

# **Arizona Legislative District 2 North Phoenix Democrats (AZ LD 2 DEMS) Bylaws**

## **PREAMBLE**

These bylaws cover the operation and organization of the “AZ LD 2 DEMS”, hereinafter referred to as LD2, a district party committee established pursuant to [Arizona Revised Statutes Title 16, Sections 821-828](#). Such sections shall be considered Appendix I of these bylaws.

The term “Precinct Committeeperson(s)”, hereinafter referred to as PC(s), as used throughout these bylaws equates to the term “Committeemen/man” in the statutory title used in the [Appendix](#).

The term “Arizona Democratic Party”, is hereinafter referred to as ADP.

The term “Political Action Committee”, is hereinafter referred to as PAC.

The term “Maricopa County Democratic Party”, is hereinafter referred to as MCDP.

Per Arizona laws, codes, and designations, legislative district committees are individual political party committees and are not subgroups of state or county committees.

## **Article I. ORGANIZATION**

### **Section 1. Legislative District Committee**

There shall be an LD2 Committee with membership as provided by law and in [Article II](#) of these bylaws. The LD2 PCs shall be the governing body of LD2 and shall have authority over all actions of the LD2 Executive Committee and all committees of LD2 in [Article II, Section 2](#).

### **Section 2. Executive Committee**

There shall be an LD2 Executive Committee, which shall have duties and responsibilities as provided by law and these bylaws in [Article IV](#).

## **Article II. MEMBERSHIP**

### **Section 1. Participation**

Unless otherwise prescribed by law, LD2 shall consist of all Democratic Party PCs residing within the boundaries of Arizona Legislative District 2, who have been elected or appointed according to the laws of the state of Arizona. All members shall have the right to fully participate in the meetings, discussions, and other activities of LD2 as provided by law and these bylaws.

### **Section 2. Precinct Committeepersons**

- A. An LD2 PC candidate shall be a registered Democrat living within an Arizona Legislative District 2 precinct.
- B. The term of office for PCs shall be as follows:

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- a. **Elected PC:** The term of office of an elected PC is two (2) years, commencing on October 1 in even-numbered years after the primary election in which the PC was a candidate and elected and continues until September 30 after the following primary election at which PCs are elected.
- b. **Appointed PC:** The term of office of an appointed PC begins upon approval by the Board of Supervisors of the county of residence and continues until September 30 after the following primary election at which PCs are elected. Appointed PCs shall have all the rights and obligations of elected PCs except that they shall not vote in the Biennial Organizational Meeting, as stated in [Article III, Section 9](#).
- c. **PC Vacancy:** A vacancy in the office of PC is defined in [ARS 16-821](#) and in the [ADP bylaws](#). If the LD2 PC changes party registration or moves from the precinct in which the person was elected or appointed, the LD2 PC shall be deemed to have resigned from office. The MCDP Chair is charged with the responsibility of filling the vacancy. The MCDP Chair shall accept applications from qualified Democratic electors and forward them to the elections department of the applicable county for approval by the Board of Supervisors. Vacancies for PCs existing after the Biennial Organizational Meeting election of PCs shall not be filled prior to the Biennial Organizational Meeting of LD2 and the applicable MCDP Committee.
- C. **PC Duties:** The duties of LD2 PCs shall include, but not be limited to (a) voting in LD2 elections; (b) assisting LD2 in voter registration; (c) assisting and encouraging voters to vote on election days; (d) attending LD2 Regular Meetings; (e) working within the precinct from which elected or appointed; (f) creating enthusiasm and support for LD2; (g) helping elect LD2 candidates; (h) assisting in recruiting and training leaders of LD2; (i) encouraging financial support of LD2; and, (j) serving on various LD2 committees as applicable.

## Article III. MEETINGS

### Section 1. Meetings

- A. LD2 shall regularly meet at least ten (10) times in each calendar year.
- B. The LD2 Executive Committee shall meet upon the call of the LD2 Chair or in accordance with any resolution the committee adopts.
- C. Any Special Meeting of LD2 may be called by either: the Chair, a simple majority of the LD2 Executive Committee, or by at least twenty-five percent (25%) of the voting members of LD2 (as defined in [Article II](#)) by filing a formal petition with the LD2 Secretary, containing the reason for the meeting. The meeting must be convened within twenty (20) days of the date designated by any such petition.
- D. Meetings of LD2, the LD2 Executive Committee, and any LD2 subcommittees may be held in person, virtually, or hybrid (telephonic or electronic).

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## **Section 2. Notification**

Notice shall be given to each member of the body that is meeting. It shall contain the date, time, place, and reason for the meeting, at least ten (10) days before the meeting. Notices of meetings may be delivered by email unless prohibited by statute.

## **Section 3. Quorum**

Unless otherwise specified in these bylaws, a Quorum of the members of the body that is meeting shall consist of at least twenty-five percent (25%) of its members. A Quorum shall be present for all voting.

## **Section 4. Debate**

No members shall speak longer than three (3) minutes at one time, except as provided in the order of the day or by a vote of the majority of members present.

## **Section 5. Voting**

Voting within LD2, the LD2 Executive Committee, or any LD2 Subcommittees shall be on an individual basis, as determined by the LD2 Chair and compliant with [Section 8](#). Only members of the particular committee shall have the right to make motions, vote, or exercise any other parliamentary rights of that committee meeting.

## **Section 6. Proxy Attendance**

Proxies are not allowed under these bylaws. To participate, PCs are required to be in attendance in accordance with [Article III, Section 1](#).

## **Section 7. Open Meetings**

All meetings of LD2, including the LD2 Executive Committee and its subcommittees, shall be open meetings in accordance with [Article III, Section 1](#).

## **Section 8. Parliamentary Procedure**

- A. All meetings of LD2 and its subcommittees shall be conducted under Robert's Rules of Order, Newly Revised, most current edition.
- B. The LD2 Chair may appoint a Parliamentarian who shall serve without a vote by reason of such office. Should the Parliamentarian be absent at any meeting at which their services are required, the Chair may temporarily appoint a Parliamentarian only for this meeting and under this circumstance.

## **Section 9. Biennial Organizational Meeting**

- A. Pursuant to [ARS 16-823](#), LD2 shall meet no earlier than the second Saturday after the general election provided for in [ARS 16-211](#) and no later than the first Saturday in the following December to organize by electing from its membership its officers and State Committee members as prescribed in [ARS 16-825](#). Only the LD2 PCs, pursuant to [ARS 16-821](#), will be eligible to vote during the Biennial Organizational Meeting.

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- B. Pursuant to [ARS 16-823](#), the LD2 Chair shall give notice of the time and place of the Biennial Organizational Meeting by United States mail to each LD2 PC at least ten (10) days before the date of the meeting. If the LD2 PC has provided a valid e-mail address and has authorized the LD2 Chair to give notice to the LD2 PC by e-mail instead of by United States mail, the LD2 Chair shall provide notice of the meeting by e-mail at least ten (10) days before the date of the meeting.

### **Article IV. OFFICERS**

#### **Section 1. Officers**

- A. Pursuant to [ARS 16-823](#), the statutory officers of LD2 are Chair, two (2) Vice Chairs, Secretary, and Treasurer. The latter two offices may be filled by the same person. The statutory officers are to be elected from LD2 membership at the Biennial Organizational Meeting.
- B. At the LD2 Biennial Organizational Meeting, LD2 may also elect from its membership other officers deemed necessary to conduct the business and operations of LD2 under procedures set forth in [Section 2](#) of this Article.

#### **Section 2. Election of Officers**

- A. All nominations for LD2 officers to be elected pursuant to this Article shall be made at the LD2 Biennial Organizational Meeting.
- B. Any duly elected or appointed PC is eligible for any elective office. No person shall be nominated as a candidate without the consent of such person having first been obtained.
- C. In all cases where there is more than one (1) candidate for office, voting shall be conducted. A person must receive a majority of votes cast. In the event no candidate receives a majority of cast votes, a subsequent vote shall be prepared with the name of the candidate having the lowest vote total removed. The same procedure shall be followed until a nominee may have received votes on a majority of votes cast.
- D. An automatic recount shall be performed if (1) the number of votes cast is greater than the number of PCs present; or (2) the voting results in the election of an officer rather than only the elimination of a candidate and there is a margin of less than five percent of the votes cast between the elected officer and the next candidate.
- E. Officers shall be elected in the following order: Chair; First Vice Chair; Second Vice Chair; Secretary; and Treasurer.

#### **Section 3. Duties of Officers**

In addition to their duties as members of LD2 and the LD2 Executive Committee, the duties of the officers shall include but are not limited to the following:

- A. The LD2 Chair shall (1) direct the affairs of LD2 and serve as its official spokesperson; (2) coordinate the district-wide activities of the Democratic Party; (3) preside over all meetings of LD2, the LD2 Executive Committee, and other meetings that may be held; (4) in consultation with the Treasurer, recommend an LD2 Annual Budget, and any amendments to it, for review and recommendation by the LD2 Executive Committee; (5)

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assign duties to officers not specified in these bylaws; (6) appoint all committees and sub-committees except as specifically provided for in these bylaws and to appoint chairs and members to those committees; (7) direct the scope of activity for any business office LD2 may establish; (8) perform other duties as set forth in these bylaws; (9) sign contracts approved by the LD2 Executive Committee; (10) pursuant to [ARS 16-823](#), the Chair is ex officio member of the MCDP Chairs Committee; (11) acquaint themselves with the campaign finance reporting laws and regulations that apply to LD2 and ensure compliance with them when receiving contributions and making disbursements; and (12) in the event of an emergency or unanticipated opportunity, the Chair, with the concurrence of the Treasurer, may expend up to \$1,000 if such emergency or opportunity requires funding before the budget can be amended.

- B. The First Vice Chair shall (1) perform the duties of the Chair during the absence or disability of the Chair until the Chair returns or, in the event of a vacancy, until a successor is elected; and (2) perform duties assigned by the Chair or by these bylaws.
- C. The Second Vice-Chair shall (1) perform the duties of the Chair during the absence or disability of the Chair and the First Vice-Chair or, in the event of a vacancy, until a successor is elected; and (2) perform duties assigned by the Chair or by these bylaws.
- D. The Secretary shall (1) keep records of all meetings of LD2, and the Executive Committee; (2) take minutes of LD2 Regular Meetings, which shall include attendance of PCs; (3) provide electronic copies of such minutes to each committees' membership within ten (10) days following the meeting; (4) maintain a roll of PCs in LD2; (5) maintain a permanent record of written reports of LD2 officers, committees, and sub-committees; (6) maintain a copy of all resolutions adopted by LD2; and (7) perform such other duties as are assigned by the Chair.
- E. The Treasurer shall (1) serve as the custodian of all funds and securities of LD2; (2) maintain records pertaining to the finances of LD2 and file all required financial reports at requisite intervals as required by appropriate governmental agencies; (3) together with the LD Chair, be responsible for the financial affairs of LD2; (4) serve as a member of any committee pertaining to finance, or that receives or disburses funds; (5) at least once a month, to the extent that funds are available and expenditures are authorized by law, pay outstanding bills which are those bills that have been duly incurred within the current budget as permitted by these bylaws; (6) disburse funds in accordance with the direction of the LD2 Executive Committee; and (7) acquaint themselves with the campaign finance reporting laws and regulations that apply to LD2 and ensure they are honored when receiving contributions and making disbursements; (8) together with the LD2 Chair, present the Budget to the LD2 PCs annually for approval, (9) report on the monthly financial activity at every LD2 Regular Meeting; and (10) perform duties assigned by the Chair or by these bylaws.

### **Section 4. Term of Office**

- A. The term of office is two (2) years, for the officers identified in the above [Section 1](#), commencing immediately following the election at the LD2 Biennial Organizational Meeting and ending at the next LD2 Biennial Organizational Meeting.
- B. A vacancy in an office occurs if an officer resigns, ceases to hold valid status as an LD2 PC, dies, or is removed from office. A majority vote of LD2 members will fill the office at the next LD2 Regular Meeting unless that meeting is less than thirty (30) days from the date the seat was vacated. In such a case, the vacancy will be announced at the next

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LD2 Regular Meeting, and the election to fill the unexpired term vacancy will occur at the following LD2 Regular Meeting.

- C. If an officer is absent for three (3) consecutive LD2 Regular Meetings (that are mandatory) or three (3) consecutive LD2 Executive Committee Meetings (or a combination thereof) without notifying the LD2 Chair in advance, such absences shall be deemed a resignation.
- D. Appointed officers shall serve at the discretion of the LD2 Chair.

### **Section 5. Concurrent Positions**

No elected LD2 officer shall concurrently serve as an officer of any PAC.

### **Section 6. Conflict of Interest**

- A. No elected LD2 officer shall be employed as a campaign manager or as a paid consultant with duties equivalent to a campaign manager to any partisan campaign.
- B. No elected LD2 officer shall concurrently run for any city, state, county, or other public office.

## **Article V. REMOVAL FROM OFFICE**

### **Section 1. LD2 Executive Committee**

- A. Any elected LD2 officer, including the LD2 Chair, shall be removed from office if they fail to fulfill their duties under [Article IV, Section 3](#).
- B. Any elected LD2 officer, including the LD2 Chair, shall be removed from office if a special meeting is called per [Article III, Section 1.C](#), and two-thirds (2/3) of the voting members present vote in favor of the motion to remove the LD2 officer. The office shall be deemed vacant, and the vacancy shall be filled per [Article IV, Section 4](#).
- C. Any elected LD2 officer, including the LD2 Chair, shall be removed from office should they fail to uphold the position of LD2 PC per [Section 2 of this Article](#).

### **Section 2. Precinct Committeeperson**

- A. A PC may be removed from office for cause. Cause for removal include, but not be limited to, the following:
  - 1. Public endorsement or support of an opposition party candidate in a partisan election.
  - 2. Malfeasance in office.
  - 3. Failure to carry out the duties of the office.
  - 4. Violation of the ADP Code of Conduct (see [Appendix](#)).
  - 5. Violation of local, state, or federal law that impairs the PC's credibility to perform their duties. Acts of discrimination based on race, ethnicity, national origin, sex, age, disability, sexual orientation, gender identity, or religion.



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6. Conduct towards others that could endanger one's safety; that could be considered bullying, abusive, threatening, or coercive; or that could be considered sexual harassment, assault, or violence.
7. Any other offense of equal magnitude to the above.

Note: Any PC who is ineligible to vote or is no longer a Registered Democrat in LD2 is automatically removed from being a PC in LD2 under [ARS 16-822](#).

B. The procedures for removing a PC shall be as follows:

1. Vote to Recommend Removal by an LD2 Executive Committee. A majority of the LD2 Executive Committee may vote to recommend the removal of a PC. At least fourteen (14) days before the LD2 Executive Committee Meeting when the recommendation for PC removal will be discussed and voted on, the LD2 Secretary must send a notice, via certified mail with a return receipt, to the PC whose removal from office is being sought. The notice must include (1) all reasons for the recommendation for removal, including any supporting documentation; (2) the date, time, and location of the meeting where the matter will be discussed and voted on; and (3) a statement that the PC whose removal is being sought may respond in writing, will have an opportunity to respond at the meeting, and has the right to present documents or call witnesses to testify on their behalf at the meeting.
2. Meeting of the LD2 Executive Committee. The LD2 Chair will preside over the meeting where the recommendation for removal is discussed and voted on and must ensure that the meeting is either recorded or transcribed verbatim, according to [ARS 16-822](#). A representative of the LD2 Executive Committee must present the reasons for potential removal and give the PC whose removal is sought an opportunity to respond. The PC must have the opportunity to present documents or call witnesses to testify on their behalf before any vote on a recommendation for removal. The LD2 Executive Committee may then vote to recommend the removal of the PC.
3. Removal Vote. If the LD2 Executive Committee recommends the removal of a PC, the LD2 Chair shall send all materials related to the removal recommendation to the MCDP Chair. The MCDP Chair will promptly schedule a meeting per the rules, bylaws, and regulations of the MCDP to act on the LD2 Executive Committee removal recommendation.
4. A PC may be suspended from all official duties and activities of LD2, pending completion of removal proceedings under Subsection B of this Section by a majority vote of the LD2 Executive Committee in accordance with these bylaws. with under the following conditions:
  - a. Any meeting at which a vote to suspend a PC is discussed or taken must be recorded or transcribed verbatim.
  - b. A suspension under this Subsection will terminate upon the earlier of the following:
    - a) The LD2 Executive Committee votes not to recommend the Precinct Committee person's removal under Subsection B(2) of this Section;

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- b) The MCDP Executive Committee or County Board of Supervisors votes not to remove the Precinct Committeeperson under Subsection B(3) of this Section; or
- c) The county Board of Supervisors determined that the Precinct Committeeperson's office is vacant under [ARS 16-821](#).

### **Article VI. RESIGNATION FROM OFFICE**

LD2 PC may resign at any time by providing written notice of their resignation to the MCDP Chair. In addition, a LD2 PC will be deemed to have automatically resigned their office if they:

- (1) move out of the precinct from which they were elected or appointed or
- (2) change political parties under [ARS 16-822](#)

Note: If a LD2 PC resigns under this Article, the MCDP Chair must promptly send a written notice and recommendation to the county Board of Supervisors under [ARS 16-821](#).

### **Article VII. EXECUTIVE COMMITTEE**

- A. The membership of the LD2 Executive Committee shall consist of the LD2 officers listed in [Article IV, Section 1](#) of these bylaws.
- B. Additional members shall be appointed at the discretion of the LD2 Chair and introduced at the next LD2 Regular Meeting.
- C. The duties of the LD2 Executive Committee shall be to (1) act on behalf of LD2 between LD2 Regular Meetings; (2) recommend an Annual Budget, and any amendments to it, for approval by the LD2 Legislative District Committee; (3) approve specific contracts extending beyond the LD2 Chair's term; (4) adopt and maintain policies and procedures for LD2; (5) provide advice on appointments made by the LD2 Chair; and (6) perform other such duties as may be assigned by the LD2 Chair.
- D. The full LD2 Legislative District Committee may ratify or contravene any action of the LD2 Executive Committee that would normally require action by the full committee. Such a vote would occur at the next LD2 Regular Meeting.

### **Article VIII. OTHER COMMITTEES**

#### **Section 1. Committees**

The LD2 Chair, in cooperation with the LD2 Executive Committee, may create additional committees as necessary and appoint chairs and members to such committees.



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### **Section 2. Special Committees**

The LD2 Chair may appoint Special Committees or be directed by the LD2 Legislative District Committee for time-limited activities.

### **Section 3. Public Statements from Committees**

No committee shall be authorized to issue any statement on behalf of either the LD2 Legislative District Committee, the LD2 Executive Committee, or as coming from LD2, and any statement or report issued by any committee on its own behalf shall be confined within the scope of its duties.

### **Section 4. Expenditure of Funds**

All funds for committees are under the internal control of the LD2 Executive Committee and fall within the duties of the LD2 Treasurer.

## **Article IX. STATE COMMITTEE MEMBERS**

- A. Pursuant to [ARS 16-825](#), State Committee members will be elected at the LD2 Biennial Organizational Meeting. LD2 shall elect the number of State Committee members allotted by the laws of Arizona and the Arizona Democratic Party bylaws.
- B. A deemed resignation by an LD2 State Committee member shall occur and be filled as delineated in [Article II, Section 4](#) of the Arizona Democratic Party bylaws.
- C. A vacancy in the LD2 State Committee membership shall occur and be filled as delineated in [Article II, Section 5](#) of the Arizona Democratic Party bylaws.

## **Article X. STATE AND COUNTY COMMITTEES**

- A. Should ADP or MCDP request representation from LD2 on the ADP or MCDP Executive Committee or other subcommittees of the ADP or MCDP committees, LD2 will decide by majority vote whether to send such representation. If LD2 is to be represented, the representative will be the LD2 Chair or their designee. Should additional representation be requested, the LD2 Executive Committee will determine who shall represent LD2. Representation on the MCDP Chairs Committees is excluded from this requirement.
- B. There is nothing in this article that restricts any member of LD2 from running for or holding, at-large or other positions on MCDP committees for which they qualify.

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## **Article XI. ENDORSEMENTS**

### **Section 1. Contested Primaries**

- A. Neither LD2, the LD2 Executive Committee, nor any member representing the LD2 Legislative District Committee shall endorse any candidate in a contested primary election in their capacity as a representative of LD2.
- B. Signing a partisan nominating petition shall not be deemed an endorsement of any candidate.
- C. No member of LD2 shall publicly endorse any candidate of any opposing political party for any office in a contested primary, general, or special election. A candidate of an opposing political party is defined as a candidate who is not registered as a Democrat.
- D. Nothing in this article restricts a LD2 PC from working on behalf of any favored Democratic candidate, as this is a function of being a LD2 PC.

### **Section 2. Vote of No Candidate Support**

In the event serious concerns are raised about a candidate's legitimacy or intent, the LD2 Executive Committee may call for a vote of No Candidate Support by LD2. Approval shall require the agreement of at least eighty percent (80%) of LD2 members voting at a LD2 Regular Meeting. Such a meeting shall be convened per [Article III, Section 1.C](#) of these bylaws.

## **Article XII. BYLAWS**

### **Section 1. Effective Date**

These bylaws shall go into effect immediately upon their adoption and shall continue in force for present and future membership through the Biennial Organizational Meetings, subject to amendment or termination, in accordance with the provisions of this Article.

### **Section 2. Amendments**

- A. These bylaws may be amended by a vote of not less than two-thirds (2/3) of the LD2 PCs present and voting at the LD2 Regular Meeting, or special meeting of LD2 PCs.
- B. Only LD2 members in good standing may propose a change to the bylaws. Any proposed change to the bylaws must be presented in writing, accompanied by a statement explaining the purpose to be achieved and reasons supporting the change. All proposed changes shall be prepared and submitted according to current procedures established by the LD2 Executive Committee.
- C. Proposed amendments must be received by the LD2 Secretary at least thirty (30) days prior to potential consideration at a meeting. The contents of the proposed amendments to be considered shall be transmitted to all LD2 PCs at least seven (7) days prior to the meeting by the LD2 Secretary.
- D. Proposed bylaw amendments may be modified or refined by LD2 PCs during discussion prior to holding a vote on the proposed change. Any proposed bylaw amendments may

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be tabled for future consideration, referred to the LD2 Executive Committee for further revision, adopted, or rejected. LD2 PCs present will be provided the opportunity to review final proposed amendments prior to voting.

- E. No proposal to amend or terminate these bylaws shall be considered by the LD2 Executive Committee or the LD2 Legislative District Committee, unless it has been submitted in compliance with the provisions of this section.
- F. The bylaws of LD2 cannot be contrary to the [ADP bylaws](#) or law.
- G. The LD2 Executive Committee shall administer the process for all proposed amendments and/or revisions to these bylaws.
- H. The LD2 Executive Committee shall maintain and protect these bylaws from unauthorized revisions.

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**APPENDIX**

ADP Bylaws – [Click Here](#)

ADP Code of Conduct – [Click Here](#)

ADP Conflict of Interest Policy – [Click Here](#)

Approved on: February 7th, 2024