

APPENDIX TO PLANS OF ORGANIZATION OF THE MESA COUNTY DEMOCRATIC PARTY

The following are guidelines, suggestions, notes and ideas. They are not a part of the Rules of Organization of the Mesa County Democratic Party and do not take an amendment to change. Additional comments may be added to aid and clarify.

I. Members of Central Committee consists of:

- a) All Democratic Precinct Committee people (up to two (2) per precinct).
- b) Democratic County Party officers consisting of Chairman, 1st, 2nd, 3rd and 4th Vice Chairs, Secretary and Treasurer
- c) **Elected Democratic** county officials, state senators, representatives, U.S. senators, U.S. representatives state public officials and district attorney **who reside within the county.**

Note: Election to Executive Committee does not give a seat to Central Committee.

II. Members of the Executive Committee consists of:

- a) Democratic County Party officers consisting of Chairman, 1st, 2nd, 3rd and 4th Vice Chairs, Secretary and Treasurer
- b) Five (5) members elected at Organizational Meeting
- c) Additional members up to twelve (12) appointed by the Chairman which could include any local elected officials residing in the county.

III. Duties of Officers

A. **Chairman.** - The chair shall be the chief executive officer of the county party and chair of the county central committee.

1. Administer the budget as approved by the Executive Committee.
2. Issue the call to all county and executive committee meetings.
3. Act as the presiding officer of executive and central committee meetings and a member of all committees within the party. The chair has the deciding vote in the event of a tie vote.
4. Make appointments, fill vacancies and accept resignations (in writing), subject to confirmation by the Executive Committee.
5. Establish/appoint committees as may be necessary.
6. Implement the Strategic Plan and do an annual (during month of April) review with officers and committee chairs.
7. Set agenda for all county meetings.
8. Serves on the State Central Committee and its executive committee.

B. **First Vice Chair.** The first vice chair shall do everything necessary to assist the chair in carrying out the duties of the chair. In the absence of the chair, the first vice chair shall preside over all meetings and exercise all authority of the chair. In addition, the first vice chair shall provide leadership for organizational activities and for political education. They should respond to media inquiries in the event that the Chair is unavailable, while keeping in mind the policy of the Mesa County Democratic Party.

C. **2nd, 3rd, 4th Vice Chairman:** The Vice Chairman's duties are at the discretion the Chairman. The vice chairman shall do everything necessary to assist the chair in carrying out the duties of the chair. In the absence of the chair and first vice chair, the 2nd, 3rd, or 4th (in their respective order) vice chairs shall preside over all meetings and exercise all authority of the chair. Their focus should be on local events and getting local democrats to participate in them.

D. **Secretary.** Take the minutes at monthly meetings, County Assembly and Reorganization Meeting..

a) Caucus Meetings

- Assist the Chair
- Assemble packets for the caucus meetings
- Tally and report results to state secretary
- Enter data into Voter Builder

b) County Assembly

- Send notices and mailings
- Register and verify the delegates.
- Assist the chair with the preference poll and provide the delegate credential report
- Notify the state association of results
- Delegates and Alternates to the Congressional Assembly
- Delegates and Alternates to the State Assembly
- Members to the State Permanent Organization Committee
- Members to the State Credentials Committee
- Delegates and Alternates to the multi-county House, Senate and Judicial

c) Reorganization Meeting

E. **Treasurer.** - Generally, the responsibilities of the MCDCC Treasurer fall into three broad categories:

- Managing finances and checking account
 - Required reporting to the CO Secretary of State's Office
 - Other miscellaneous responsibilities
1. Managing finances and checking account
 - Write checks for bill payment, reimbursement of expenditures, and other expenses
 - Pay bills in a timely manner
 - Manage Debit card and automatic payment expense
 - Deposit incoming funds in a timely manner
 - Keep records and documentation for all income and expenses, including receipts to document reimbursements

- Record all deposits, checks, Debits, and other payments in register or spreadsheet
 - Reconcile checking account records with each monthly statement
2. Required reporting to the CO Secretary of State's Office
- Be trained in and knowledgeable of Campaign Finance Law requirements.
 - Be aware that you are legally responsible for accurately reporting required MCDCC information to the SOS website.
 - File required reports of all income and expenses with SOS on time. In even numbered years (election years) there are six (6) reporting deadlines. In odd numbered years (non-election years) there are two (2) reporting deadlines.
 - Enter all required information about expenses in the MCDCC file at the SOS website in a timely manner
 - Enter all required information about contributions - both monetary and in-kind, and about each separate contributor, in the MCDCC file at the SOS website in a timely manner. (Note: This is especially necessary and time-consuming after the Spring Fling)

Other miscellaneous responsibilities

- Check the post office box on a regular schedule for incoming mail
- Create and present a financial report at each monthly meeting of the MCDCC
- Oversee the creation and approval of the annual budget
- Collect contributions at fund-raising events, with adequate donor information
- Set up payment desk – cash, check, and charge for receipts at the Spring Fling.
- Keep records of donors to Century Club.
- Work with other officers and executive committee of the MCDCC.

IV. Platform Committee. -The Platform Committee shall be composed of at least six (6), members of the party, three (3) from each State Representative District from members of the party. This committee should reflect the diversity of the Mesa County Democrats (male/female, younger/older, ethnic representation as well as local elected officials) when possible. Interested participants should be solicited from the active county Democratic membership.