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# MONTGOMERY COUNTY DEMOCRATIC PARTY

## Policies and Procedures Manual

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# I. About the Policies and Procedures

## A. Purpose

1. The purpose of the Montgomery County Democratic Party is to support the [Mission of the Tennessee Democratic Party](#) which is

*“The Tennessee Democratic Party will advance the values expressed in our party platform, helping to elect Democrats at every level of government and supporting legislation that improves the lives of all Tennesseans. We achieve this through voter registration, statewide organizing, resource development, and coordinated messaging.”*

2. The Montgomery County Democratic Party shares the [Vision of the Tennessee Democratic Party](#) which is

*“The Tennessee Democratic Party works to elect Democratic candidates committed to improving the lives of all Tennesseans through a platform that empowers the people.”*

## B. Enforcement

1. The Policies and Procedures set forth in this document shall be the guiding document for day to day activities of the Montgomery County Democratic Party and its members.
2. All officers, committees, and members are expected to follow the policies and procedures when reasonably possible.
3. In addition to the Bylaws of the MCDP [Link to MCDP Bylaws] and the Policies and Procedures, all officers, committees, and members are expected to comply with the Code of Conduct established by the Tennessee Democratic Party found in Article XVI of the [TNDP Bylaws](#).
4. Should any section of these Policies and Procedures conflict with the Bylaws, the Bylaws shall supersede the Policies and Procedures in every situation.
5. Clear and consistent violations of these Policies and Procedures by an officer or member may be cited in the discretionary sanctions or expulsions considered by the Executive Committee under Article IV, Section 7, Subsection B, Paragraph 3 of the Bylaws.

## C. Amendment

1. The Executive Committee may amend these Policies and Procedures by simple majority at any time.

## D. Access

1. The Bylaws, Policies and Procedures, and the TNDP Code of Conduct shall be stored in the office and accessible to all members and digital copies shall be linked on the website.

## **II. Meeting Procedures**

### **A. Meetings**

1. Committees shall meet monthly or more on a set day and time. All meetings need to be hybrid in-person and virtual.
2. Regular meeting times for committees other than the Executive Committee may be set by the chair of each committee and recorded within this section without further approval.
3. The Executive Committee shall meet every 4th Tuesday of the month at 6:00 PM.
4. The Officer Team shall meet every 3rd Tuesday of the Month at 6:30 PM.

### **B. Conduct**

1. Members of the party are expected to foster an atmosphere of creativity and respect in all meetings of the party.
2. Members will refrain from disruptive behavior and coarse or disrespectful language while conducting party business.

### **C. Electronic Meetings**

1. Members shall receive an email at least 7 days before the electronic meeting with the time of the meeting, the URL or phone number for the meeting, and an adequate description of how to participate in the electronic meeting.
2. The meeting may be held by means of a tele-conference call or internet video live call so that all persons participating in the meeting can hear each other.
3. Participation in the electronic meeting shall constitute the person's presence at the meeting.
4. Members must identify themselves in the meeting.

### **III. The Executive Committee**

#### **A. Ex-Officio Members**

1. At the discretion of the Executive Committee, one ex-officio member representative from the TN Federation of Democratic Women's Club, the TN Young Democrats, the TN College Democrats Chapters and official county caucuses approved by the Executive Committee may be added to the Executive Committee with full voting privileges.
2. No group or caucus may submit an ex-officio representative that currently holds a voting seat on the Executive Committee. No one person may hold concurrent voting seats on the Executive Committee.
3. Any group or caucus seeking representation on the Executive Committee must submit the minutes of their previous meeting designating a representative who is a bona fide member of the Democratic Party along with a membership list containing at least 5 members.

#### **B. Official County Caucuses**

1. In order to promote the Democratic Party within specific communities and for the Party to serve a more diverse electorate, official county caucuses may be formed.
2. Caucuses must:
  - a) Have a public event open to the community no less than once a year;
  - b) Gather no fewer than 5 members interested in supporting the caucus;
  - c) Select a leader to host its meetings and plan its activities;
  - d) Having met the above criteria the caucus will be presented by the Vice Chair for Political Affairs to the Executive Committee for approval.
3. No Caucus may be formed that does not support the Democratic Party, and any caucus that ceases to support the Democratic Party shall be disbanded by the Executive Committee.

#### **C. Absences**

1. Should an Executive Committee member have to miss a meeting of the Executive Committee they shall submit an excuse to the Secretary no later than 3 weeks after the meeting for review by the Officer Team.
2. The following excuses are acceptable according to the bylaws:
  - a) illness;
  - b) family illness or death;
  - c) business;
  - d) out of town.
3. A member may appeal the denial or granting of an excused absence by making an amendment to the minutes at the next Executive Committee Meeting.

#### **D. Expulsions**

1. Pursuant to Article IV, Section 7, Subsection A of the MCDP Bylaws, automatic expulsions shall be final upon inclusion in the minutes from an Executive Committee meeting.
2. Pursuant to Article IV, Section 7, Subsection B of the MCDP Bylaws, discretionary expulsions shall be final upon the member having been given the chance to be heard, a 2/3rd majority in the affirmative having been reached, and the included in the minutes from an Executive Committee meeting.
3. Expelled members of the Executive Committee may retain their position in the General Membership.

4. All expulsions must be conveyed by certified or registered mail.

#### **E. Vacancies**

1. Nominees must have been in attendance at a minimum of two (2) regular and/or committee meetings within the past three (3) months.
2. Nominees must be sworn members of the Democratic Party and registered to vote in the district they are nominated in.

## **IV. Officers, Committees, and Responsibilities**

### **A. Party Structure**

1. The party shall be organized into 5 standing sub-committees: the Officer Team, the Communications Committee, the Fundraising Committee, the Political Affairs and Grassroots Outreach Committee, and the Trustees Committee.
2. The County Party Chair shall serve as an ex-officio member of every sub-committee.
3. Project Officers
  - a) On each sub-committee there shall be a team of project officers appointed by the chair of that sub-committee in consultation with the Officer Team.
  - b) Project officers shall be appointed to lead a specific project in consultation with their sub-committee. All project officer appointments are subject to approval of the Executive Committee.
  - c) The chair of each sub-committee in consultation with the Officer Team shall have leeway in the titles and number of project officers on their sub-committee with respect to the suggested composition in these Policies and Procedures.
  - d) The Chair of the County Party shall produce an application for the membership to apply for Project Offices and sub-committees during the convention.

### **B. Officer Team**

1. Composition: County Party Chair, 1st Vice Chair, 2nd Vice Chair, 3rd Vice Chair, 4th Vice Chair, Trustee, Secretary, and Treasurer. The Officer Team shall be chaired by the 1st Vice Chair.
2. Responsibilities:
  - a) Coordinate all party activities among the various sub-committees and caucuses of the County Party;
  - b) Serve as the joint budget, bylaws, and rules committee;
  - c) Set the overall strategy and vision for the County Party;
  - d) Plan the agenda for the monthly Executive Committee meeting;
  - e) Review and revise the minutes of the previous Executive Committee meeting prior to submission to the Executive Committee;
  - f) Review absence excuses from previous Executive Committee meetings;
  - g) Keep a record of excused and unexcused absences shall be recorded in the minutes;
  - h) Prepare and present a yearly budget for Executive Committee approval; and
  - i) Hold open meetings that are available to the entire membership of the County Party unless a majority of the Officer Team votes to meet in a private executive session, party integrity requiring it.

## C. Sub-Committees

### 1. Communications Committee

- a) Composition: 1st Vice Chair for Communications, Secretary, Parliamentarian/Deputy Secretary, Press Secretary, Social Media Coordinators, Email/Newsletter Coordinator, Historian, Webmaster, Graphic Designer, and others as needed. The Communications Committee shall be chaired by the 1st Vice Chair for Communications.
- b) Responsibilities:
  - (1) In charge of all internal and external communication of the party to members and the electorate;
  - (2) Manage social media accounts, the email program, web and graphic design;
  - (3) Inform the press of party activities and issues;
  - (4) Keep and disburse minutes from Executive Committee meetings, maintain a record of standing sub-committee reports, track Executive Committee attendance and general membership, give notice to Executive Committee members of upcoming meetings;
  - (5) Create consistent branding for all party communications;
  - (6) Keep and maintain an archive of party activities and campaign materials from each election; and
  - (7) Keep and maintain a lending library of books in the office.

### 2. Fundraising

- a) Composition: 2nd Vice Chair for Fundraising, Treasurer, Deputy Treasurer, Banquet Coordinator, Host Committee Chair, Hospitality Coordinator, Banquet Program Producer, BBQ Coordinator, Holiday Party Coordinator, Local Caucus Fundraiser Coordinator, Merchandise Coordinator, and others as needed. The Fundraising Committee shall be chaired by the 2nd Vice Chair for Fundraising.
- b) Responsibilities
  - (1) Raising funds for party operations, while collecting appropriate donor information conforming with all election laws;
  - (2) Manage the party bank account, and report on the progress of the yearly budget;
  - (3) Ensure the party is compliant with state and federal campaign finance laws and reports to respective agencies as required;
  - (4) Manage the post sent and received by the county party at our office and our P.O. Box;
  - (5) Plan and execute 4-5 fundraisers a year including a major banquet;
  - (6) Design and market merchandise for the party;

- (7) Coordinate fundraising emails and social media posts with the Communications Committee;
- (8) Manage the recurring donor program; and
- (9) Provide fundraising and compliance training and consultation to our candidates.

### 3. Political Affairs and Grassroots Outreach Joint Committee

- a) The Political Affairs and Grassroots Outreach Committees may meet and work as a joint committee or separately as needed.
- b) Composition: 3rd Vice Chair for Candidate Support, 4th Vice Chair for Outreach, Democratic Leader for Local Elected Officials Caucus, Data Coordinator, Canvass Coordinator, Phone Bank Coordinator, Staging Location Coordinators, Early Vote Coordinator, GOTV Rally Coordinator, Caucus Leaders for the Black, Latino, LGBT+, AAPI, Indigenous/Native American, and College/Youth communities, Festivals Coordinator, Christmas Float Coordinator, Governing Body Liaisons (Commission, Council, School Board), and others as needed. The Political Affairs and Grassroots Outreach Joint Committee shall be co-chaired by the 3rd Vice Chair for Fundraising and the 4th Vice Chair for Grassroots Outreach.
- c) Responsibilities:
  - (1) Candidate recruitment and support for Democrats up and down the ballot. Hold interest sessions in the community to advise the public about opportunities to run for office and recruit diverse Democratic candidates;
  - (2) Support the creation of Official County Caucuses representing various identity groups across the Democratic Coalition. Assist each caucus in meeting the criteria to be recognized by the Executive Committee;
  - (3) General outreach to get out the vote for Democrats during GOTV. Coordinate the party presence at the early voting sites;
  - (4) Specific outreach to engage various communities to grow the party long before election season;
  - (5) Check in with local elected Democrats to support them;
  - (6) Maintain a database of voters and volunteers supportive of the Democratic Party;
  - (7) Create a coordinated field campaign to share resources, knock more doors, and reach more voters digitally;
  - (8) Ensure the party is represented at major festivals with a tent staffed with volunteers. Enter the party in major parades and community events and encourage party members to participate;
  - (9) Work with coalition partners to host large scale community events that highlight our candidates and efforts such as the fall BBQ, Holiday party, and GOTV rallies; and



(10) Attend important community meetings including meetings of local governing bodies such as city council, school board, and county commission.

#### 4. Trustees Committee

- a) Composition: Trustee, Officer Manager, Risk Manager, and others as needed. The Trustees Committee shall be chaired by the Trustee.
- b) Responsibilities:
  - (1) Protecting and maintaining the physical assets of the party;
  - (2) Maintain a clean and safe office for the party to use as needed and make recommendations to the party for upkeep as needed;
  - (3) Recruit and train a team to staff the office on a weekly basis;
  - (4) Ensure party members that need access to the office have a key and they are returned after use;
  - (5) Recommend to the Executive Committee the proper amount of insurance for party activities and property;
  - (6) Review and recommend any leases for party use;
  - (7) Assess the office and party events for safety issues and make recommendations to ensure party member safety and minimize liability; and
  - (8) Ensure the party has enough space to operate out of effectively and storage for its assets.

## **V. Financial Compliance**

### **A. Bank Account**

1. The Treasurer, Deputy Treasurer, and Chair shall be authorized signatories of the bank account for the Montgomery Democratic Party and/or Montgomery County Democratic Executive Committee. Other signatories may be added upon the recommendation of the Treasurer and approval of the Executive Committee.
2. The Bank Account in the name [REDACTED] otherwise directed by the Executive Committee.

### **B. Federal and State Reporting**

1. The Treasurer and Deputy Treasurer are responsible for reporting to the Tennessee Registry of Election Finance the contributions, expenditures, and other financial activity of the Montgomery County Democratic Party and its affiliated Political Action Committee, the Montgomery County Democratic Party, in all local and state level elections no later than the deadlines set forth by state law.
  - a) Officers of the Montgomery County Democratic Executive Committee Political Action Committee shall be: Treasurer, Deputy Treasurer, Chair, 2nd Vice Chair, and Secretary
2. The Treasurer and Deputy Treasurer are responsible for reporting to the Federal Election Commission the contributions, expenditures, and other financial activity of the Montgomery County Democratic Party in any federal elections no later than the deadlines set forth by federal law.
  - a) A federal political action committee may be created upon the recommendation of the Treasurer and approval of the Executive Committee.

### **C. Internal Reporting and Record Keeping**

1. The Treasurer and/or Deputy Treasurer shall:
  - a) report to the Officer Team and the Executive Committee the current and expected finances of the County Party on a monthly basis, including a monthly itemized statement of income and expenditures showing progress on the yearly budget;
  - b) balance the County Party bank account within 5 business day of month-end;
  - c) receive all records from their predecessor within 14 days of election;
  - d) have charge and custody of and be responsible for all funds and securities of the County Party from any source whatsoever, and shall deposit all such monies in the name of the County Party in such bank or other depositories within 5 business days;
  - e) keep and maintain, open to inspection by any member of the Executive Committee at all reasonable times, adequate and correct accounts of the funds and transactions of the County Party which shall include all matters required by law;

- f) place copies of all contracts, MOUs (Memoranda of Understanding), deposits, checks, reports, and notices from agencies in a physical archive within the county party office and/or on digital file within 3 business days;
- g) disburse the funds of the County Party as may be ordered by the Executive Committee through approved motions;
- h) participate in the annual financial review;
- i) maintain all records related to the position for a period of 5 years;
- j) transfer all records to his/her successor within 14 days of election;
- k) record the address, occupation, and employer of each donor; and
- l) ensure no individual donates more than \$50 cash per election.

#### **D. Group Specific Fundraising**

1. Caucuses and sub-committees (groups) may raise funds for their own purposes with the approval of the 2nd Vice Chair for Fundraising and the Chair.
2. All funds raised must remain compliant with this section and state and federal campaign finance laws.
3. Any merchandise shall be sold in a limited capacity and will not be included in the online party merchandise store.
4. Earmarked expenditures may be approved by a majority vote of the group in coordination with the Treasurer.
5. Any donations to a group must be earmarked for that specific group either on the fundraising form or memo at the date of the donation.

## VI. County Party Branding

- A. All public facing social media accounts, profiles, and pages shall be under the direction of the 1st Vice Chair for Communications.
- B. All public facing graphics, emails, social media posts, merchandise and printed materials shall be approved by the Chair, 1st Vice Chair for Communication or under the direction of the Communications Sub-committee.
- C. All public facing graphics, emails, social media posts, merchandise and printed materials shall be compliant with [the Brand Guide of the Montgomery County Democratic Party](#).
- D. Best effort shall be made to ensure merchandise and printed materials are produced with union labor.
- E. All graphics and printed materials shall include the disclaimer "PAID FOR BY THE MONTGOMERY COUNTY DEMOCRATIC PARTY. CHRISTINE MCKINNEY, TREASURER" with an outline around the text.
- F. Caucuses and sub-committees may establish private groups and group messages to conduct business and socialize for internal access;

## **VII. Transition**

### **A. Transition Planning**

1. Each officer shall prepare a transition document that contains specific details about various elements of their position. For the purpose of continuity, the document should contain sufficient detail to allow another member to assume the office and continue the assigned duties as quickly as possible.
2. This will be a living document and shall be updated upon the start of the term and throughout the course of the term.
3. The document shall contain:
  - a) all passwords for any accounts used in the service of the party;
  - b) all planning documents and resources pertinent to the office;
  - c) contact information for any vendors that have been utilized and any contracts that have been signed;

### **B. Record Keeping**

1. Each committee will use the collaborative team based system utilized by the Montgomery County Democratic Party (eg: Basecamp ) to house and maintain all documents.
2. Each committee will upload their minutes into their assigned folder (Project).
3. A hard copy of the Executive Committee minutes shall be stored in a file cabinet at the office of the party.
4. All passwords, etc. will be stored within a common spreadsheet that shall be shared with newly elected members of the officer team.