



**Nebraska Democratic Party
Latino Caucus**

By-laws ratified on April 13th, 2011

**Nebraska Democratic Party Latino Caucus
BYLAWS**

ARTICLE I

Name, Mission, and Purpose

Section I. Name

The name of this caucus shall be the Nebraska Democratic Party Latino Caucus, and shall be referred to hereafter in this document as the Caucus.

Section II. Mission

The mission of this Caucus shall be to promote the involvement of Latinos in the political process and the activities of the Democratic Party at the local, state, and national level.

Section III. Purpose

The purpose of the Caucus is:

1. To form coalitions and identify pertinent issues that are relevant for the Latino community and the state at large.
2. To support the inclusion of Latinos in leadership of the Democratic Party at the national, state, and local levels while holding candidates, public officials, and the Democratic Party accountable.
3. To advocate for public policies that speak to the needs and concerns of Latinos within the Democratic Party and the state at large.

ARTICLE II

Structure, Meetings, and NDP State Convention

Section I. Structure

a.) The Executive Committee shall serve as the governing body of the Caucus between NDP State Conventions as outlined in Article IV.

b.) The full voting membership of the Caucus shall serve as the governing body of the Caucus at the Annual Meeting of the Caucus and at the NDP State Convention.

c.) County committees shall coordinate local meetings and events for the caucus with the executive board. All county committee activities shall remain in compliance with the caucus by-laws.

Section II. Meetings

a.) The full membership of the Caucus shall meet at least once per quarter to be set by the Caucus Executive Committee.

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b.) An Annual Meeting of the full membership of the Caucus shall meet in odd numbered years at a date to be determined by the Caucus Executive Committee.

1.) Forty percent of the total number of recognized voting members of the Caucus shall constitute quorum for the purpose of voting at the annual meeting.

2.) Inactive Caucus members shall not count against quorum.

c.) Executive board meetings and county committee meetings may be set at their own discretion by the respective governing bodies.

1.) 40 percent of all active voting members within the county committee shall constitute quorum for any business that pertains strictly to county committee meetings and events

Section III. NDP State Convention

a.) The full membership of the Caucus shall convene at each NDP State Convention to carry out the business of the Caucus, including the election of officers, the amending of Caucus Bylaws, the consideration of Caucus resolutions and Platform positions.

b.) Forty percent of the total number of recognized voting members of the Caucus shall constitute quorum for the purpose of voting.

c.) Inactive Caucus members shall not count against quorum.

ARTICLE III Membership

Section I. Non-Discrimination Statement

Any individual, regardless of race, creed, religion, sex, gender, sexual orientation, gender identity, disability, socio-economic status or national origin, or any other protected class, who professes and demonstrates allegiance to the philosophic principles and goals of the Democratic Party, and who is not registered or affiliated with any political party other than the Democratic Party, shall be eligible to become a member of the Caucus.

Section II. Voting Membership

Voting membership in the Caucus shall be restricted to any Democrat or Independent that chooses to caucus with Democrats.

a. Status of Members

1.) Active status

Active voting members shall be those that do not miss more than 3 consecutive meetings within their respective county or within the executive board for executive board

officers.

2.) Inactive status

Inactive members shall be those that have missed more than 3 consecutive meetings within their county or within the executive board for executive board members.

3.) Quorum

Inactive status voting members shall not count against quorum in County committee meetings and annual meetings.

ARTICLE IV

Executive Board, Meetings, Election, and Jurisdiction

Section I. Executive Board

The elected officers of this organization shall be:

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer
5. Public Relations Chair
6. Community Service Chair
7. Fundraising Chair
8. Advocacy Chair
9. Membership Chair
10. Parliamentarian

Section III. Executive and Non-Executive Officer Duties and Responsibilities

Caucus officers shall work to increase the visibility and efficacy of the Caucus within the NDP by regularly attending Caucus meetings. The duties, powers, and responsibilities of each office shall be as follows:

a.)Chair

The Chair shall preside over all Caucus membership meetings and serve as the official liaison to the Nebraska Democratic Party. The Chair shall coordinate the activities of the caucus and shall have the authority to call meetings when necessary. The Chair shall have the authority to create committees and appoint members to those Committees. The Chair should have the power to appoint Caucus Committees Chairs of the Caucus and to fill vacancies when necessary.

b.)Vice Chair

The Vice Chair shall serve as Chair in the event of absence of the Chair. Should a vacancy occur in the Chair, the Vice Chair shall automatically become Chair until the next voting convention. The Vice Chair shall be responsible for all administrative

committees. All county chairs will also report concerns to the Vice-Chair for proper representation of the counties on the executive board.

c.) Secretary

The Secretary shall be responsible for official communication to the Latino Caucus general membership and Executive Committee at the direction of the Chair. The Secretary shall be solely responsible for direct correspondence on behalf of the Caucus, keeper of the official Caucus membership rolls, responsibility for holding current additions of the Caucus By-Laws, conduct Caucus mailings, phone calls, and email communication. The Secretary shall be responsible for taking minutes at all meetings, official conference calls, and hold the official membership roll of the Latino Caucus of the Nebraska Democratic Party.

e.) Treasurer

The Treasurer shall maintain the financial records of the Caucus. The Treasurer shall keep a written report of all receipts and disbursements and submit a detailed report to the Executive Committee and the general membership at the regular meetings of the Caucus.

f.) Public Relations Chair

The Public Relations (PR) chair shall manage the promotion and advertisement for all caucus events. The public relations chair will also take charge of media relations and press releases for the caucus. The PR chair may also implement a committee to carry out all duties relating to the public relations.

g.) Community Service Chair

The Community Service chair will manage and coordinate events event that seek to serve the community in some capacity. The community service chair will also take charge of all voter registration and go-out-the-vote initiatives. The Community Service chair may also implement a committee to carry out all duties relating to community service.

h.) Fundraising Chair

The fundraising chair shall manage and coordinate events that will seek to increase the revenue and funds for the caucus. The Fundraising chair may also implement a committee to carry out all duties relating to the fundraising.

i.) Advocacy Chair

The advocacy chair shall take the lead in researching current issues, policies, and legislation that relate to the Latino community at all levels of government. The chair shall also take the lead in steering the caucus towards what issues and legislation

should take priority in regards to the caucus's advocating efforts. The chair can also take the lead in developing advocacy strategies for the caucus. Resolutions and platforms shall also be drafted and proposed by the advocacy chair and his or her committee. The Advocacy chair may also implement a committee to carry out all duties relating advocacy.

j.) Membership Chair

The membership chair will seek to implement strategies that retain current members and recruit new members. The membership chair shall work closely with the county chairs to coordinate expansion efforts for the caucus. The Membership chair may also implement a committee to carry out all duties relating to membership.

k.) Parliamentarian

The parliamentarian shall be responsible for understanding all governing documents pertaining to the caucus. Documents that a parliamentarian needs to be familiar with include the Nebraska Democratic Party constitution, the caucus bylaws, and national documents outlining the rules for the National Democratic Committee. The parliamentarian shall also take the lead in becoming very familiar with Robert's Rules and shall help keep the meeting in order.

l.) County Chair

A county chair may be appointed for any county in the state of Nebraska. County chairs shall oversee all events and meetings with their respective county. They shall also guide along any work by county members and ensure the efficiency of the caucus within the respective county. The county chair shall also assist the executive board in their efforts.

Section IV. County Chair Requirements

Any individual appointed to the County Chair positions must meet one of the following criteria:

- a.) be registered to vote as a Democrat in the county in which the individual will serve as County Chair;
- b.) reside within the boundaries of the county in which the individual will serve as County Chair.
- c.) Any county chair shall report to the Vice-chair in order to have their concerns heard on the executive board.

Section V. Election of Officers

a.) All officers shall be elected by simple majority vote at the Meeting of the Caucus to be held at the NDP State Convention. **When** a majority vote is not attained, the top two candidates for office receiving votes will move to a run-off election to immediately follow the first election.

b.) Members running for County Chair must reside within the county in which they are voting.

Section VI. Terms of Office

The terms of office for all elected officer positions of the Caucus shall be a period to begin at the conclusion of the election of officers at the NDP State Convention and concluding at the next NDP State Convention in which officers are elected by the Caucus.

Section VII. Gender Equity

The Vice Chair shall be of the opposite gender or gender identity of the Chair.

Section VIII. Vacancy of Chair

In the event that the Chair is no longer able to fulfill the duties of the Chair, the Vice Chair shall assume the duties of the Chair until a special election open to all members in good standing can be held as arranged by the Executive Committee. Any Chair thereby elected would take office immediately and serve the remainder of his or her predecessor's term.

Section IX. Officer Vacancy

All open offices other than the Chair shall be filled by a two-thirds (2/3) vote of the Executive Committee from nominations made by **existing** voting members of the Caucus at a regular meeting of the Caucus. New officers shall take office immediately and serve the remainder of their predecessors' term.

Section X. Meetings

a.) The Executive Committee shall meet at a minimum of once (1) per quarter.

b.) All meetings of the Caucus Executive Committee shall be open to the full membership of the Caucus, except when called into Executive Session by the Chair with the consent of the Executive Committee.

Section XI. Quorum

a.) One-half (1/2) of the Executive Committee shall constitute a quorum.

Section XII. Jurisdiction & Authority

a.) The executive committee shall serve as the voice for the overall caucus and shall coordinate, finalize, and distribute all resolutions, platforms, press releases, and other communications on behalf of the caucus.

b.) The executive committee shall coordinate all executive committee meetings, state central committee meetings, state convention meetings, and annual meetings for the caucus.

c.) The executive committee shall appoint all officer and chair vacancies.

d.) Any other privileges and duties assigned to the executive board hereby granted within these by-laws.

ARTICLE V

Caucus Committees

Section I. Committees

The permanent committees of this Caucus shall be fundraising, public relations, community services, advocacy, and membership committee. Other committees may be created by a simple majority decision of the board.

a.) Fundraising

The fundraising committee shall assist the Fundraising Chair in managing and coordinating events that will seek to increase the revenue and funds for the caucus

b.) Public Relations

The public relations committee shall help the PR chair to manage the promotion and advertisement for all caucus events. The public relations committee shall also help the chair in taking charge of media relations and press releases for the caucus.

c.) Community Service Chair

The community service committee will help the chair to manage and coordinate events that seek to serve the community in some capacity. The community service chair will also take charge of all voter registration and get-out-the-vote initiatives.

d.) Advocacy

The advocacy committee shall help the Advocacy Chair to take the lead in researching current issues, policies, and legislation that relate to the Latino community at all levels of government. The committee shall also assist the chair in taking the lead in steering the caucus towards what issues and legislation should take priority in regards to the caucus's advocating efforts. The committee can also help the chair in taking the lead in

developing advocacy strategies for the caucus. Resolutions and platforms shall also be drafted and proposed by the advocacy chair and his or her committee.

e.) Membership

The membership committee shall help the chair in seeking to implement strategies that retain current members and recruit new members. The membership committee shall also help the chair in closely working with the county chairs to coordinate expansion efforts for the caucus.

ARTICLE VI

Impeachment of Officers and Revocation of Membership

Section I. Authority

The Executive Committee shall be the ruling body in investigations and enforcement of impeachment proceedings and the revocation of memberships of any Executive Committee or Caucus member.

Section II. Grounds for Impeachment and Revocation of Membership

The following shall constitute grounds for impeachment and removal from office or revocation of membership:

- a.) Malfeasance, misfeasance, or nonfeasance of office or membership;
- b.) Theft or unauthorized use of Caucus property or monetary funds;
- c.) Illegal activity and/ or abuse of relationship with Caucus.

Section III. Proceedings

To begin impeachment proceedings, a member of the Caucus must submit a signed accusation to the Executive Committee. The first order of business at the following Executive Committee meeting would be a statement by the accuser followed by a defense by the accused before the matter is put to a vote. Officers shall be impeached or membership revoked by a two-thirds vote of the Executive Committee, subject to immediate removal.

Section IV. Petitioning Ruling

The decision of the Executive Committee is final, except that an individual whose membership or office is revoked may petition at the next Annual Meeting of the Caucus

or at the Meeting of the Caucus at the NDP State Convention to confirm or overrule the decision of the Executive Committee.

ARTICLE VII Resolutions and Platform Positions

Section I. Caucus Resolutions

Resolutions and proclamations by the Caucus may be passed by a **simple** majority vote at the Annual Meeting of the Caucus, at the Meeting of the Caucus at the NDP State Convention or at any time by two-thirds (2/3) majority vote of the Executive Committee.

Section II. NDP Platform Positions

In federal election years, this Caucus will consider endorsement of additions and changes to the NDP Platform as the Caucus to that organization. Such platform endorsements shall require a **simple** majority vote of membership at the Annual Meeting of the Caucus or at the Meeting of the Caucus at the NDP State Convention.

ARTICLE VIII Ratification and Amendments of Bylaws

Section I. Ratification of Bylaws

The Bylaws of this Caucus shall take effect at the conclusion of the NDP State Central meeting at which this Caucus is granted provisional or full status as a caucus of the NDP. The Bylaws of this Caucus must be ratified at the NDP State Convention immediately following the granting of provisional or full status as a caucus of the NDP.

Section II. Amending Bylaws

Any proposals to amend the by-laws, which such power is limited to active members, must be submitted to the executive-board in writing 45 days prior to the Annual meeting, Executive quarterly meeting, or State convention. Upon receiving the said **request to ratify the by-laws**, the Executive Board shall than notify each **respective active** member to inform them of the request. Any proposals to amend the by-laws shall pass with a 2/3 majority of active Caucus members.

ARTICLE X Parliamentary Authority

The most recent edition of Robert's Rules of Order shall govern all deliberations not herein contained by the appropriate authority of the Caucus.