as either male or female, and the remainder of the State Committee Member positions shall be equally divided between male and female (or at most differ by one).

Section 3.3.3.

Preceding the State Committee Member elections, County Committee members will be reminded that it is FDP and County Committee policy to achieve diversity and inclusion, particularly of historically underrepresented groups, and that diversity goals should be considered when voting. The set of specific goals, based on Pinellas County demographics, developed by the FDP and County Committee Diversity and Inclusion Committees should be made available to members of the County Committee for consideration prior to the State Committee Member elections, though these goals may in no event be accomplished directly or indirectly by the use or imposition of quotas.



Section 4. Nominations

Section 4.1.

Any person nominated for any County Committee office must be qualified to hold that position, and agree to serve if elected.

Section 4.2.

Nominations shall be made from the floor.

Section 4.3.

A nomination must be made by a member of the County Committee, and seconded by two (2) other members of the County Committee. Nominating and seconding speeches for any candidate shall not exceed a total time of five (5) minutes, said five minutes to be shared as the candidate may wish. The secretary shall serve as the official timekeeper in implementation of the foregoing provision.

Section 5. Voting

The following rules shall apply to all County Committee elections.

Section 5.1.

A majority vote is required for election to office.

Section 5.2.

If there is more than one candidate for a given office, voting shall be by written ballot. Ballots are not secret. Each ballot must have the printed and signed name of the voter to be valid.

Section 5.3.

If there is only one candidate for any given office, the County Chair shall instruct the Secretary to cast a single ballot for that candidate on behalf of the voting membership.

Section 5.4. Proxy Voting

Any eligible member of the County Committee who is unable to attend any meeting of the County Committee or any standing committee of the County Committee may vote by proxy. Sections 5.4.1 through 5.4.3 apply uniformly to all such meetings.

Section 5.4.1.

All proxies must be submitted before the beginning of the meeting at which they are to be exercised. At County Committee meetings, the holder shall submit a written notice to the County Chair or their designee. At standing committee meetings, the holder shall submit a written notice to the chair of the applicable standing committee. Any proxy that is incomplete in any way shall be returned to the member who issued it, and that member shall be notified immediately by phone or electronically that the proxy is



incomplete.

Section 5.4.2.

A holder of any proxy must be a registered Democrat. An elected member of the County Committee shall designate another DEC member or, in the alternative, a Democrat residing in the same precinct as said elected member. An automatic or Appointed member of the County Committee shall designate a Democrat residing in Pinellas County. These designation rules apply at all County Committee meetings and at all standing committee meetings.

Section 5.4.3.

A proxy shall be in a form substantially the same as the form prescribed by the Florida Democratic Party, as set forth in the Bylaws of the Florida Democratic Party, Attachment 1. This form requirement applies at all County Committee meetings and standing committee meetings. A qualified elector may only possess one (1) proxy vote.

Section 6. Retention of Records

Section 6.1.

The Secretary shall retain all reports and records of an election for forty (40) working days following the election or, in the event of a challenge to the results of the election, until such dispute is resolved, unless as otherwise provided in these Bylaws.

Section 7. Right of Challenge

Section 7.1.

Any member of the County Committee may challenge the results of an election by filing a grievance in accordance with Articles X of the Bylaws of the Florida Democratic Party.

ARTICLE VII: Steering Committee

Section 1.

The Steering Committee shall act for the County Committee between regular meetings of the Committee that are not inconsistent with applicable law, the Charter and Bylaws of the Florida Democratic Party, and the County Committee's bylaws and adopted policies, consistent with the function of the Steering Committee described in Article V, Section 5.1.2 of the Bylaws of the Florida Democratic Party. The Committee shall make recommendations to the membership about matters presented for its consideration.

Section 2. Quorum Requirements

Twenty-five percent (25%) of the members of the Steering Committee shall constitute a quorum. Proxies may not account for more than fifteen percent (15%) of those counted in the quorum.



Section 3. Membership

Section 3.1. Voting Members

The voting members of the Steering Committee shall consist of the officers of the County Committee, the District Chairs, the Chair of the Campaign Planning Committee, the Chair of the Outreach Committee, the Chair of the Credentials Committee, the Chair of the Finance Committee, the Chair of the Bylaws Committee, the Parliamentarian, three (3) members appointed by the County Chair, and one (1) representative elected by and from the Club Presidents' Committee, and the immediate past County Chair, if they remain a County Committee elected member.

Section 3.2. Removal of a Member

Removal of any member shall follow due process. Article IV, Section 4.2.

Section 4. Voting

No member of the Steering Committee shall have more than one (1) vote.

Section 5. Meetings

The Steering Committee shall meet at least seven (7) working days and not more than fourteen (14) working days before each general membership meeting, and at other appropriate times at the call of the County Chair.

ARTICLE VIII: Meetings

Section 1. General Provisions

Section 1.1.

All meetings of the County Committee shall be open to the public and shall be held in facilities accessible to those with disabilities.

Section 1.2.

Speeches during debate shall be limited to two (2) minutes per speaker.

Section 2. Quorum

Twenty-five (25%) percent of the membership of the County Committee, excluding automatic members, shall constitute a quorum. Proxies shall not account for more than fifteen percent (15%) of the number used in computing the quorum. This proxy quorum limitation applies at all general meetings and special meetings of the County Committee. The same limitation — that proxies may not account for more than fifteen percent (15%) in computing a quorum — applies at meetings of the County Committee's standing committees, consistent with Article I, Section 1.2.6 of the Bylaws of the Florida Democratic Party.



Section 3. Number

The County Committee shall hold a minimum of four (4) meetings per calendar year. Notice of each meeting of the County Committee shall be given to each member of the Committee at least ten (10) days prior to the meeting stating the date, time, and place of the meeting.

Section 4. Special Meetings

A special meeting may be called by the County Chair at any time and for any purpose. The County Chair is required to call a special meeting upon a request by signed petition of at least thirty percent (30%) of the total membership of the County Committee, excluding Automatic members of the County Committee. Such a meeting shall be held within twenty (20) days of receipt of the petition. Written notice of the time, date, place, and purpose of such special meeting shall be given to all members at least fourteen (14) calendar days prior to the meeting called by petition. The petition shall state the specific purpose for the required meeting. Business at a special meeting called by petition shall be limited to the purpose or purposes stated in the petition.

Section 4.1.

If the County Committee fails to hold a meeting at which a quorum is present for six (6) consecutive months, the State Chair may direct the Congressional District Chair(s) or Vice Chair(s) to convene a reorganization meeting of the County Committee.

ARTICLE IX: District Organization

Section 1. General provisions

Section 1.1.

Districts shall correspond to the boundaries within the county of State House of Representative Districts.

Section 1.2. Membership

All County Committee members who are residents of a District are members of the District Organization.

Section 1.3. Meetings

Each District Organization shall meet at least once each calendar quarter at the call of its Chair.

Section 1.4. Responsibilities

Each District Organization shall, within its District, implement the policies of the County Committee, strengthen the precinct organization, and carry out campaign activities within the parameters of the Campaign plan developed by the Campaign Planning Committee.



Section 2. Organization

Section 2.1. Elections

Each District Organization shall elect, in January of odd-numbered years, a Chair, a Vice Chair, and a Secretary. Associate members are ineligible to serve as Chair or Vice Chair. Their terms shall expire after two (2) years, except expiring prior to Presidential election year organizational meetings pursuant to FDP Charter and Bylaws.

Section 2.1.1. Vacancies

Should a vacancy occur in the District Leadership, it shall be filled within thirty (30) days, by a special election upon ten (10) working days notice to the members of the District Organization.

Section 2.2. Duties of District Leaders

Section 2.2.1. Duties of the District Chair

The Chair shall ensure that all District Organization responsibilities are met within the District and shall preside at all meetings of the District Organization.

Section 2.2.2. Duties of the District Vice Chair

The Vice Chair shall assume the duties of the Chair in the absence of the Chair, or, should that office become vacant, until an election is held to fill the vacancy. The Vice Chair shall ensure that the voter records of the District are current at all times.

Section 2.2.3. Duties of the District Secretary

The Secretary shall keep a permanent record of the meetings of the District organization.

ARTICLE X: Committees

Preamble

Every committee shall make a good faith effort to reflect the diversity of the membership of the County Committee.

Section 1. General Provisions

Section 1.1.

All Committee Chairs must be members of the County Committee before being elected or appointed as a committee chair.

Section 1.2.

No committees shall be established whose duties conflict with or duplicate the activities of the Standing



Committees.

Section 1.3.

There shall be the following Standing Committees: Rules and Bylaws, Credentials, Finance, Club Presidents, Issues, Diversity and Inclusion, and Digital Services. Such other committees as may be recommended and approved by the Steering Committee shall be established as needed, with the motion establishing the committee also specifying its purpose, duration, membership, and reporting requirements.

Section 1.4. Quorum Requirements

The quorum for any committee shall be twenty five percent (25%) of its members. Proxies may not account for more than fifteen percent (15%) of the members counted in computing a quorum at any standing committee meeting.

Section 1.5. Annual Reports

Each Standing Committee shall submit a written report covering the previous year's activities to the November meeting of the Steering Committee.

Section 1.6. Committee Access

Any Committee Chair may request - and shall be given - time on the agenda of the general membership meeting or the Steering Committee meeting, provided that such a request shall have been made at least 24 hours before the scheduled beginning of the meeting in question. Such request may be made to any member of the Steering Committee.

Section 2. Committee Functions

Section 2.1. Rules and Bylaws Committee

Section 2.1.1. Membership

The Chair shall be appointed by the County Chair. The Parliamentarian shall be a member of this Committee, as shall one County Committee member selected by the Club Presidents Committee to represent the interests of Democratic clubs. Each House District Organization will elect one member of this committee from among its County Committee members.

Section 2.1.2. Meetings

The Committee shall meet at least annually at the call of the Chair, and as needed when an amendment to the Bylaws or a change to the Rules is directed by the County Committee in the form of a resolution.

Section 2.1.3. Duties

The Committee shall keep a current copy of these Bylaws, and any Rules which are established by the County Committee, ensuring that there is no conflict between the two or between these Bylaws and Florida Statutes, the FDP Charter or the FDP Bylaws. The Committee shall develop Rules as needed for the County Committee, except for Rules reserved to the jurisdiction of the Credentials Committee, and



propose them for approval by the County Committee.

The Committee may from time to time, or as directed by the County Committee, propose to the membership changes to the Rules or Bylaws of the County Committee.

Section 2.1.4. Powers

Should an ambiguity arise in these Bylaws, this Committee shall decide by majority vote the exact meaning of the ambiguous passage in accordance with the provisions of the Parliamentary authority, and shall propose forthwith an amendment to these Bylaws which will remove the ambiguity. The Committee may issue an impact statement and/or a recommendation for or against any proposed change to the Rules or Bylaws.

Section 2.2. Credentials Committee

Section 2.2.1. Membership

The members of the Committee shall be two (2) members of the Rules and Bylaws Committee (the Bylaws Committee Chair and one appointed by the Bylaws Chair), the County Vice Chair, the County Secretary, the immediate past County Chair, and two persons elected annually at the January meeting from among County Committee members who are not officers per Article V Officers. The members shall elect a Chair, who shall be a member of the Steering Committee.

Section 2.2.2. Meetings

The Committee shall meet prior to each general membership meeting for the purpose of updating the membership rolls and reviewing any pending vacancy applications and reinstatement applications in accordance with Section 2.2.3 below. The Committee shall meet within ten working days prior to an election, other than the elections at the organizational meeting, in order to develop the rules of procedure for the election in accordance with these Bylaws, the provisions of the County Committee's Standing Rules, and its parliamentary authority.

Section 2.2.3. Duties

The Credentials Committee shall report to the County Chair and the Sergeant-at-Arms at the beginning of each meeting the names of current members. Prior to any election (other than those held at the organizational meeting), the Committee shall certify the list of those eligible to vote in that election, and provide a copy of the certified list to the County Chair and the Secretary.

The Committee shall review all vacancy applications submitted pursuant to Article IV, Section 1.1 of these Bylaws. The Committee's review is limited to verifying eligibility requirements. At the general meeting, the Committee shall present to the County Committee a written report identifying all applicants for each vacant precinct. The County Committee shall vote to approve or reject that applicant.

In cases of reinstatement, the Committee shall review applications submitted pursuant to Article IV, Section 4.1.2 of these Bylaws. The Committee's review is limited to verifying that the applicant remains a registered Democrat and still resides within the applicable precinct. The Committee shall report its eligibility findings to the County Committee at the general meeting at which the reinstatement application



is to be considered.

Section 2.2.4. Powers

The committee shall receive and review applications to fill vacant precincts and forward eligible applications directly to the County Committee for a vote.

At each election (except those held at the organizational meeting), the Credentials Committee shall present to the members the format for the election and the rules for conducting it and shall be the sole judge of the members eligibility to vote.

Section 2.3. Campaign Planning Committee (if appointed)

The Campaign Planning Committee shall develop and execute the County Committee campaign plan in general election years. The Committee shall be responsible for the recruitment of candidates within Pinellas County.

Section 2.3.1. Membership

The Chair of the Campaign Committee shall be appointed by the County Chair, shall be a member of the Steering Committee, and shall choose the members of the Campaign Committee from among the members of the County Committee. The two (2) Lead State Committee Members shall be ex officio members of the Committee. The Committee may have Associate members, who shall not be counted in determining the presence of a quorum.

Section 2.3.2. Meetings

The Committee shall meet at the call of the Chair. The Chair shall have sole discretion as to who, other than the members of the Committee, shall attend the Committee meetings.

Section 2.4. Outreach Committee (if appointed)

The Outreach Committee shall maintain contact between the County Committee, other elements of the County Committee, and the larger community of Pinellas County and its various political entities, and shall develop in January of each year a coordinated plan for the activities of its members' Committees.

Section 2.4.1. Membership

The members of the Outreach Committee shall be the Chairs of the District Organization, Public Relations, Issues, and Diversity and Inclusion. The County Chair shall appoint a Chair of the Committee who shall not be one of the above members, and who shall be a member of the Steering Committee.

Section 2.4.2. Meetings

The Committee shall meet at least once each calendar quarter at the call of the Chair.

Section 2.5. Administrative Committee (if needed)



The Administrative Committee shall oversee the internal affairs of the County Committee.

Section 2.5.1. Membership

The members of the Committee shall be the Vice Chair, who shall chair the Committee, the Secretary, the Administrative Assistant, the supervisor(s) of County Committee Headquarters(s), the Newsletter Editor, and a representative from the Club Presidents' Committee.

Section 2.5.2. Meetings

The Committee shall meet in the first month of each quarter at the call of the committee Chair, and shall report to the membership at the next monthly meeting on the matters within its purview.

Section 2.6. Finance Committee

The Treasurer may appoint the Chair of the Finance Committee, and choose its members from among the County Committee, provided that at least half the members shall be members of the County Committee.

Section 2.6.1. Duties

The Committee shall develop, in each odd-numbered year, a financial plan for the County Committee for the ensuing two years, which shall be the basis for the annual budget. The biennial financial plan shall be presented to the County Chair in October of each odd-numbered year and shall serve as the basis from which the Chair prepares the proposed annual budget required under Article XII, Section 1 of these Bylaws.

Section 2.6.2. Powers

The Committee shall provide oversight for any other committee involved in fundraising, and shall coordinate all fundraising and other financial activities by entities under the jurisdiction of the County Committee.

Section 2.7. District Chairs Organization Committee

The District Chairs Organization Committee shall consist of the District Chairs, who shall elect the Chair of the Committee.

Section 2.7.1. Duties

The Committee shall help train new Precinct Committee Persons in the District, and work to recruit Precinct Committee Persons.

Section 2.8. Club Presidents' Committee

The Club Presidents' Committee shall consist of the Presidents or Chairs of all duly chartered Democratic clubs within Pinellas County without regard to the origin of their charters. The members shall elect the Chair of the Committee.



Section 2.8.1. Duties

The Committee shall ensure that club activities implement the objectives of the County Committee, and shall coordinate the activities of the clubs so as to achieve maximum use of their resources.

Section 2.9. Issues Committee

The Issues Committee shall consist of members chosen by its Chair from the County Committee, at least half of whom shall be members of the County Committee and who shall include, where possible, representatives from the major political subdivisions in the County. The Chair shall be appointed by the county chair.

Section 2.9.1. Duties

The Issues Committee shall track those issues that affect Pinellas County (and the political entities that lie within its boundaries) on the local, state, and national level. The Committee shall then develop a plan for appropriate action on those issues which are of primary interest to the County Committee.

Section 2.10. Public Relations Committee

The Public Relations Committee shall be chosen by the County Chair in consultation with the Executive Board. Members chosen by the County Chair shall elect from their number the Chair of the PR Committee.
Article V Section 2.1.1

Section 2.10.1. Duties

The Public Relations Committee shall oversee the development of and maintain a current list of all media contacts available to the County Committee, including those in Pinellas and neighboring counties as well as state and national contacts. The Committee shall maintain a list of those civic groups in the County which invite speakers to their meetings, shall develop a list of trained speakers within the County Committee, and shall ensure that all appropriate civic groups are informed that speakers are available from the County Committee. The Committee shall develop a plan, to be submitted to the Steering Committee each March, to ensure that the objectives and activities of the County Committee are reported regularly in the local media and shared with local civic groups.

Section 2.11. Diversity and Inclusion Committee

The Chair of this Committee shall choose its members from among the County Committee, provided that at least one quarter of the members shall be members of the County Committee. The County Chair shall appoint the Committee Chair.

Section 2.11.1. Duties

The Diversity and Inclusion Committee works to diversify the membership of the County Committee including by educating members about practices that may be deterring participation, recruiting members of underrepresented groups, and cultivating and encouraging leadership among underrepresented groups. Per FDP Bylaws Article V section 5.1.1, no later than April 1 of the year following each gubernatorial election, the Diversity and Inclusion Committee shall submit a report describing the current demographic



composition of the County Committee and of its State Committee Members, along with a diversity outreach and inclusion program with specific goals and timetables based on the Pinellas County Democratic electorate. The County Committee shall adopt a diversity outreach and inclusion program no later than June 1 of the year following each gubernatorial election, in accordance with FDP Bylaws Article V, Section 5.2.

Section 2.12. Certification Committee (if appointed)

The Certification Committee shall consist of the County Chair and two State Committee Members, selected by the County Committee State Committee Members. Should one (1) person hold two (2) of those offices, the Vice Chair of the County Committee shall serve as a member of the Certification Committee. With at least two (2) of the required Certification Committee members signing the application, a recommendation to approve or reject a charter application shall be submitted to the full County Committee for ratification. The Committee shall assist new clubs in obtaining charter certification from the FDP, and shall ensure that all existing clubs meet re-certification requirements in a timely fashion.

Section 2.13. Digital Services Committee

Section 2.13.1. Membership

The Digital Services Committee shall consist of not more than thirteen (13) persons. Each District Chair may appoint one (1) member, though that person need not be a member from that District Chair's district. Five (5) other members may be suggested for the committee by any member of the Steering Committee. The County Chair will appoint a person to serve as committee chair. All appointees shall be approved by the Steering Committee, and shall serve at the pleasure of the Steering Committee. All committee members, including the Chair, must be County Committee members prior to appointment to this committee.

Section 2.13.2. Duties

The Digital Services committee will evaluate, suggest, and manage all digital services used for internal County Committee coordination, campaign activities, and voter services. The committee will also be responsible for defining policies for the usage of digital services, which must be presented to the Steering Committee for ratification by majority vote. The Digital services committee will actively safeguard County Committee and member data. In the event that a threat to the security of data in possession of the County Committee is identified the Digital Services Committee Chair or designee will take measures to maintain the security of that data with urgency and report such actions to the County Committee Vice Chair and/or Administrative Committee Chair within 24 hours.

ARTICLE XI: Clubs

Section 1. General Provisions

Pinellas County Democratic clubs come under the jurisdiction of the County Committee and shall be chartered by the FDP in the manner prescribed in FDP Bylaws. Charters must be renewed in July of each odd-numbered year, as provided in the FDP Bylaws.



Section 1.1. Charter Recertification

In July of every odd-numbered year, Democratic clubs shall submit an application for a Certificate of Compliance to the Certification Committee. The Certification Committee shall review the application and current club bylaws and shall issue a Certificate of Compliance unless it determines the club violates the Charter and Bylaws of the Florida Democratic Party, Florida Statutes, or these Bylaws. If a club is determined to be in violation, it shall be notified and shall have sixty (60) days from receipt of notification to correct the violation(s). If the violation(s) are not corrected within that period, the Certification Committee may recommend the revocation of the club's charter to the full County Committee.

Section 2. Finances

Section 2.1. Annual Audit

An audit shall be made each January of each entity's financial condition, and a copy of the audit forwarded forthwith to the County Treasurer.

Section 2.2. Annual Assessment

In January of each year, clubs shall pay an annual assessment to the County Committee, based on membership as of December 31 of the preceding year, in accordance with the schedule outlined in Article VI, Section 2.5 of the Bylaws of the Florida Democratic Party. Eighty percent (80%) of such contributions shall remain with the County Committee, and twenty percent (20%) shall be remitted to the Florida Democratic Party no later than April 1 of that year.

Section 2.3. Fundraising

All clubs shall advise the Finance Committee Chair of the date, time, and place of proposed fundraising activities in order to avoid conflict with other Democratic fundraising activities.

Section 2.4. Expenditures

Club funds may be expended only for club expenses or for lawful Democratic political purposes. Democratic clubs spending funds in general elections shall do so only within the parameters of the campaign plan developed by the Campaign Planning Committee and Florida Statutes.

Section 2.5. Dissolution

Upon dissolution of a club, it shall pay its debts and remit, within thirty (30) days, any remaining assets and funds to the County Committee, which shall become the sole proprietor thereof.

ARTICLE XII: Finances

Section 1. Annual Budget

The County Committee shall adopt an annual budget by majority vote at a properly noticed meeting within the first sixty (60) days of each calendar year. The adopted budget is the sole authorization to spend Party



funds; all spending must match the purposes and amounts in the adopted budget.

Any amendment to the budget, including new items, transfers between line items, or increases or decreases, must be approved by a majority vote of the County Committee at a properly noticed meeting before any funds subject to the amendment are committed or spent.

No officer, County Committee member, staff member, or agent of the County Committee may incur an obligation not covered by the adopted budget. The Treasurer shall provide an up-to-date financial report at each meeting of the County Committee.

Section 1.1. Authorization

The County Chair shall authorize, in writing, the expenditure of all funds consistent with the provisions of the budget as approved. The County Chair and Treasurer are jointly responsible for ensuring that funds are used only for proper Party purposes and that complete and accurate financial records and required reports are maintained.

Section 1.2. Signatures

Checks disbursing County Committee funds which exceed \$2,500.00 require two (2) signatures and the County Chair and the County Treasurer are authorized signers.

Section 2. Reserve Fund

Each January and at other times as appropriate, the members shall decide on the amount required for a reserve fund, if a fund is established.

Section 3. Salary and Contract Prohibition

No member of the County Committee shall receive a salary. No member of the County Committee shall hold a contractual agreement with the County Committee without the approval of the membership.

Section 4. Reimbursements

The County Committee may reimburse its members for reasonable and documented expenses incurred on behalf of the County Committee, provided that such reimbursements:

- (a) are authorized in advance by the County Chair;
- (b) are expressly provided for within an approved line item in the County Committee's annual budget; and
- (c) are supported by appropriate receipts and documentation.

If the County Committee elects to reimburse mileage, it shall be reimbursed at no more than the then-current IRS standard business mileage rate and must be supported by appropriate documentation.

Section 4.1. State Committee Member Travel Reimbursement

The County Committee may reimburse its State Committee Members for actual travel expenses incurred to



attend regular or special meetings of the State Executive Committee or the State Central Committee, when the meeting location is more than fifty (50) miles in each direction from the member's home, provided that any such reimbursement complies with the authorization and documentation requirements of these bylaws. Nothing in this section shall be construed to require the County Committee to reimburse such travel expenses.

Section 5. Audits

Section 5.1. Annual Audit

There shall be an annual audit of the financial condition of the County Committee for the period ending December 31. The audit shall be conducted by a qualified person, not a member of the County Committee, who shall be appointed by the County Chair with the approval of the Steering Committee. A copy of the annual audit shall be filed with the County Supervisor of Elections and the FDP prior to April 1 of the ensuing year.

Section 5.2. Special Audit

When the office of the Treasurer becomes vacant, a similar audit shall be conducted within sixty (60) days.

Section 6. Debts

The County Committee shall not be responsible for, and is prohibited from, assuming the debts of any candidate, group, club, or other organization, except for those that are totally within the jurisdiction of the Committee.

Section 7. Assessment Fees and Endorsement Forfeiture

If the County Committee receives Party assessment fees, it shall submit a campaign plan detailing the proposed expenditure of such fees to the State Chair for approval. If the County Committee endorses, or intends to endorse, certify, screen, or otherwise recommend one (1) or more candidates for nomination, it shall forfeit all Party assessment fees that would otherwise be returned to the County Committee, in accordance with Article V, Section 7 of the Bylaws of the Florida Democratic Party.

ARTICLE XIII: Endorsement of Candidates

The endorsement of candidates in Primary elections is prohibited to the County Committee, the Chair of the County Committee, and all groups within its jurisdiction, except as otherwise provided by the FDP Bylaws.

ARTICLE XIV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the County Committee in all cases not covered by these bylaws or such standing rules as may be developed and approved by the Committee.



ARTICLE XV: Amendment of Bylaws

Section 1. General Provisions

These Bylaws may be amended at any regular meeting of the County Committee by a 2/3 vote of those in attendance who are eligible to vote, provided that notice shall have been given both at the previous meeting and in writing to all members at least 14 days before the date of the scheduled vote.

Section 2. Amendment Process

Only amendments which have been processed by the Rules and Bylaws Committee may be advanced for approval. The County Committee shall approve or disapprove any proposed amendment without amendment thereto. The County Committee or the Steering Committee may, in the form of a resolution, direct the Rules and Bylaws Committee to develop amendment language to implement the intent indicated in the resolution.